

**Wyndham Community and Education Centre Inc.
Policy and Procedure**

Policy name	Excursions Policy and Procedure
Responsible persons	CEO / Board/ Executive
Staff involved	All Staff
Review Dates	2020
Related documents	<p>Legislation: Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Occupational Health and Safety Act 2004 (Vic), Occupational Health & Safety Regulations 2007, Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic). Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic) Emergency Management Act 1986 (Vic), Public Health and Wellbeing Act 2008 (Vic), Public Health and Wellbeing Regulations 2009 (Vic), Children’s Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic), Ministerial Order 706 (updated January 2016), Equal Opportunity Act 2010 (Vic), Privacy Data Protection Act 2014 (Vic),</p> <p>Policies: Decision Making Responsibilities for VCAL & Youth (under-18) Policy and Procedure, VCAL Attendance Policy & Procedure, Student Well-being and Duty of Care in VCAL Policy & Procedure (includes procedures for under-18s), Student Safety and Welfare in VET Programs Policy & Procedure, VCAL Student Selection, Enrolment, Induction and Delivery Policy & Procedure, SunSmart Policy and Procedure, Child Safe Policy & Procedure (including Statement of Commitment) OHS Policy & Procedure, Staff Recruitment and Induction Policy & Procedure, National Police Check/Working with Children Check/VIT Registration Policy & Procedure, Volunteer Recruitment and Induction Policy and Procedure Anaphylaxis Management Policy & Procedure, Accident & First Aid Policy & Procedure Asthma Management Policy & Procedure, Health Policy & Procedure, Critical Incident and Emergency Management Policy & Procedure, Risk Identification & Management Policy & Procedure, Record Management and Record Keeping Policy and Procedure, Privacy Policy and Procedure (Students and Clients)</p>

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	<p>Other: Guidelines for Managing Students in VCAL, VCAL Student Contract, Student Code of Conduct, VCAL Local Area Excursion Form, Excursion Information and Consent Form, Camp Application Form, Excursion Proposal Form, Excursion Approval Form for Board of Governance, Details of Excursion Notice, Excursion Checklist, Risk Assessment Template, Generic Risk Assessment for Transport, Statutory Declaration for Informal Relative Carers, Excursion Flowchart, VCAL/ Youth Programs local excursion form, VCAL Student Handbook, VCAL Teacher Pack, Reconnect Program Victorian General Retention & Disposal Authority for School Records (Guide not mandatory), First Aid Kit, Incident & Emergency Management Form, Victorian General Retention & Disposal Authority for School Records,</p>
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Policy

Wyndham Community and Education Centre Inc. (Wyndham CEC) is committed to providing students and clients with opportunities to participate in excursions that will extend the educational program or community development projects they are enrolled or participating in to broaden their experience and knowledge.

Excursions offer participants the opportunity to participate in learning related experiences outside the normal educational or community environment. Excursions may also be permitted where they provide participants with the opportunity to participate in sporting, cultural, community or citizenship events. These are especially important for students and clients in Wyndham CEC's adult language & literacy programs, vocational education and training (VET) programs, pre-accredited programs, settlement orientation programs and students undertaking applied learning courses such as VCAL, Pre-VCAL, Reconnect and/or other Youth programs.

Excursions must be inclusive; all students and clients within a group must be given the opportunity to participate.

The CEO has responsibility for oversight of excursions to ensure they are conducted in an appropriate manner and for ensuring that Managers and staff have followed this policy and procedure in relation to any excursion. This responsibility includes oversighting:

- appropriate staffing and supervision
- venue selection
- student/client preparation and behaviour
- safety, emergency and risk management
- informed consent from parents/ guardians/ informal carers (students under-18)
- medical information
- first aid requirements

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- requirements for any adventure or potentially risky activities
- Board approval (if required)

All proposed excursions organised by teaching or other Wyndham CEC staff must first be discussed with the relevant Manager as per the Excursion Flowchart and as follows:

Training Services:

- VCAL and Youth Programs VCAL, Pre-VCAL, VCAL & Youth Manager
- Adult language & literacy, pre-accredited and VET excursions - Education Manager
- VETiS excursions - RTO Manager and/or follow home school processes

Community Strengthening Services:

- All excursions and activities - Community Strengthening Manager

Projects:

All excursions and activities eg. Reconnect – Projects Manager

If the excursion is considered high risk or meets the definition of a major excursion (see Definitions below), once approved by the relevant Manager, the excursion must be approved by the CEO. Excursions that include high risk activities, are overnight residential, or camps, require approval from the Board of Governance (the Board).

Definitions

Local excursions - students working outside the class room OR activities which do not involve ‘Adventure Activities,’ that include short visits to places of educational value including an opportunity to participate in sporting, cultural, community or citizenship events, within the local community of Wyndham such as the local library. Excursions in this category usually do not carry major risk.

Non-local Excursions – excursions that are all-day or over several hours that require students or clients to leave the local municipality of Wyndham and use public or organised transport. Excursions in this category usually do not carry major risk.

Major excursions* – excursions that are overnight/ residential excursions OR excursions that include adventure activities or activities that may have inherent risk factors.

*On the rare occasion that an excursion in this category is organised, it must have approval from the Board. The Board would be responsible for approving overnight excursions, camps, interstate or overseas trips, excursions on weekends or adventure type excursion if an excursion of this type should ever occur. (Note: Wyndham CEC does not usually conduct excursions involving overseas travel or interstate travel.)

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Duty of Care - applies not only during normal educational classroom activities, but also during local, non-local and major excursions. Duty of Care applies from the time of departure from Wyndham CEC, for the duration of the activity/ excursion and until students/clients have been dismissed from the excursion. Duty of Care requires that staff should take all reasonable measures to ensure the safety of any student or client under their care.

Risk Review – A risk review must be conducted before seeking approval for any overnight excursion or excursions that involve higher than normal risk activities such as some sporting activities or travel to remote areas. It is extremely unlikely that any excursions or activities in this category would be undertaken at Wyndham CEC given the nature of the organisation and the programs and services it offers. However, should this occur, Wyndham CEC would seek approval for an activity from the Board. In the case of students aged under-18 or in Community VCAL, Wyndham CEC would seek permission from the home school or follow departmental guidelines.

Wyndham CEC does not usually conduct excursions involving overseas travel or interstate travel.

Informed consent - means that parents/guardians (or informal carers as required) of students/clients under the age of 18 years give permission for the student/client for whom they are responsible to participate in an activity after they have been informed of the details of the activity and associated costs involved.

For students 18 years and over, they are able to give their own permission to participate in an activity after they have been informed of the details of the activity and associated costs involved.

Procedures

While there is recognition of the advantages of excursions, it is important that the following items are carefully considered when organising an excursion.

All staff organising an excursion must consider the:

- cost of the excursion
- time of the excursion
- safety, health and well-being of students/clients attending the excursion
- supervision on the excursion
- safe transport or walking route for the excursion
- procedures for students/clients aged under-18

Planning and Approving an Excursion

The excursion planning and approval process should take into account the following considerations:

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- the educational/community development purpose or benefit of the excursion
- maintenance of all excursion records, including clear documentation of the planning process if required
- the suitability of the environment or venue for the excursion including safety and risk management if required
- procedures in the event of an emergency
- arrangements if the excursion needs to be cancelled
- first aid requirements
- staffing and supervision
- informed consent from students /parents / guardians/ informal carers (as applicable)
- adequate medical information
- student/client preparation and behaviour expectations
- the importance of providing an inclusive experience for all students/clients, including students/clients with disabilities and additional needs
- requirements for any adventure activities (these involve greater than normal risk- there are additional considerations associated with these activities)
- special requirements for any activities
- transportation requirements
- communication requirements
- costs
- meets the requirements of this policy and procedure

The staff member planning the excursion must:

- discuss the excursion with the relevant Manager and seek approval to commence organising the excursion
- ensure a risk review of the venue / excursion has been undertaken and provide evidence of this to the Manager
- the Manager should then seek approval from the CEO to proceed with the excursion
- the organising staff member should complete the top section on the first page of the appropriate excursion form noting that VCAL and Youth Program excursions have a different *Excursion Information & Consent Form* to adult excursions. The *VCAL/Youth Programs Excursion Information & Consent Form* includes a section for students aged under-18
- *The Excursion Information & Consent Form* provided to the VCAL & Youth students/or parent/guardian/ informal carer must have the top section completed and must include:
 -  the title and location of the excursion
 -  educational purpose of the program
 -  departure and return details including the proposed date, time and venue
 -  details of supervising staff
 -  costs

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- ✚ travel arrangements
 - ✚ any special requirements
 - ✚ medical information
 - ✚ dietary requirements.
- *The Excursion Information & Consent Form* for students/clients in other programs provided to the student/client or must have the top section completed and must include:
- ✚ the proposed date and destination for the excursion
 - ✚ the cost of the excursion
 - ✚ details of the excursion
 - ✚ transport
 - ✚ any special requirements eg: clothing
 - ✚ dietary requirements (if applicable)
 - ✚ the name of the teacher/ staff member in charge

Before the Excursion

Before an excursion, the staff member in charge of the excursion must:

- have read and understood the *Excursion Policy and Procedure*
- ensure that all required documentation has been received by the relevant Manager
- ensure that students/clients are aware of transport arrangements and have given their informed consent on the correct Excursion Information & Consent Form
- ensure that parents/guardians (or /informal carers) are aware of supervision and transport arrangements and have given their informed consent on the correct *VCAL/ Youth Programs Excursion Information & Consent Form*
- check that all the medical details have been completed and signed
- ensure that if Excursion Information consent forms are not returned prior to the excursion, the participant does NOT attend the excursion and make alternative arrangements with the relevant Manager
- in the case of an excursion in a remote area, check mobile phone service availability in the area and develop an emergency communication back up plan should no service be available
- commence completing the Excursion checklist

Obtaining consent to participate in an excursion

Wyndham CEC will obtain written consent from a parent /guardian/ informal carer of all students/clients under-18 to attend excursions.

Adult students/ clients (students aged 18 or older) can sign their own excursion forms.

A parent/guardian/ informal carer who consents for a student/client to attend an excursion, agrees to:

- meet the financial costs of the excursion

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- the student being sent home from the excursion in the event of serious misbehaviour and for the cost of the student's return to be the responsibility of the parent/guardian/informal carer or the student, if the student is 18 years of age or older
- alert Wyndham CEC to any medical conditions or allergies applicable
- allow Wyndham CEC to seek medical treatment in an emergency, this includes an injury or accident.

Wyndham CEC will provide parents/guardians/ informal carers who are required to sign consent forms, sufficient information about the excursion to enable them to make an informed decision about the excursion or planned activity.

Medical information

For students/ clients aged under-18, medical information must be provided by a parent/guardian/ informal carer before a student/client can attend an excursion outside of the local area.

Students/ clients will not be denied attendance on any excursion because a parent/guardian/ informal carer refuses permission to seek certain kinds of medical attention. For example, transfusions or other courses of medical treatment are matters for legally qualified medical practitioners. Teachers or staff cannot be held liable for medical treatment given against the wishes of a parent/guardian/ informal carer in an emergency situation on the condition that the excursion was an official and approved excursion.

Wyndham CEC will:

- ensure that the staff member-in-charge takes the medical information forms on the excursion
- ensure these forms are available to other excursion staff in emergency situations
- keep copies of the forms at Wyndham CEC

Day of Excursion

On the day of the excursion, the staff member in charge of the excursion must:

- ensure that the Excursion Information & Consent Forms, with medical information completed, have been received and a copy provided to the relevant Manager. The original forms will remain with the Manager. The teacher-in-charge will take a copy.
- ensure the first aid kit has the required contents and is taken on the excursion. Depending on the medical condition/s of a student/client the General use Asthma Emergency Kit and/or EpiPen may also be required.
- ensure all emergency contact details are taken on the excursion
- take a fully charged mobile phone that is switched on at all times and ensure that at least one other adult also has a mobile phone that is switched on

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- ensure the relevant Manager/CEO has the mobile phone numbers back at Wyndham CEC
- ensure any student/ client under-18 who may have difficulty communicating in an emergency is carrying a card with the above mentioned mobile phone numbers and details whilst on the excursion
- remind students/clients of the expected standards of behaviour to ensure the safety of all and likely consequences of any breaches. Note: this item is particularly relevant to students in senior secondary programs such as VCAL & Youth programs such as: Pre-VCAL / Re-engage / Reconnect
- finalise the Excursion checklist and submit it to the relevant Manager
- manage the situation if an emergency arises, provide assistance and complete a report using the Incident & Emergency Management form after returning to Wyndham CEC.

Supervision Ratios on Excursions

Wyndham CEC will ensure appropriate levels of staff attend excursions in order to meet requirements regarding student/client safety and well-being.

All TSU excursions conducted by Wyndham CEC out of the local area will be supervised by teaching staff who are VIT registered or have a current Working with Children Check.

All Community Strengthening/Project Unit staff will have a current Working with Children Check.

Where possible, Wyndham CEC will ensure a staff member of each gender attends an excursion with students/clients aged under-18.

On occasion, students in VCAL/ Youth programs may attend an excursion or activity in the local area of Wyndham. Students aged under-18 must have signed permission from a parent/guardian/ informal carer to attend in these instances. The teacher responsible for the activity must have permission from the VCAL & Youth Manager and must maintain a record of the activity, the location, the names and ages of students involved and the time of leaving and returning to Wyndham CEC.

Excursion planning should take into account:

- the experience, qualifications and skills of staff
- teacher/ staff to student/ client ratios
- the age and maturity of students/clients (particularly students/clients under-18)
- the ability and experience of the students/clients
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken

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- medical/first aid requirements
- other relevant factors

Wyndham CEC will ensure the following minimum staff-student ratios:

Program	Age Group	Excursion time	Staff to participant ratio
VCAL/ other youth	Contains students aged under-18	Day time	one teacher per twenty students
VCAL/ other youth	No students under-18	Day time	one teacher per twenty students
Adult students (non snr secondary programs)	Over 18	Day time	one teacher per twenty-five students
VCAL/ other youth	Contains students aged under-18	overnight excursion	one teacher per ten students
VCAL/ other youth	No students aged under-18	overnight excursion	one teacher per fifteen students
Adult students (non snr secondary programs)	No students aged under-18	overnight excursion	one teacher per twenty students
Community Strengthening Unit clients	No clients aged under-18/ family event parents to supervise children	Day or overnight	one staff member per twenty participants

Excursion Venues

Excursion venues must be safe and suitable for the activities proposed. Excursion venues for overnight excursions that include students/clients aged under-18 must be assessed for their safety and suitability according to the following:

- health and hygiene
- buildings and facilities
- activity equipment and the conduct of activities
- certification and qualifications of venue staff
- participant supervision provided
- emergency and risk management plans of venues
- fire precautions
- first aid facilities
- relevant accreditations

The staff member-in-charge of the excursion must check the excursion venue on arrival to assess any apparent dangers or hazards and prepare contingency plans if required.

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Student/ client preparation

Staff should ensure that students/ clients are prepared for all excursions. This includes communicating clear organisational arrangements, any safety or emergency arrangements and expected standards of behaviour.

For students in VCAL/ Pre-VCAL/ Re-engage / Reconnect or other youth programs, Wyndham CEC's *Discipline Policy and Procedure* and the *Student Code of Conduct* will be followed. In extreme cases a student may be sent home from an excursion at the cost of the parent, informal carer or student. In the event of this being necessary, the teacher-in-charge of the excursion must:

- advise the CEO and / or VCAL & Youth Manager and seek authorisation
- advise the parent /guardian/ informal carer that the student will be sent home or arrange for the parent/guardian/ informal carer to collect their child from the excursion
- consider the age and maturity of the student when making arrangements

For all other students, the *Student Code of Conduct* should be adhered to.

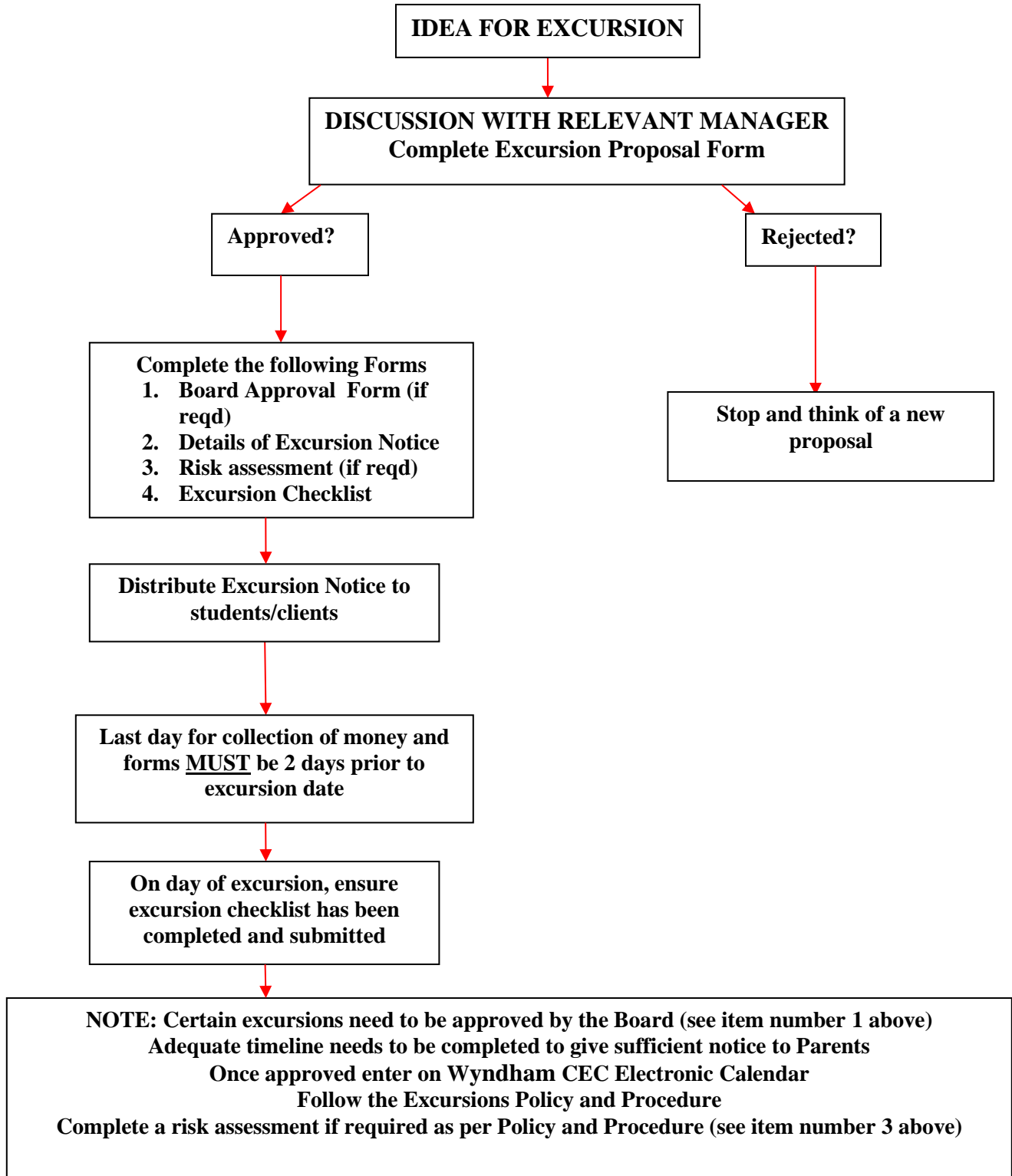
Staff from Community Strengthening/Projects Unit will provide clients with any relevant guidelines for excursions and other activities as required.

Retention of Excursion Forms

While there is no clear rule on how long to keep excursion/ camp permission forms, as per the advice of the Victorian General Retention & Disposal Authority for School Records, Wyndham CEC will store these forms for 7 years where no accident occurred and 20 years if an accident did occur.

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EXCURSION FLOW CHART



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