

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	Approved: 10 October 2025 Review Date: 2027

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 in, or, participating in, to broaden their experience skills 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 programs (VET), pre-accredited programs, settlement orientation programs, and/or other Youth programs like Junubi Wyndham.

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/Directors and staff involved have followed the steps outlined in this policy and procedure in relation to any documents associated with the excursion or activity. This responsibility includes oversighting:

1. venue selection
2. appropriate staffing and supervision
3. safety, emergency and risk management assessment including risk mitigation strategies
4. informed consent from parents/ guardians/ informal carers for (students under-18)
5. first aid requirements and equipment
6. relevant medical information (eg. anaphylaxis, asthma, diabetes)
7. how staff will meet their responsibilities under Child Safe Standards
8. the importance of providing an inclusive excursion experience for all
9. Board approval (if required) for any adventure or potentially risky activities

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc. on 10/10/2025 and supersedes all previous versions.

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10. how staff will meet their responsibilities to abide by epidemic/pandemic procedures when informed by authorised staff that epidemic or pandemic procedures are in effect
11. student/client preparation and behaviour

All proposed excursions organised by Wyndham CEC staff, must first be discussed with their relevant Manager or Director as per the Excursion Flowchart and as relevant to their service or program area.

Training Services:

- Adult language & literacy (Education Manager or Director of Education - DoE)
- VET (including VETDSS) and pre-accredited excursions - RTO Manager or DoE and/or mainstream home school

Community Services:

- All excursions and activities (Community Services Manager or DoE)**Junubi Wyndham:**
- All excursions and activities (Junubi Wyndham Manager or DoE)

The Manager or relevant Director should approve or reject the excursion/activity idea before any further steps are undertaken.

If the excursion is approved but considered high risk or meets the definition of a major excursion (see Definitions below), once approved by the relevant Manager/Director, the excursion must be approved by discussion with and/or approval of the Board. See steps 1-4 in Flow Chart. Excursions that include high risk activities, are overnight residential, or camps, will require approval from the Board of Governance (the Board).

Child Safety on Excursions

For children or young people aged under 18 in programs or services, this policy and procedure must be read in conjunction with the *Child Safety and Wellbeing* and policies and procedures. These policies outline how Wyndham CEC establishes a safe environment for children and young people.

Wyndham CEC has a zero-tolerance approach to child abuse and racism. The safety and wellbeing of all students is a priority.

Wyndham CEC recognises that those students who identify as First Nations, LGBTIQ+ or with a disability may need a tailored approach to their safety and wellbeing. The organisation expects all staff to establish and maintain a culturally safe environment.

Definitions

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Local excursions - students working outside the classroom 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 do not usually carry major risk and do not require a Risk Assessment or Proposal Form.

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 do not usually carry major risk but may require a Proposal Form or a Risk Assessment for activity.

Major excursions – excursions that are overnight/ residential excursions OR excursions that include adventure activities or activities that may have inherent risk factors. These require a Proposal Form, a Risk Assessment for activity and Contracted Transport and a Board Approval Form.

The Board is responsible for approving overnight excursions, camps, interstate or overseas trips, excursions on weekends or adventure type excursion. (Note: Wyndham CEC does not usually conduct excursions involving interstate or overseas travel.)

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 Assessment – A risk assessment (where applicable) must be conducted following initial approval. All overnight excursions or excursions that involve higher than normal risk activities such as some sporting or adventure activities, or travel to remote areas will also require approval from the Board of Governance. An *Approval Form for Excursions requiring Board* approval will need to be completed. This should be lodged in a timely fashion to get Board approval before the activity/excursion. In the case of students aged under-18, or under Department of Education contracts, Wyndham CEC will seek permission from the home school if required.

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 any associated costs.

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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 any associated costs.

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:

- affordability of the excursion
- safety, health and well-being of students/clients attending the excursion
- assessment of excursion risks and appropriate risk minimisation strategies
- supervision requirements of the excursion
- safe transport and/or walking routes for the excursion
- procedures for students/clients aged under-18
- suitability of the venue and/or environment for the excursion
- importance of providing an inclusive excursion experience for all students/clients, including those with a disability or additional needs
- Child Safe Standards and how staff will meet their responsibilities
- medical needs such as anaphylaxis, asthma, diabetes

Planning and Approving an Excursion

The excursion planning and approval process should consider the following:

- the educational, community development purpose, or benefit of the excursion
- maintenance of all excursion records, including clear documentation around planning processes 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 including a medical emergency
- arrangements if the excursion needs to be cancelled
- first aid requirements including asthma and anaphylaxis
- staffing and supervision ratios
- informed consent from students /parents / guardians/ informal carers for students clients under-18 (as applicable)
- student/client preparation and behaviour expectations for under 18s
- requirements for any adventure activities that involve greater than normal risks and require a Board Approval Form
- transportation requirements including a Risk Assessment for Contracted Transport
- communication requirements to parents and participants

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- how staff will meet their responsibilities to abide by epidemic/pandemic procedures when informed by authorised staff that epidemic or pandemic procedures are in effect.

The staff member planning the excursion must:

1. Discuss the excursion idea with the relevant Manager or Director and seek approval for the idea
2. After flagging initial idea, where applicable complete the *Excursion Proposal Form* at least 2-6 weeks before, and lodge with Manager or Director
3. Receive approval or rejection before going any further
4. If approval is received, complete the *Excursion Notice* to summarise details and determine if Board Approval is needed and/or if medical risks have been identified
5. Where applicable, ensure a risk review of the venue / excursion has been undertaken and provide evidence of this to your manager
6. Where applicable, Director should then seek approval from the CEO to proceed with the excursion.
7. If Board approval is required, this must be lodged in a timely manner
8. The organising staff member should complete the top section on the first page of the appropriate Excursion Form noting that Senior Secondary and youth programs have different forms to all other planned excursions.
9. *The Excursion Information & Consent Form* for students/clients under 18 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
 - travel arrangements
 - any special requirements
 - medical information
 - dietary requirements.
10. *The Excursion Consent Form* (excluding Senior Secondary and youth programs) 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 e.g.: clothing
 - dietary requirements (if applicable)
 - the name of the teacher/ staff member

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Before the Excursion

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

1. Ensure that all required documentation has been received by the relevant Manager/Director and approved.
2. Ensure that students/clients are aware of transport arrangements and have given their informed consent on the correct Excursion Information & Consent Form
3. Ensure that parents/guardians (or informal carers) are aware of supervision and transport arrangements and have given their informed consent on the *Senior Secondary Program / Youth Programs Excursion Information & Consent Form*.
4. Check that all the medical details have been completed and signed on either the *Senior Secondary Programs & Youth Medical Information Form* or the *Excursion Consent Form* for all other Programs.
5. Ensure that if *Excursion Consent Forms* are not returned prior to the excursion, the participant does NOT attend the excursion and makes alternative arrangements with a relevant Manager/Director.
6. 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.
7. Commence completing the *Excursions 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
- 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 a non-local or major excursion.

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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 including the *Excursion Notice* which summarises details

Day of Excursion

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

1. Ensure that the relevant consent form with medical information completed, have been received and a copy provided to the relevant Manager/Director. The original forms will remain with the Manager /Director.
2. 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.
3. Ensure all emergency contact details are taken on the excursion.
4. 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.
5. Ensure the relevant Manager/Director has the mobile phone numbers on record at Wyndham CEC.
6. Ensure any student/ client under-18 who may have difficulty communicating in an emergency, carry a card with the above mentioned mobile phone numbers and details whilst on the excursion.
7. 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 or youth programs
8. Finalise the *Excursions Checklist* and submit it to the relevant Manager/Director.
9. 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.

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All Community Services 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.

Senior Secondary and Youth Programs only:

For students in Senior Secondary 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 parent /guardian/ informal carer that the student is 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
- advise the CEO and / or DoE 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. A student should never be left at risk.

On occasion, students in Senior Secondary Programs / 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 or Senior Secondary~~ the DoE 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
- medical/first aid requirements
- other relevant factors

Staff ratios

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

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Program	Age Group	Excursion time	Staff to participant ratio
Senior Secondary Programs	Contains students aged under-18	Day time	one teacher per twenty students
Senior Secondary Programs / other youth programs	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
Senior Secondary Programs / other youth programs	Contains students aged under-18	overnight excursion	one teacher per ten students
Senior Secondary Programs / other youth programs	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 Services Unit clients	No clients aged under-18/ family event parents to supervise children	Day or overnight	one staff member per twenty participants parents supervise own children
Junubi Wyndham	Contains students aged under-18	Day time	one staff per fifteen 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:

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

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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.

Student/ client preparation (non Senior Secondary)

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.

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.

Related Documents

Legislation: Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Worker Screening Act 2020 (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 (Child Safe Standards Compliance and Enforcement) Amendment Act 2021, 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),

Policies: Decision Making Responsibilities for SSP & Youth (under-18) Policy and Procedure, SSP Attendance Policy & Procedure, Student Well-being and Duty of Care in SSP Policy & Procedure (includes procedures for under-18s), Student Safety and Welfare in VET Programs

Policy & Procedure, SSP Student Selection, Enrolment, Induction and Delivery Policy & Procedure, SunSmart Policy and Procedure, Child Safety and Wellbeing 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) Mandatory Reporting Policy & Procedure, Child Safe (including Statement of

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Commitment) Policy & Procedure, Epidemic and Pandemic Policy & Procedure, COVID-19 Vaccination Policy & Procedure (staff and volunteers), COVID-19 Vaccination Policy & Procedure (students, clients & visitors)

Other: Guidelines for Managing Students in SSP, SSP Student Contract, Student Code of Conduct, Child Safety and Wellbeing Code of Conduct, SSP Local Area Excursion Form, SSP Excursion Information and Consent Form, Proposal Form for Excursions, Approval Form for Excursions requiring Board of Governance Approval, Details of Excursion Notice Form, Excursion Checklist, Risk Assessment Template, Risk Assessment for Contracted Transport, Excursion Flowchart, SSP / Youth Programs Local Excursion Form, SSP Student Handbook, SSP Teacher Pack, First Aid Kit, Critical Incident & Emergency Management Form, Victorian General Retention & Disposal Authority for School Records, SSP Confidential Medical Information Form, Statutory Declaration for Informal Relative Carers

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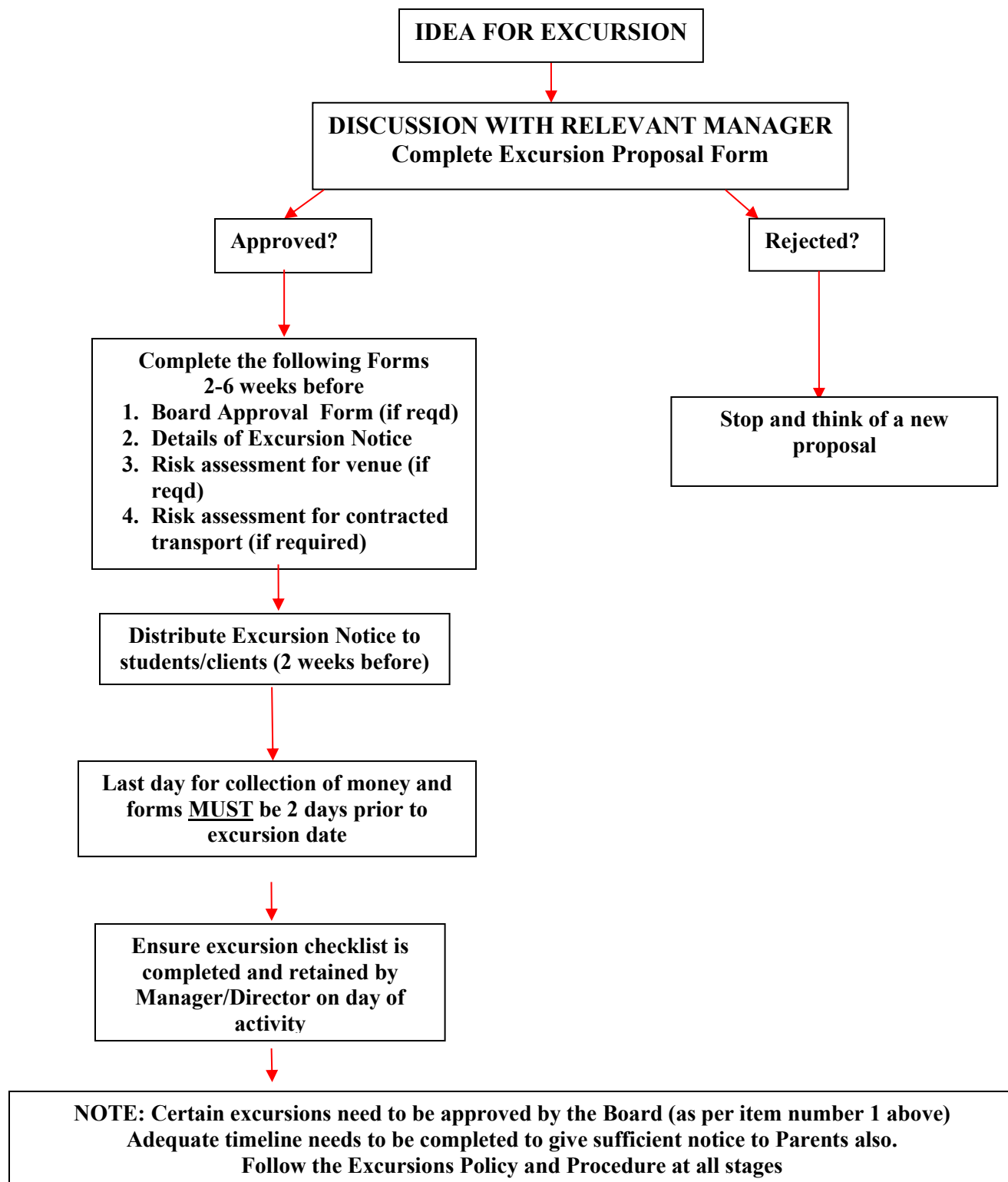
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EXCURSION FLOW CHART



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