

# STUDENT EXCURSIONS AND CAMPS PROCEDURE

## 1. Purpose

To describe the management of student excursions and camps conducted as part of the curriculum to ensure that risks to students, staff and The Gordon are minimised

## 2. Scope

This procedure covers approved external activities which are part of the learning process (curriculum related) which include:

- Excursions and visits
- Camps and outdoor activities

And any other curriculum related external activity that are organised by or on behalf of The Gordon.

This procedure covers approved external activities which are part of the learning (curriculum) process. This includes: Excursions and visits; Camps and outdoor activities; and any other curriculum related external activity that is approved.

This procedure does not cover:

- Gordon student's social activities
- Practical placement arrangements (refer *Practical Placements RISK PR 22*)
- Overseas study tours (refer *Study Tours RISK PR 23*)

## 3. Definitions

### Adventure activity

An adventure activity is an activity that involves greater than normal risk which includes activities listed in the Safety Guidelines for Education Outdoors such as:

- Abseiling
- Artificial climbing and abseiling walls
- Canoeing/kayaking
- Challenge ropes courses
- Cross country skiing
- Downhill skiing and snowboarding
- Horse riding
- Orienteering
- Rafting
- Recreational swimming
- Rock climbing
- Sailing
- Scuba diving
- Sea kayaking
- Snorkelling
- Surfing
- Water skiing
- Windsurfing

**Note:** Bush walking, cycling and overnight camping may be considered adventure activities where they involve greater than normal risk and in the circumstances outlined in the activity descriptions in the Safety Guidelines for Education Outdoors.

**4. Procedure – Students (excluding VET Delivered to Secondary Students / VCE / VCAL, refer page 6)**

ACTION	RESPONSIBILITY	GUIDANCE
Activity Planning	Teacher	<ul style="list-style-type: none"> <li>Gordon staff have a duty of care to students even when participants are over 18 years of age, to take reasonable steps to protect them from any injury that the teacher should have reasonably foreseen. This requires teachers and program managers not just to react to situations on external activities as they arise but to engage in appropriate planning to minimise the risks of injury and incidents in advance of the activity.</li> </ul>
Activity Selection	Teacher	<ul style="list-style-type: none"> <li>In planning external activities, teachers need to consider:               <ul style="list-style-type: none"> <li>Curriculum relevance and learning benefit;</li> <li>Costs the students may incur and how students who are under financial difficulty may be assisted</li> <li>Accessibility to all students in the course including those with a recognised disability.</li> </ul> </li> <li>External activities are normally conducted on a “cost recovery basis”, and included in student fees paid at course commencement.</li> <li>Program areas are required to communicate the students a breakdown of all fees and charges and when they may be incurred <u>before enrolment</u> to allow students to budget for course costs.</li> <li>Where external activity costs have not been communicated to students in advance of enrolment, participation in the activity cannot be a mandatory requirement of the course.               <ul style="list-style-type: none"> <li>➤ Refer <i>Education and Training Reform Act 2006 – 2009 Ministerial Directions – Directions about Fees</i></li> </ul> </li> </ul>
Activity Approval	Program Manager	<ul style="list-style-type: none"> <li>Prior approval of external activities is mandatory to ensure that the students are covered by the Gordon’s insurance arrangements.</li> <li>Approval Authority is based on a risk assessment of the activity by the Teacher and Program Manager.</li> <li>Activities and arrangements must be planned and authorised at least five days prior to the activity.               <ul style="list-style-type: none"> <li>➤ Refer <i>External Activity Approval Form RISK FO 21.01</i></li> </ul> </li> </ul>
Adventure Activity Approval	Program Manager	<ul style="list-style-type: none"> <li>Adventure activities:               <ul style="list-style-type: none"> <li>Are to be treated as excursions regardless of whether they occur on campus or not</li> <li>Require the prior approval of Program Manager.</li> </ul> </li> </ul>

ACTION	RESPONSIBILITY	GUIDANCE
		<ul style="list-style-type: none"> <li>- Must also be conducted in accordance with the requirements of the Department of Education and Early Childhood Development's Safety Guidelines for Education Outdoors.</li> <li>• For adventure activities which do not have specific guidelines listed in the Safety Guidelines for Education Outdoors, schools should refer to the Adventure Activity Standards (where relevant standards exist) and consider the greater duty of care that may be required for students</li> </ul>
<p><b>Obtain Participant Indemnity</b></p>	<p><b>Course Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Students involved in any external activity are required to complete a medical clearance prior to an external activity. This record may be completed once per year by the student; however it is recommended that all details are re-confirmed with students as still being current at the mid-point of the year.               <ul style="list-style-type: none"> <li>➢ Refer <i>Student External Activity Indemnity and Medical Authorisation Form (excluding VET Delivered to Secondary Students / VCAL / VCE) RISK FO 21.02</i></li> </ul> </li> </ul>
<p><b>Make staff aware of student support needs</b></p>	<p><b>Program Manager</b></p>	<ul style="list-style-type: none"> <li>• Students with certain Medical Conditions must provide The Gordon with details of the Management Plan for their condition prior to participating in Gordon activities.</li> <li>• Prior to external activities staff are made aware of relevant medical/other requirements to ensure students are not put at risk</li> <li>• These conditions include:               <ul style="list-style-type: none"> <li>- Asthma (if hospitalized in last 12 months)</li> <li>- Anaphylaxes or severe allergies</li> <li>- Epilepsy and Diabetes</li> </ul> </li> <li>• For students with a self-identified disability that has been notified to The Gordon the indemnity form's contents should be reconfirmed prior to each excursion or camp.               <ul style="list-style-type: none"> <li>➢ Refer <i>Management of Medical Conditions RISK PR 16</i></li> </ul> </li> </ul>

ACTION	RESPONSIBILITY	GUIDANCE
<p><b>Assess and Manage Activity Risks</b></p>	<p><b>Teacher / OHS Representative</b></p>	<ul style="list-style-type: none"> <li>All high risk outdoor “Adventure” activities must be conducted under the supervision of qualified specialist in the activity and all risk controls implemented in a manner consistent with the current Outdoor adventure activity standards.</li> </ul>
<p><b>Extreme Weather Events</b></p>	<p><b>Program Manager</b></p>	<ul style="list-style-type: none"> <li>Program Managers may need to cancel excursions or recall camps at short notice on days of notified extreme weather (eg extreme fire danger, flood or storms).</li> <li>If an excursion or camp is not cancelled or recalled, a risk control plan must be in place and authorized by the OHS Manager.</li> </ul>
<p><b>Communicate Standards of Conduct</b></p>	<p><b>Teacher</b></p>	<ul style="list-style-type: none"> <li>In external activities both student behaviour and management of the activity is a reflection on the Gordon’s name in the community.</li> <li>Teachers supervising external activities are required to communicate to students that the behaviour of all participants must be consistent with the Gordon’s Student Code of Conduct.</li> </ul>
<p><b>Establish Communication Systems</b></p>	<p><b>Program Manager</b></p>	<ul style="list-style-type: none"> <li>When an external activity is undertaken, a member of staff remaining at the Gordon (typically the Program Manager or Course Co-ordinator) must be acquainted with full details of the external activity and act as the on campus “staff contact”.</li> <li>All details of the activity should be provided to the designated after hours staff contact in advance of departure. This should include as appropriate:               <ul style="list-style-type: none"> <li>Full itinerary of activity</li> <li>Emergency contact details of activity leader and other staff on external activity</li> <li>Names and emergency contact details for all students participating</li> </ul> </li> <li>Emergency services in area to be visited</li> </ul>
<p><b>Manage Activity Transportation</b></p>	<p><b>Teacher</b></p>	<ul style="list-style-type: none"> <li>Where transport is involved, the following planning principles apply:               <ul style="list-style-type: none"> <li>All arrangements must be consistent with the Gordon’s travel policy</li> <li>Gordon vehicles must be driven by suitably licensed staff</li> <li>Vehicles will be used in accordance with legal specifications – eg number of passengers</li> <li>Vehicles must not be used to transport students on roads that are unsuitable for their safe operation (eg on 4 wheel drive tracks)</li> <li>Private vehicles may be used for external activities so long as appropriate arrangements, such as registration, licensing and</li> </ul> </li> </ul>

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		<p>comprehensive insurance, have been confirmed with and authorised by the Program Manager</p> <ul style="list-style-type: none"> <li>- A student may transport other students in their own car but this will be at the sole risk and expense of the student involved. The Gordon will not be liable for any claim for damages or loss arising in connection with the use of private student vehicles</li> </ul> <ul style="list-style-type: none"> <li>• Refer <i>Terms of Use of Gordon Vehicles on Gordon Business FAC PO 01</i></li> </ul>
<p><b>Supervise external activity</b></p>	<p><b>Teacher</b></p>	<ul style="list-style-type: none"> <li>• External activities must be under the direct control of a Gordon staff member.</li> <li>• The activity must be conducted with sufficient staff to ensure proper supervision. The decision on what constitutes sufficient numbers is based on the following factors:               <ul style="list-style-type: none"> <li>- The age of students (mature age or under 18 years)</li> <li>- The size of the group</li> <li>- The nature and location of the activity</li> <li>- Any special needs students within the group</li> <li>- The activities to be undertaken</li> <li>- The experience of the students in the activity and</li> <li>- any other relevant factors</li> </ul> </li> <li>• Private individuals may give instruction in specialist activities, but student supervision remains the legal responsibility of the member of staff conducting the external activity.</li> <li>• If an overnight external activity involves students under 18 years of age of both genders, then the supervising staff must have both male and female representation.</li> <li>• When an external activity involves a group of 15 or more students, it is recommended that at least one supervising staff member holds a current Level 2 First Aid Certificate.</li> </ul>

ACTION	RESPONSIBILITY	GUIDANCE
<p><b>Manage Injury or Incident</b></p>	<p><b>Teacher</b></p>	<ul style="list-style-type: none"> <li>In the event of an injury or incident, the immediate attendance to the injury or those affected is the first responsibility of the activity supervisor.</li> <li>The secondary responsibility of the activity supervisor is to notify the nominated “Gordon Contact” as soon as practical.</li> <li>The Activity Supervisor is responsible for ensuring that any incident or injury which occurs on an external is reported using standard Gordon reporting processes.               <ul style="list-style-type: none"> <li>➤ Refer <i>OHS Hazard Identification and Risk Control OHS PR 07</i></li> </ul> </li> </ul>
<p><b>Manage Critical Incidents</b></p>	<p><b>Program Manager</b></p>	<ul style="list-style-type: none"> <li>The staff contact is responsible for instigating the critical incident management process in the event of a serious occurrence on the external activity.</li> <li>A critical incident may include immediate or imminent threat of serious harm and/or trauma to participants of the activity such as:               <ul style="list-style-type: none"> <li>- Fatal or life-threatening accident or incident</li> <li>- Serious vehicle accident involving one or more members of the Gordon community</li> <li>- Serious physical or any sexual assault</li> <li>- Fire, explosion, structural collapse, natural disaster or environmental accident</li> </ul> </li> <li>➤ Refer <i>Critical Incident Management RISK PR 06</i></li> </ul>

**5. Procedure – VET Delivered to Secondary Students (VDTSS) / VCE / VCAL**

ACTION	RESPONSIBILITY	GUIDANCE
<p><b>VET Delivered to Secondary Students / VCE / VCAL Activity Indemnity</b></p>	<p><b>Program Managers</b></p>	<ul style="list-style-type: none"> <li>All excursions must be approved by Program Managers as part of the preparation process. Refer <i>External Activity Approval Form RISK FO 21.01</i>.</li> <li>Excursions within scheduled VET / VCE / VCAL class times are to be communicated with Secondary Schools.</li> <li>Teachers are required to complete the VET letter template with all the excursion details to accompany the risk form above. Program Manager to approve / check for suitability.</li> </ul>
	<p><b>Student</b></p>	<ul style="list-style-type: none"> <li>Parents must provide specific permission for a student’s involvement in each excursion (ie one form cannot cover all excursions for the year)</li> </ul>
	<p><b>Teacher</b></p>	<ul style="list-style-type: none"> <li><i>VDTSS / VCE / VCAL Activity Indemnity and Medical Authorisation Form RISK FO 21.03</i> must be completed PRIOR to each excursion and taken on the excursion by the teacher. Cost for the excursions are to be factored into the course costs</li> </ul>

ACTION	RESPONSIBILITY	GUIDANCE
		<p>invoiced to the secondary schools. The course costs are finalised by April in the previous year of delivery.</p> <ul style="list-style-type: none"> <li>For VET Delivered to Secondary Students the VET office needs to be provided with all the excursion details two months prior to the excursion taking place to enable prompt communication advice is provided to the relevant secondary schools.</li> <li>It is not recommended for teachers to use private vehicles for this cohort of students. A student may use their own car but this will be at the sole risk and expense of the student involved, but not transport other students. The Gordon will not be liable for any claim for damages to loss arising in connection with the use of private student vehicles.</li> <li>Any accidents, poor behaviour etc, should be reported to the VET / VCE / VCAL office on your return.</li> </ul>
<p><b>Seek Permission and review for VET Delivered to Secondary Students</b></p>	<p><b>VET Office</b></p>	<ul style="list-style-type: none"> <li>Where excursions are scheduled outside of the VET class times the VET office are required to seek permission from the student's secondary school. Schools may refuse students attending excursions due to school workloads.</li> <li>VET to: <ul style="list-style-type: none"> <li>Review risk form and letter template and provide approval)</li> <li>Seek permission from Secondary Schools (if applicable). Notify Program Area and teaching staff.</li> <li>Email letter to schools to notify, minimum of weeks before excursion.</li> </ul> </li> </ul>

## 6. Responsibilities

Position	Responsibility
<p>Program Managers</p>	<p>Are accountable for ensuring that this procedure is implemented in all Program Areas and courses under their control. Are responsible for ensuring that offsite activities are approved prior the activity being undertaken.</p>
<p>Teachers</p>	<p>Teachers in charge of student excursions and camps are responsible for ensuring that appropriate risk management principals are adopted and that activities are supervised as per established guidelines.</p>

**7. Key aligned internal documents**

- External Activity Approval Form RISK FO 21.01*
- Student External Activity Indemnity and Medical Authorisation Form (excluding VET Delivered to Secondary Students / VCE/ VCAL) RISK FO 21.02*
- VET Delivered to Secondary Students / VCE / VCAL Activity Indemnity and Medical Authorisation Form RISK FO 21.03*
- Risk Management Policy and Procedure RISK PR 01*
- Critical Incident Management RISK PR 06*
- Management of Medical Conditions (in review) RISK PR 16*
- Practical Placements RISK PR 22*
- Study Tours RISK PR 23*
- Terms of Use of Gordon Vehicles on Gordon Business FAC PO 01*
- OHS Hazard Identification and Risk Control OHS PR 07*
- Injury and Illness Report Form OHS FO 07.05*
- Student Misconduct Management QA PR 11*

**8. Key aligned external documents**

- Education and Training Reform Act 2006 – Ministerial Directions to Boards of TAFE Institutes and Councils of Universities with TAFE Divisions – Directions about fees*
- Outdoor Education Centre – Adventure Activity Standards*
- VCAA VCE/VCAL Administrative Handbook*
- Department of Education Work Placement Form*

**9. Review and approval**

	Position	Area
<b>Author / Reviewer:</b>	Manager	Quality and Risk Management
<b>Custodian:</b>	Manager	Quality and Risk Management
<b>Review Schedule:</b>	This procedure will be reviewed every 3 years (or earlier as required)	
<b>Last reviewed / updated:</b>	22 August 2018	