

Excursions Policy and Guidelines

Muhammadiyah Australia College



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Table of Content

Policy	4
Summary	4
Details	4
Definitions	5
Related policies	6
Guidelines	7
Approvals	7
Required approvals for staff	8
Cancellations or Alterations	8
Consent	8
Requirements for informed consent	8
Consent for local excursions	9
Electronic consent requirements	10
Student medical information	10
Confidential Medical Information Form	10
Student Activity Locator	11
Risk management planning	11
Risk assessment process	11
Risk assessment for local and day excursions (not including adventure activities)	12
All other excursions	12
Consultation with external providers	13
Emergency or critical incident management	13
Staffing — roles and responsibilities	15
College staff participation	16
Specialist staff involvement	16
Supervision	17
Student preparation and behaviour	19
Student preparation	19
Returning a student home	20
Liability information	20
Weather and emergency warnings	25
Weather warning telephone services	25
Online services	25
Fire danger or ban	26
Transport	26
Communications	27
Identification	28
Forms	28
Appendix 4: Confidential Medical Information for non-local Excursions	35
Appendix 5: Asthma Update Form	39
Appendix 6: Summary of Excursion Documentation	40
Appendix 7: Excursion – Principal Approval Form	41

Appendix 8: Excursions and Camps Planning Checklist	48
Appendix 9: Pre-Activity Check	53
Appendix 10: Documentation of participant preparation, prerequisite skills/knowledge	55
Appendix 11: Documentation of Staff Qualifications and Experience	55
Appendix 12: Clothing and equipment list	56
Appendix 13: Emergency Response Procedures	59
Appendix 14: Communications Plan Template	70
Appendix 15: Risk Management Tools 1	71
Appendix 16: Risk Management Tools 2:	75

Policy

This policy sets out requirements for Muhammadiyah Australia College to plan for and safely undertake excursions, camps and other adventure activities.

Summary

- For all camps and excursions organized by the college, Muhammadiyah Australia College is committed to meet all the requirements set in the Ministerial Order 870 and follow the college [Child Safe Standards Policy](#) and [Duty of Care Policy](#).
- All excursions must be planned in accordance with the requirements outlined in this policy.
- It is also mandatory for the staff at Muhammadiyah Australia College to follow the requirements set out in the Excursion Guidelines.
- Further specific activity guidelines have been developed for adventure activities. These specific activity guidelines are also mandatory for Muhammadiyah Australia College to follow and require additional approval and risk management procedures

Details

Excursions are an important part of the learning experiences of all students. Excursions can support quality curriculum delivery and can provide important social and emotional development opportunities for students that are often not available in the classroom. These might include teamwork, resilience and confidence-building through challenge, problem-solving, connecting with nature, creative and imaginative play and coordination and strength.

While the degree of planning involved will depend on the nature and likelihood of the risks involved, the conduct of any excursion or activity must take into account the following:

- the educational purpose of the excursion and its contribution to the curriculum or other educational value
- the College approval requirements for excursions and staff travel
- suitability of the venue and/or environment for the excursion
- informed consent from parents or carers
- adequate student and staff medical information
- adequate student preparation and clear behaviour expectations

- the importance of providing an inclusive excursion experience for all students, including students with disabilities and additional needs
- how college staff will meet their responsibilities under the Child Safe Standards
- requirements for any adventure activities
- assessment of excursion risks and appropriate risk minimisation strategies
- maintenance of excursion records, including clear documentation of the planning process, in accordance with the policy on management of college records.

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps and excursions. Muhammadiyah Australia College must advise eligible parents of this funding.

When planning and conducting excursions, staff at Muhammadiyah Australia College must follow the mandatory Excursion Guidelines.

Definitions

Excursions are activities organised by the college where the students:

- are taken out of the college grounds (for example, a camp, day excursion or school sports)
- undertake adventure activities, regardless of whether or not they occur outside the college grounds.

Camps are excursions involving at least 1 night's accommodation (including school sleep-overs on college grounds). There are 2 different classifications of camps:

- Base camps are camps that are undertaken at accredited residential camp sites or camping under shelters such as tents. Camping as an adventure activity has its own specific guidelines.
- Study camps are camps that often involve VCE students. There is a focus on study skills, team building, communication, time management and wellbeing.

Adventure activities are activities that involve greater than normal risk — there are additional mandatory guidelines associated with these activities.

Local excursions are excursions to locations within walking distance of the college and do not involve adventure activities.

Related policies

- [Student Policy](#)
- [Child Safe Standard Policy](#)
- [Mandatory Reporting Policy](#)
- [First Aid Policy](#)
- [Human Resources Policy](#)
- [Asthma Policy](#)
- [Anaphylaxis Policy and Guidelines](#)
- [Duty of Care Policy](#)

Guidelines

The Guidelines are mandatory and the college staff must follow them in planning and conducting all excursions as defined in the Excursions Policy.

Approvals

All excursions must be approved by the principal.

For local and day excursions the process for obtaining principal's approval is determined by the college.

For excursions that include an overnight component, adventure activities, interstate, overseas or travel by air or water, a completed Excursions — Principal Approval request form must be submitted to the principal. This approval form includes detailed information that may be needed in an emergency such as:

- the exact location of the excursion participants at all times, including during travel
- the relevant contact number/s through which excursion staff may be reached in an emergency
- the names and family contact details for all students and staff

Additional to the approval form, the following documentation must be submitted to the principal:

- copies of the parental consent and medical advice forms of students
- a copy of the risk register
- a copy of the emergency response plan (if required)

This documentation must be approved by the principal prior to the excursion starting.

To support planning and to ensure all staff have met their responsibilities, use the Excursions and Camps Planning Checklist.

The principal is responsible for the approval of the operational requirements, including the risk register, for all excursions.

The College Principal approves the excursion in so far as it relates to the college's budget, the parent payments policy or entering into any contract or other such agreement with a third party, as these aspects of excursions fall within the scope of the Principal's powers and functions. If appropriate, the principal can consult the Board of Directors.

Required approvals for staff

The College Board of Directors is responsible for approving all interstate and overseas travel for the college staff (including principals), where those staff are accompanying students on excursions.

Cancellations or Alterations

The principal approves cancellations or alterations to excursion arrangements.

Consent

Nominated teacher-in-charge must obtain written or electronic consent from parents or carers for school excursions to:

- obtain parent or carer authorisation for:
 - the financial costs of the excursion
 - any adventure activities that may be undertaken during the excursion
- take the student out of the school environment for a day excursion
- have the student in its care after normal school hours on an overnight excursion
- enable the parent or carer to alert the college to any medical conditions or allergies.

Requirements for informed consent

Nominated teacher-in-charge must:

- give parents or carers, who are to provide consent, sufficient information about the excursion to enable them to make an informed decision
- tell the parent or carer:
 - the nature of the proposed activity/activities. It is important that parents/carers are aware of the activities that students will be participating in on the excursion, if these activities carry a degree of risk of harm, such as swimming, bike riding or any other adventure activities
 - the educational purpose of the activity
 - the location of the activity and any restrictions or barriers to accessing this location

- the type of transport being utilised if applicable
- if the excursion will not be supervised by college staff. For example, where the principal has approved a small group of senior secondary age students to participate in an excursion without staff supervision – see Supervision
- that students may be sent home from an excursion in the event of illness or serious misbehaviour and any costs relating to the student's return will be the parent or carer's responsibility
- the principal may need to cancel or alter excursions arrangements at short notice, which may lead to inconvenience or financial losses to parents. This would be required to ensure the safety of students and/or due to circumstances beyond the control of the college.
- other information deemed relevant by the college
- keep records of the consent documentation at the college.

Consent for local excursions

Excursions may be considered 'local excursions' if the location is within walking distance of the college and do not involve adventure activities.

If nominated teacher-in-charge intend to take students off college grounds within walking distance to engage in educational activities within the local area, the College may seek consent for these local excursions on an annual basis, e.g. at the beginning of each school year (or upon enrolment if a student enrolls during the school year).

Once annual consent is obtained, the College is not required to obtain further consent before the local excursion. However, parents and carers must be informed about the local excursion closer to the date of the event. For example, parents/carers can be notified by email or other appropriate communication channel the week before (or earlier) if students are leaving the college grounds to visit a location nearby, so that parents have an opportunity to inform staff of any medical or other issues that may be relevant to the local excursion.

For local excursions that occur on a recurring basis, Muhammadiyah Australia College can notify parents/carers once of the frequency and location of the activity, at the commencement of the recurring event. For example, it is sufficient to notify parents/carers at the beginning of the year only that students will be walking to the local oval every week for a recurring sports activity.

Electronic consent requirements

Electronic consent can include:

- the use of a username and password to verify the acceptance of terms or consent
- a digitally encrypted image of a person's handwritten signature (i.e. a pin or password would be required before the signature can be inserted into a document)
- email correspondence
- online scripts and pop-ups requiring 'tick the box' and 'accept' or

Student medical information

Muhammadiyah Australia College must provide parents or carers with the opportunity to vary any medical information previously given to the college before any excursion.

Confidential Medical Information Form

A confidential medical information form must be completed by parents or carers before any excursion involving an overnight component, an adventure activity or any travel via air or water.

Muhammadiyah Australia College must:

- ensure that the teacher-in-charge has immediate access to either hard copy or electronic versions of 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 the college

Nominated teacher-in-charge should use the recommended Confidential Medical Information Form for Excursions.

Muhammadiyah Australia College may require additional medical information depending on the nature of the activities undertaken.

Student Activity Locator

To ensure accurate information is available for emergency services, Muhammadiyah Australia College must use the Student Activity Locator to notify the Department of any approved school excursion or camp, at least three weeks beforehand.

Muhammadiyah Australia College is also able to access the Student Activity Locator to register camps and excursions. Muhammadiyah Australia College should log on using their 'NG' user id.

Risk management planning

Nominated teacher-in-charge must assess risk for all excursions (including local excursions) and identify measures to reduce reasonably foreseeable risk to students wherever possible. The type and level of risk, and possible consequences, will differ depending on a range of factors including the location, activity and cohort of students.

The type of excursion will determine the type of risk assessment required.

Risk assessment process

The risk assessment will inform the planning of the event and help decide what resources, staff and equipment will be required. The assessment should cover the entire excursion including:

- all activities to be undertaken
- excursion location or venue (including environment)
- student behaviour, safety or illness
- staff safety, illness or other specific needs.
- transportation (for example public transport cancellations, travelling in hazardous areas, student behaviour, travel sickness).

Where appropriate, the risk assessment should also address:

- risk to intended educational objectives
- any significant financial risks to the college and/or parents (for example if an excursion needs to be cancelled)

- reputational risk (the risk that the general community might lose confidence or trust in the college if a reasonably foreseeable risk is not identified or if inappropriate steps are taken to minimise that risk and this results in injury, loss or damage).

The risk assessment must be completed during the planning of the excursions, reviewed before the commencement of the excursion and where appropriate or required, during the excursion.

Responsibilities and processes for treating risks must be communicated to all excursion staff before departing on the excursion.

Risk assessment for local and day excursions (not including adventure activities)

For local and day excursions (not including adventure activities), the teacher-in-charge is strongly encouraged to document their risk assessment. Documenting risk is important for a number of reasons, including:

- it allows staff to have a clear record of the risks they have identified and the measures they have put in place, and gives them greater ability to identify any possible gaps in their risk assessment that need to be addressed
- it is a useful way of communicating roles and responsibilities relating to risk to all relevant staff
- it can become important evidence in the event that someone is injured during the excursion and the college's actions regarding risk planning and management are scrutinised.

All other excursions

For excursions that involve:

- overnight stays
- interstate travel
- overseas travel
- adventure activities
- travel via water or air
- weekends or school holidays,

A risk register assessing risks across the entire excursion must be completed and submitted to the principal when seeking approval for the excursion (refer to the College's Risk Register and Emergency Management Plan).

All risks need to be evaluated using the risk rating matrix. Risks rated:

- low or medium do not necessarily require further treatments and are considered acceptable. These risks should be reviewed periodically.
- high or extreme will require further treatment to reduce their level of risk to a more acceptable level.

If planning a camp that involves multiple adventure activities, a risk assessment for each adventure activity must be conducted. Nominated teacher-in-charge may choose to place all risks associated with each activity on the one camp risk register, or complete a risk register for each activity.

Consultation with external providers

Nominated teacher-in-charge should consider whether to consult with external providers during the preparation of the excursion risk register. The teacher should also consider whether using an accredited provider and/or appropriately trained staff to lead activities (such as adventure activities) is sufficient mitigation for some activity specific risks. If so, the excursion risk register should not focus on treating risks relating to technical aspects of an activity (e.g. ropes or harnesses used in abseiling). Instead, these risks should be identified and include 'the use of external provider' as a control.

Emergency or critical incident management

Excursions which involve:

- overnight stays
- interstate travel
- overseas travel
- adventure activities
- travel via sea or air
- weekends or school holidays.

must have an emergency management plan (refer to the College's Risk Register and Emergency Management Plan).

Nominated teacher-in-charge must have a clearly written set of emergency response procedures that:

- address the consequences (rated moderate or above) of all risks identified in the risk register
- are understood by those involved in the program (this may, where appropriate, include a trial evacuation exercise carried out at the venue to ensure that procedures are appropriate and staff and students are familiar with them)
- include
 - rescue, resuscitation and first aid procedures
 - how to contact a doctor, ambulance or emergency service
 - how to maintain situational awareness at all times (e.g. weather forecasts for outdoors activities)
 - the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help
 - support for students who may have difficulty communicating in an emergency because of age or disability and ways to manage any specific risks to these students in an emergency
- covers arrangements if the excursion needs to be cancelled, recalled or altered (for example, due to forecast severe weather conditions, changes to Department of Foreign Affairs and Trade travel advice or an emergency). This should include arrangements for communicating with parents/carers.
- where relevant, are consistent with the procedures used by venue owners, managers or rescue and life-saving patrols.

The teacher-in-charge of the group is responsible for implementation of the procedures, which may include the involvement of others who have more experience in dealing with emergencies.

In the event of an emergency, accident or injury:

- staff on the excursion should:
 - take emergency action to establish safety as per the emergency management plan
 - immediately notify the college principal or designated college contact
- the principal or designated college contact:
 - may obtain further information, such as statements from witnesses, where required to provide appropriate support to affected students or to properly document the incident and retain these on file. Any such documents should be managed in accordance with the Muhammadiyah Australia College' Privacy Policy.

Staff must also ensure that details of accidents or incidents are recorded on the injury management system.

Staffing — roles and responsibilities

Muhammadiyah Australia College must ensure that all excursions must comply with the Ministerial Order 870 and the college regarding Child Safe Standards. All staff members and adults who provide the supervisory, instructional and educational elements of the activity must have a Working with Children Check as prescribed by the Worker Screening Act 2020.

A teacher registered with the Victorian Institute of Teaching and either employed by the college or approved by the principal must be present and have overall responsibility for the activity, unless other arrangements have been approved by the principal.

Excursion staff must be approved by the principal and may include:

- teachers employed by the college
- other adults on a volunteer or paid basis such as:
 - parents or carers
 - education support class officers
 - community members
 - trainee teachers
 - campsite staff
 - specialist instructors for excursion activities.

Students cannot be used as excursion staff.

Where approved excursion staff who are not teachers employed by the college are in attendance they can be included in the staff-student supervision ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility or
- for the overall staff-student supervision ratio for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis), for example third party providers such as residential camp staff, World Challenge staff etc.

The specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff prior to the commencement of the excursion.

College staff participation

College staff participating in an excursion should:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the excursion
- know which member of staff will provide first aid if required
- know the exact location of students they are responsible for at all times including during travel.

In addition the nominated teacher-in-charge must:

- ensure risk assessments have been completed and treatments are communicated to all staff involved in the excursion and/or activity
- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the college contact person is and their phone number
- have immediate access to the names of family contacts for all students and staff on the excursion
- have immediate access to copies of medical advice forms for those students on the excursion
- maintain a copy of the completed Excursion — Principal Approval Form (including all attachments) submitted to the principal for approval and the College's Board of Directors for noting
- have submitted, three weeks prior to the excursion, a notification of school activity using the Student Activity Locator.

Specialist staff involvement

Muhammadiyah Australia College must:

- ensure that where specialist instructors are employed they:
 - have the necessary skills or qualifications for the activity
 - have appropriate experience for the age and skill level of the students
 - hold appropriate public liability insurance
- while specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.

Where not directly responsible for the instruction of the activity or assisting the instructor, the teacher responsible for the activity should understand the activity and the environment in which it will be conducted. This teacher must confer with the designated instructor about the supervisory role and establish areas of responsibility. If this teacher is not the designated instructor, they are to act on the advice of the designated instructor on technical safety issues.

Supervision

To ensure appropriate and effective levels of supervision, the risk assessment should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- known or anticipated weather conditions
- requirements outlined in the information for specific adventure activities (see Adventure Activity Guidelines section)
- emergency response planning
- any other relevant factors.

Minimum supervision requirements

Department policy provides minimum requirements for staff-student ratios. The College may need to enhance these measures with additional staff or volunteers to ensure student and staff safety.

Nominated teacher-in-charge must take into account the likelihood of circumstances where a staff member may be unable to actively supervise the group (e.g. staff illness, staff needing to support a particular student because of illness, behaviour etc.), and the time it will take for a replacement staff member to arrive at the excursion destination.

Except where otherwise indicated, all excursions and camps must have a minimum of 2 staff members.

Local excursions

Regular class teacher-student ratios with an additional accompanying staff member (as required)

- Day excursions
1 to 20 staff-student ratio with a minimum of 2 staff
- Overnight base camps
1 to 10 staff-student ratio with a minimum of 2 staff
- Overnight study camps
1 to 15 staff-student ratio with a minimum of 2 staff
- Interstate travel
1 to 10 staff-student ratio with a minimum of 2 staff
- Overseas travel
1 to 10 staff-student ratio with a minimum of 2 staff
- Adventure activities
Specific ratios for each activity, see section on Adventure Activities

The excursion must:

- be under the direct control of a teacher employed by the college at all times, with at least one other excursion staff member present (Note: excursion staff can include a range of adults including parent volunteers and specialist instructors – refer to the chapter on Staffing – roles and responsibilities for more information)
- have enough teachers employed by the college to maintain appropriate control of the excursion and of each activity and to provide for the safety and wellbeing of participating students and staff
- have teachers comprising at least half of the excursion staff.

How to apply the ratios

A minimum of 2 staff must accompany students on all excursions.

For example:

- if a day excursion includes 16 students, there would need to be a minimum of 2 staff members accompanying the group
- if planning a day excursion for 60 students, there would need to be a minimum of 3 staff members accompanying the group. This meets both the 1:20 staff-student ratio and the requirement that a minimum of two staff accompany students on all excursions.

The need for further staff should be identified through appropriate risk management planning.

Mixed gender groups

For overnight stays for mixed gender groups the excursion must include staff of at least one person of each sex.

Student preparation and behaviour

Nominated teacher-in-charge must ensure that:

- students are adequately prepared for excursions
- the disciplinary measures for students on excursions are appropriate and consistent with the Student Policy
- reasonable adjustments are made for students with disabilities, including students with medical or health conditions that may have an impact on the student's ability to meet expected standards of behaviour
- preparation also includes supporting the mental health and wellbeing of students

Student preparation

In preparation for excursions, and in addition to the information required in the consent documentation, the teacher-in-charge should advise students and parents/carers of:

- the organisational arrangements
- the roles of each staff member supervising the activity or excursion
- the risks involved in the activity or excursion
- relevant safety arrangements or emergency procedures (as appropriate)
- expected standards of behaviour
- that in extreme cases, students may be sent home from an excursion at the cost of the parents

In some cases, particularly when undertaking adventure activities, students may require specific skills or training before going on excursions. Staff should utilise the Documentation of participant preparation, prerequisite skills/knowledge to assess students' suitability to undertake the activity and what support they may need.

Returning a student home

In extreme cases the excursion staff, following consultation with and the approval of the college principal, may decide to return a student to their home from an excursion. Excursion staff should:

- advise the student's parent or carer of the:
 - circumstance associated with the decision to send the student home
 - time and location for the parent or carer to collect their child from the excursion or the anticipated time that the student will arrive home

Liability information

Duty of care

The college staff owe students a duty of care to take reasonable steps to minimise the risk of reasonably foreseeable harm. Planning of and conduct during an excursion may be scrutinised later on if there is a legal claim resulting from an injury or damage to property. The information in these mandatory excursion guidelines has been developed to support staff to take reasonable and appropriate steps to prevent and reduce risks to students, in accordance with their duty of care obligations.

For more general information on duty of care in Muhammadiyah Australia College, see Duty of Care section in the Student Policy.

External providers

External providers may be engaged to deliver specific activities (such as adventure activities) or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program.

Clear and open communication that occurs well in advance of the planned program is the key to an effective and well-informed relationship between a college and an external provider.

Muhammadiyah Australia College must be aware that even when they are using external providers, college staff still have a duty of care for the students.

Before an external provider is selected to assist with the delivery of a program, a thorough check should be completed by the college to ensure that they are appropriate for the program and have experience working with groups of children and young people.

Prior to commencement of a program the college should ensure that the external provider has:

- a current public liability insurance certificate (minimum \$10 million) provided by an Australian Prudential Regulation Authority (APRA) approved insurer
- demonstrated that staff have the correct qualifications and/or experience for their specific role/s. For information on required qualifications please see the specific Adventure Activity guidelines
- ensured that students are supervised by either a registered teacher or an approved staff member with a current Working with Children Check
- agreed with the college who has responsibilities for first aid, emergency communications and other specialist equipment
- agreed with the college who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place
- read the relevant sections of the College Adventure Activity Guidelines and understood their obligations under these guidelines

With respect to arrangements between the college and third parties, principals should:

- carefully negotiate terms and conditions with third parties (e.g. camp providers, specialist instructors, expedition providers) prior to accepting arrangements
- ensure college staff know who to report any concerns to
- provide relevant information about students to the external providers that they need to know in order to look after the students and reduce risk

First Aid

Excursion staff must have first aid and emergency response knowledge appropriate to the excursion location, the students involved and the activities undertaken by each group of students.

Staff must also have a first aid kit appropriate to the excursion location, the activities undertaken and the specific needs of participating students with health or medical conditions. Staff must also carefully document first aid incidents and outcomes.

The extent of the first aid training required by staff will be determined by:

- the environment in which the group will operate

- the remoteness of the location
- length of time the staff are required to provide patient support before definitive medical help arrives
- the resources available to support a patient in these conditions
- the known medical history of students and staff

For excursions involving adventure activities or locations without readily accessible medical support, at least one member of staff responsible for each group of students must hold, as a minimum, a current first aid qualification and a current Cardiopulmonary Resuscitation (CPR) qualification.

Under the Work Health and Safety Act 2010 and the Code of Practice from Safe Work Australia, all first aiders should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the relevant nationally endorsed unit/s of competency.

Three relevant first aid training courses for excursion staff include:

- Provide First Aid — Provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.
- Remote Area First Aid — Provides competencies advised for staff who will be on excursions which are more than an hour (by any means) from definitive care such as a hospital and where there is reliable vehicle access and communication options available.
- Wilderness First Aid — Provides competencies advised for staff who will be conducting excursions which are more than an hour (by any means) from definitive care such as a hospital, when access to the patient/s is difficult and and/or communication is unreliable. Wilderness first aid courses are also advised for staff who may be required to coordinate an emergency response or be required to care for a patient for an extended period of time prior to help arriving.

Sun Protection

Sun Protection is required when the UV Index is above 3. Teachers in charge must ensure their SunSmart Policy applies to excursions.

Venue selection

Excursion venues must be assessed and selected on the basis of their safety and suitability for the activities proposed. This includes outdoor locations.

It is recommended that venues are selected based on the recent and first-hand knowledge (for example, through an inspection of the site) of at least one member of the planning and supervising staff. If a staff member plans to inspect a venue or location, either within or outside of normal school hours, prior approval should be sought from the principal.

Residential campsites

Residential campsites are campsites which usually have permanent facilities (such as cooking and eating facilities, beds and an amenities block) and adventure recreation options. This definition does not include caravan parks, hotels/motels, ski lodges or Victorian government residential Muhammadiyah Australia College.

Muhammadiyah Australia College using residential campsites for overnight camping must use accredited campsites, to ensure these venues meet minimum criteria regarding safety and suitability.

Criteria for assessing venues such as campsites or overnight accommodation venues should include:

- health and hygiene
- buildings and facilities
- activity equipment and the conduct of activities
- certification and qualifications of venue staff
- participant supervision provided
- risks posed by other users of the site
- emergency and risk management plans of venues
- fire precautions
- first aid facilities
- quality assurance and consumer protection
- relevant accreditations
- references from other Muhammadiyah Australia College

Outdoor locations

Outdoor environments can be unfamiliar settings for students and can present hazards which may not be immediately obvious. Environmental factors must be considered when planning activities. Outdoor activities may be affected by, yet not limited to environmental conditions such as surrounding landscape and vegetation, prevailing weather and micro climates.

Outdoor environments are extremely variable by nature. Conditions need to be planned for and monitored regularly in the lead up to, and during the activity.

When preparing for outdoor activities, staff should consider ways to minimise the environmental impact of the activity.

Muhammadiyah Australia College conducting excursions on land operated by Parks Victoria must complete an Education Group Activity form via ParkConnect at least one month before any visit. This will assist Parks Victoria to alert Muhammadiyah Australia College to any park closures, storm damage or management activities that may affect the visit, such as planned burns or pest animal programs.

To ensure safe conduct of the excursion, Muhammadiyah Australia College should consider whether there are any environmental factors, or access or permit requirements that they need to be aware of.

This information may be obtained from other relevant authorities such as:

- Department of Environment, Land, Water and Planning
- Transport Safety Victoria — Maritime Safety
- VicEmergency
- VicForests
- Local councils

Factors to consider when assessing the suitability of outdoor locations should include:

- staff experience and qualifications required for the activity and location (including first aid)
- the level of access to resources, services and facilities that may be needed, such as campsites, water, walking trails, toilets, shelter from extreme weather, or interpretive information
- the level of access to communication equipment and networks for routine and emergency use
- evacuation points and routes including alternative routes in the event of an emergency

- the external assistance available in the event of an emergency or extreme weather conditions. The more remote the location, the more self-contained and self-reliant the group must be. This must be taken into account in the planning of the activity
- the potential exposure to environmental hazards and difficulties
- the ability and fitness levels of students

Weather and emergency warnings

Staff must check weather forecasts and emergency warnings for the location in the days leading up to the excursion and on the day the excursion commences. If the activity extends overnight, staff must access weather forecasts and warnings daily and monitor and assess the weather throughout, and be prepared to cancel, modify or relocate at any time.

Weather warning telephone services

The telephone numbers below may be useful to have available during the activity. Location specific numbers are also available and can be accessed at the Bureau of Meteorology — Telephone Weather Services Directory.

- Coastal, Land Weather and Flood Warnings on 1300 659 217
- Full State Telephone Weather Service on 1900 955 363 (call charge applies)
- Coastal Waters Telephone Service on 1900 969 930 (call charge applies)
- Australian Tsunami Threat Information (1300 TSUNAMI) 1300 878 626
- VicEmergency Hotline (Includes bushfire information) 1800 226 226

Online services

Weather and warning forecasts should be obtained from the Bureau of Meteorology. Staff using mobile apps to obtain this information are responsible for checking the source of the apps data.

- Bureau of Meteorology & MetEye
- Marine and Ocean for coastal waters forecast and observations
- VicEmergency
- National Warnings Summary
- Victorian Weather and Warnings

Fire danger or ban

When planning excursions in bushfire prone areas or in areas surrounded by grassland, teachers in charge are advised to regularly monitor forecast fire danger ratings for that fire weather district.

On days determined Code Red by the Emergency Management Commissioner, all excursions in the fire weather district determined Code Red must be cancelled.

In the days leading up to activities in or around bushfire prone areas, teachers in charge must regularly check the forecast fire danger rating. If the forecast fire danger rating is identified as severe or extreme, or a total fire ban has been declared, then the Principal must reassess the excursion risk assessment and can seek advice if required from regional emergency management staff about whether the excursion should be cancelled. Please see the CFA website for information regarding fire bans and fire danger ratings. Additional information can be obtained by calling the VicEmergency Hotline on 1800 226 226.

If an excursion is not cancelled, alternative lower risk activities may be required, depending on the location.

Teacher-in-charge must ensure they consider the risk of bushfire or grassfire at the excursion location when conducting their risk assessment and developing their emergency management plan. Teachers in charge can be guided by the College's Bushfire and Grassfire Preparedness policy.

Transport

The transportation of groups to and from activity locations must be carefully considered and planned, taking into account the following:

- If using public transport, transport authorities should be consulted on appropriate travel times, fares and at least a fortnight's notice of travel provided to relevant transport authority.
- Excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs.
- Vehicles used to transport students must comply with VicRoads registration requirements.
- Drivers must comply with all licensing requirements.
- Occupational Health and Safety laws require employers and employees to take all reasonably practicable steps to manage driver fatigue.

- Equipment carried inside vehicles must be securely stowed and not create a risk of injury or damage. Equipment and luggage should be carried and secured as appropriate in trailers, roof racks or behind luggage barriers. VicRoads offers advice on load restraint at [Securing your load](#).

In circumstances where a teacher or staff member is to drive a vehicle transporting students, particular care should be taken to ensure that they have adequate rest prior to driving. This is particularly important when the activity includes an overnight component.

Communications

For excursions with an overnight component, parents or carers should be advised of the telephone numbers (both during and outside school hours) for the designated college contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.

If conducting an activity in a remote location with limited access to technology and emergency services, a documented communication plan must be developed prior to the activity. This can be incorporated into the risk register. The plan must:

- be developed specifically for the location. It will be based on current information about the area and other relevant information such as mobile phone coverage maps.
- enable staff to receive weather / fire danger forecasts, updates and warnings, communicate with the college, outside parties and engage support in the case of an incident or emergency
- identify equipment to be used based on current communication technology and the location of the activity
- be clear to all staff involved in the program, including its limitations
- include a communication strategy for the group during the program that also enable communication with outside parties including the college and emergency services
- not rely on a single device

The communication plan should enable staff to:

- receive weather forecasts, updates and warnings
- communicate with the college
- engage support in the case of an incident or emergency

The Principal should consider providing communication equipment that may be reliably used in emergencies (for example, for excursions to remote areas with little mobile coverage, satellite phones may be considered).

Identification

Easy identification of staff and students can be an important factor in the safe conduct of some excursions, including adventure activities.

Teacher-in-charge must determine the most suitable system/s of identification, based on the assessment of the environment, students' skills, the type of activities to be undertaken and the age and number of students.

General outdoors activities

Students may wear high visibility items such as vests or reflective items when bushwalking or cycling.

Water activities

Strategies to identify participants may include:

- high visibility rash tops
- skull caps
- wrist bands

Forms

The forms below have been developed to ensure that Muhammadiyah Australia College' legal obligations with regard to the duty of care towards students are met.

- Local Excursion Annual Consent Form (Appendix 1)
- Local Excursions Notification (Appendix 2)
- Parent Consent Form (Appendix 3)
- Confidential Medical Information for non-local Excursions (Appendix 4)

Planning Documentation

These documents have been developed to assist in the planning of excursions

- Summary of Excursion Documentation — when planning your excursion, use this summary to make sure you have met the minimum documentation requirements
- Excursion – Principal Approval Form — this must be completed and submitted to the principal for all overnight, adventure activities, interstate, overseas excursions or travel by air or water.
- Excursions and Camps Planning Checklist — checklist in line with the College policy to assist staff and principals in planning excursions.
- Pre-Activity Check — suggested template for completion of the Pre-Activity Check, a compulsory on the day check before embarking on any adventure activity.
- Documentation of participant preparation, prerequisite skills/knowledge — when conducting adventure activities, students' experience, skills and preparation pertaining to the activity must be documented in this form.
- Documentation of Staff Qualifications and Experience — when conducting adventure activities, staff qualifications and experience (including external providers) pertaining to the activity must be documented in this form.
- Clothing and equipment list (general) — sample clothing/equipment list to be adapted by the college relevant to the activity undertaken.
- Sample Emergency Response Procedures — a tool to support Muhammadiyah Australia College in developing their Emergency Management Plan.
- Communications Plan Template — suggested template for communications plans for overnight, overseas, interstate excursions or adventure activities.
- Attendance form for contact-tracing (staff login required) — to assist Muhammadiyah Australia College with providing excursion venues student details for contact-tracing purposes. An electronic or hard copy of the form should be provided to the venue at the time of the excursion. Muhammadiyah Australia College can opt to use their own prepared list, but excursion organisers must refer to this proforma to ensure they capture all required information. Please see the School Operations Guide (page 18) (staff login required) for more information.

External information resources

- Ambulance Victoria
- Asthma Australia
- Australian Adventure Activity Standards
- Bureau of Meteorology Telephone Weather Services Directory
- Bus Association of Victoria

- Council of Professional Teaching Associations of Victoria
- Country Fire Authority
- Department of Environment, Land, Water and Planning
- Equip Wilderness First Aid Institute
- Marine and Ocean for coastal waters forecast and observations
- MetEye
- Metropolitan Fire Brigade
- Outdoors Victoria
- Parks Victoria
- Red Cross
- St Johns Ambulance (Victoria)
- State Emergency Service
- SunSmart
- Transport Safety Victoria — Maritime Safety
- VicEmergency
- VicRoads
- Victoria Police
- Victorian Curriculum and Assessment Authority
- Victorian Institute of Teaching
- WorkSafe (Victoria)

Appendix 1: Local Excursion Annual Consent Form

LOCAL EXCURSION CONSENT FORM 2022

In 2022 Muhammadiyah Australia College may take students outside of school grounds to undertake educational activities in the local area.

The purpose of this form is to obtain parent/carer consent for local excursions during 2022.

This form does NOT provide consent for excursions that go beyond the local area.

Local excursions

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Local excursions that your child may participate in throughout 2022 could include:

- _____
- _____
- _____

Notification of local excursions

Muhammadiyah Australia College will NOT seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming local excursions through the school newsletter and class notes.

For local excursions that occur on a recurring basis, Muhammadiyah Australia College will notify parents/carers once only prior to the commencement of the recurring event, eg; weekly sports lessons at the local oval.

Please keep the school informed of any updated contact details to ensure you receive these notifications.

First aid and Medical Attention

Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless Muhammadiyah Australia College is liable in negligence (liability is not automatic).

Accident and ambulance cover

Muhammadiyah Australia College does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

PLEASE KEEP THE ABOVE SECTION OF THIS FORM AND RETURN THE BELOW CONSENT INFORMATION.

Parent/carer consent for local excursions in 2022

I have read all of the above information in relation to local excursions. I understand that:

- to ensure the school has up-to-date health and contact information about my child, I need to inform the school if this information changes
- the school will notify me prior to a local excursion(s) taking place
- I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting the Principal.

I give permission for my child _____(full name) in
Year level _____ to attend local excursions in 2022.

Parent/carer: _____(full name) _____(signature)
_____ (date)

In case of emergency I can be contacted on:

_____ OR: _____

Alternative emergency contact person:

Name: _____

Relationship to student: _____

Phone number: _____

Appendix 2: Sample of Local Excursions Notification

Local Excursion to Killarney Lakes Reserve Playground

Dear Parents and Carers

Next Friday 28 September the Grade 5-6 classes will be walking to Killarney Lakes Reserve Playground to collect water samples for use in our science program. As you may be aware, the students are currently learning about their natural environment in science and the water will be used to learn about monitoring and assessing water quality.

Students will be leaving school at 10am and will return by 12pm.

Please ensure your child packs a water bottle with them to bring on the day (for drinking not for collecting water samples!).

If you have any queries, please contact your child's classroom teacher.

Appendix 3: Parent Consent Form and Contact Tracing

Camps and excursions Parent/Carer consent form

Parent/Carer Excursion/Camp Consent

Title of excursion/camp:

Educational purpose of the program:

What do you hope the students will learn from the experience?

Details of supervising staff:

Name all staff and indicate who the teacher-in-charge is.

Costs:

Include all foreseeable program and incidental costs as well as the refund policy.

Name and contact details of the 24-hour school emergency contact:

This is for parents who need to contact students during the program. You can list more than one contact.

Departure details

Include the time, date and place where students depart for the excursion.

Return details

Include the time, date and place where students return from the excursion.

Distance from expert medical care:

How far the students will be away from expert medical care (eg. hospital or ambulance)?

Accommodation arrangements:

Type of accommodation eg. campsite, tents, caravan park etc

Travel arrangements:

How will students be transported to, during and from the program?

Adventure activities to be undertaken or that may be offered to students throughout the program:

List proposed activities as well as any alternative or back-up activities planned.

Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.

A risk management plan for this program has been developed by staff and is available for parents to review on request.

Attachments

- Daily itinerary
- Group equipment list (if relevant)
- Clothing list
- Medical form
- Further location descriptions (if applicable)

Student behaviour

'I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

Student illness

'I understand that in the event excursion staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.'

Cancellations or Alterations

'I understand that the principal may need to cancel or alter excursion arrangements at short notice, for safety reasons or due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.'

Student accident insurance and ambulance cover

Muhammadiyah Australia College does not provide student accident insurance or ambulance cover. Parents may wish to obtain student accident insurance from a commercial insurer and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Parent/Carer consent

I have read all of the above information provided by the school in relation to the [insert program name here], including any attached material.

I give permission for my daughter/son _____(full name) to attend.

Parent/carers: _____(full name)_____ (signature)

Date: / /

In case of emergency I can be contacted on: _____OR: _____

***NEW* Contact tracing**

Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives.

Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria.

The Department of Health has ***strongly recommended*** that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required.

Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number.

Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.

Note: Parents/carers should also complete the 'Confidential medical information for school council approved school excursions'.

Appendix 4: Confidential Medical Information for non-local Excursions

Confidential Medical Information Form for Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless Muhammadiyah Australia College is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: Teacher to fill this in
Date(s): Teacher to fill this in

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/guardian's full name:

Emergency telephone numbers: *After hours*

Business hours

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours*

Business hours

Name of family doctor: _____

Address of family doctor:

Phone number:

Medicare number:

Medical/hospital insurance fund:

Member number:

Ambulance subscriber? * Yes * No If yes, ambulance number:

Is this the first time your child has been away from home? * Yes * No

Please tick if your child is living with any of the following health conditions:

- * Asthma (if ticked complete Asthma Management Plan)
 - * Anaphylaxis (if ticked review and update the Individual Management Plan for the camp or excursion)
 - * Bed wetting * Blackouts * Diabetes * Dizzy spells *
 - Migraine
 - * Heart condition * Sleepwalking * Travel sickness * Seizure of any type
 - * Other: _____
-

Swimming ability

Please tick the distance your child can swim comfortably.

- * **Beginner swimmer** – little or no experience including in shallow water.
- * **Intermediate swimmer** – basic skills, able to swim 25 metres with a recognisable stroke.
- * **Advanced swimmer** – able to swim 50 to 100 metres using two recognisable strokes and to demonstrate one survival stroke in deep water.

Allergies

Please tick if your child is allergic to any of the following:

- * Penicillin * Other Drugs: _____
- * Foods: _____
- * Other allergies: _____

What special care is recommended for these allergies? _____

Year of last tetanus immunisation: _____
(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication

Is your child taking any medicine(s)? * Yes * No
If yes, provide the name of medication, dose and describe when and how it is to be taken.

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

Medical consent

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above)_____

Date:

Note: You should receive detailed information about the excursion/program prior to your child’s participation and a Parent Consent form. If you have further questions, contact the school before the program starts.

Appendix 5: Asthma Update Form

SCHOOL CAMP AND EXCURSION

VICTORIAN SCHOOLS

ASTHMA UPDATE FORM

Student's name: _____

DOB: _____

Confirmed triggers: _____

Has the student been hospitalised due to asthma, had an acute asthma attack or worsening asthma in the last two weeks? Y N

Has the student's asthma medications changed in the last two weeks? Y N

Is the student well enough to attend camp/excursion? Y N

This form is to be completed by parents/carers of students with asthma prior to an excursion or camp. The form is to be attached to a copy of the student's Asthma Action Plan and brought with students to the camp or excursion. Please provide as much detail as possible.

OTHER MEDICAL CONDITIONS

Has the student had any other illness in the last two weeks? Y N
If YES, please provide details:

Nature of illness? _____ When? _____

Severity? _____ Has this affected their asthma? Y N

ALLERGIC RHINITIS (HAY FEVER)

Does the student hay fever? Y N Does the student have an action plan for hay fever? Y N

Confirmed Triggers for hay fever	Medication	Device	Dose	When
_____	_____	_____	_____	_____
_____	Treatment	_____	_____	_____

ADDITIONAL ASTHMA MEDICATION REQUIREMENTS

1. Medication	Device	Dose	When
_____	_____	_____	_____
Instructions for use _____			
2. Medication	Device	Dose	When
_____	_____	_____	_____
Instructions for use _____			

Doctor's Name: _____	Emergency Contact: _____	Additional information _____
Phone: _____	Phone: _____	_____
Address: _____	The information provided on this plan is true and correct. Signed: _____	_____
_____	Date: _____	_____

For asthma information and support or to speak with an Asthma Educator call **1800 ASTHMA** (1800 278 462) or visit asthma.org.au

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Appendix 6: Summary of Excursion Documentation

EXCURSION DOCUMENTATION

Below is a summary of the minimum requirements for documentation for each type of excursion.

	Local Excursion	Day Excursion	Overnight Excursion	Interstate	Overseas	Adventure Activities
Local Excursions Annual Consent Form	X					
Notification of Local Excursions	X					
Reminder to update medical information	X	X				
Consent Form		X	X	X	X	X
Confidential Medical Information Form			X	X	X	X
Evidence of Risk Assessment Template	X	X				
Risk Register			X	X	X	X
Log Excursion on SAL	X	X	X	X	X	X
Staff Travel Application				X	X	
Excursions – Principal Approval Form			X	X	X	X
Emergency Management Plan			X	X	X	X
Pre-Activity Check						X
Documentation of participant preparation, prerequisite skills/ knowledge						X
Documentation of staff qualifications and experience						X
Communications Plan			Depending on location	Depending on location	X	Depending on location

Appendix 7: Excursion – Principal Approval Form

EXCURSIONS - PRINCIPAL APPROVAL FORM

This document details minimum requirements for approval of excursions which include overnight components, camps, interstate/overseas visits, excursions requiring sea or air travel, excursions involving weekends, vacations or adventure activities.

It must be submitted to the principal for approval prior to the excursion.

- All information on this document is required. Add attachments if necessary.
- Complete the Student Activity Locator (SAL) three weeks prior to the excursion.
- Sections with an * have explanatory notes included at the end of this document.

SUMMARY

Name of Program:

Year level(s):

Location(s):

Date(s) *:

Name of teacher-in-charge:

EDUCATIONAL PURPOSE*

PROGRAM DETAILS

Program outline* including:

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

OVERNIGHT ACCOMMODATION*

Type of accommodation

- Accredited residential campsites
- Tents/camping
- Other (please specify):

Physical Location

For example, name, address, or map and grid reference.

Contact phone number(s)

Residential Campsite (if applicable)

Staff mobiles

Other

ADVENTURE ACTIVITIES

Tick the adventure activities that have been planned to occur during the program:

- | | |
|--|--|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Rafting |
| <input type="checkbox"/> Artificial Climbing and abseiling walls | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Bushwalking | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Scuba Diving |
| <input type="checkbox"/> Canoeing/kayaking | <input type="checkbox"/> Sea Kayaking |
| <input type="checkbox"/> Challenge ropes courses | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Snow activities |
| <input type="checkbox"/> Horse riding | <input type="checkbox"/> Surfing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Swimming |
| | <input type="checkbox"/> Water Skiing |
| | <input type="checkbox"/> Windsurfing |

The teacher-in-charge of the activities has read the Excursions Policy and Guidelines and relevant mandatory adventure activity guidelines.

The conduct of each activity will comply with the requirements outlined in the Excursions Policy and Guidelines and the adventure activity guidelines for that activity.

YES

RISK REGISTER

A risk register for the excursion must be completed and attached with this submission. Guidance on the risk register is available under Excursions – Guidelines.

TRAVEL INSURANCE ARRANGEMENTS

Does your excursion involve interstate or overseas travel?

YES (please complete below) NO (please continue to next section)

Have you arranged appropriate travel insurance through the Victorian Managed Insurance Authority (VMIA)? Please see the Insurance Arrangements Guidelines for Schools for further information.

YES (please provide evidence of travel insurance with VMIA)

NO

If NO, please indicate travel insurance arrangements below.

TRANSPORT ARRANGEMENTS*

Internal External Both

Types of transport and seating capacity:

Will a member of the supervising staff be driving students? Yes No

If yes, list driver (s):

Approximate distance between school and destination:

All transport requirements comply with the advice in the Excursions Policy and Guidelines, School Owned and Hired Vehicles Policy, Private Car Use Policy and VicRoads regulations:

YES

BUDGET

INCOME		EXPENDITURE	
Student fees		Transport	
Other income		Food	
		Accommodation	
		Staffing	
		Equipment	
		Contingency funds	
		Other expenditure	
Total income		Total expenditure	

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required student preparation, if any:

List any additional information relevant to the student cohort:

Supervising staff*

Where possible all staff members including teachers, school support staff, parents. Volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

Staff name	Male/ Female/ Other	First aid qualification (Y/N)	CPR qualification (Y/N)	School Staff /Volunteer/external provider	Working with children Check (if required) (Y/N)

The staffing listed above complies with the Excursions Guidelines – Supervision and Excursions Guidelines – Staffing.

YES

The staffing listed above complies with the minimum supervision ratios as required by the relevant adventure activity guidelines.

YES

Not applicable for this excursion

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary

- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed documentation of staff qualifications and experience
- Documentation of participant preparation, prerequisite skills/knowledge
- Risk register
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Evidence of travel insurance (for interstate and overseas excursions ONLY)
- Communication plan (required for overseas excursions and excursions to remote locations)
- Other school-specific information:

Acknowledgment by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in charge

Name:

Signed:

Date

Approved by the principal

Principal

Name:

Signed:

Date

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give the Board of Directors a basic understanding of how the program aims to achieve the educational purpose.

For example: A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification on the Student Activity Locator.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to the principal.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving.

Supervising staff

A Working with Children Check is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

Appendix 8: Excursions and Camps Planning Checklist

CAMPS AND EXCURSIONS CHECKLIST

This checklist addresses the requirements for conducting day and overnight excursions. This is not a comprehensive list as each excursion is unique; rather this document is intended to assist schools in meeting the key requirements for conducting an excursion.

This does not replace the Excursions Policy and Guidelines on the Policy and Advisory Library or risk management processes. It is the principal's responsibility to ensure that all relevant policy and guideline requirements are met.

Teacher in charge – (TIC)

Principal – (P)

Requirement		Person(s) Responsible	Completed ✓
PLANNING			
1.	Establish the educational purpose of the program and relevance to the school's curriculum. Also take into consideration the location and environment, activities, people and equipment needed.	TIC	
2.	Read the College Excursions Policy and Guidelines on the Policy and Advisory Library.	P	
APPROVAL			
3.	<p><u>For local and day excursions (not involving adventure activities):</u> Principal approval must be sought via the process determined by the school.</p> <p><u>For excursions with an overnight component or involving adventure activities:</u> Complete the Principal Approval form and any attachments (including risk register and, if required, emergency management plan, communication plan etc.). Provide this to the principal with sufficient time to allow the principal to review the documentation.</p>	TIC/P	
4.	Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements. If planning an activity on Parks Victoria Land, schools must register their excursion with ParkConnect .	TIC	
5.	<p><u>For interstate excursions:</u> Confirm teachers or principals attending the excursion have received appropriate approval.</p>	TIC/P	
STAFFING			
6.	<p>Determine the number of excursion staff required (and how many must be registered teachers).</p> <p>Staff must ensure that supervision ratios are correct for ALL aspects of excursion. If the excursion includes adventure activities, activity specific ratios apply. See: Excursion Guidelines – Supervision.</p>	TIC/P	
7.	Excursion staff comply with the College policy in relation to the Child Safe Standards and having a Working with Children Check.	TIC	
8.	Record the names of volunteer workers for the purposes of volunteer workers insurance. Refer to Volunteers Policy	TIC	

9.	Designate a member of staff as being responsible for first aid, ensuring they have appropriate qualifications, and source relevant first aid kit. See: Excursions Guidelines – First Aid.	TIC	
10.	Clarify the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) so they are understood by all staff and (where appropriate) students prior to the commencement of the excursion.	TIC	
11.	<u>For excursions with an overnight component:</u> Ensure there is a dedicated school contact person in the event of an emergency, both during and outside of school hours.	P	
12.	<u>For excursions with an overnight component:</u> If the overnight stay involves mixed gender groups, ensure there are excursions staff of each sex.	TIC	
TRANSPORTATION			
13.	An appropriate mode of transport is selected and the use of private vehicles should be avoided unless necessary.	TIC	
14.	Confirm that any bus or private vehicle has appropriate registration and the driver has an appropriate license and comprehensive insurance for the vehicle. See: Excursions Guidelines – Transport.	P	
EMERGENCY AND RISK MANAGEMENT			
15.	<u>For local and day excursions (not involving adventure activities):</u> Complete the Risk assessment for Local and Day Excursions as evidence of consideration of the risks that may be encountered while on the excursion. See: Excursions Guidelines – Risk Management Planning. <u>For excursions with an overnight component or involving adventure activities:</u> Complete a Risk Register to identify, analyse, evaluate and address all student and staff health and safety risks during an excursion (including transportation, activities undertaken, excursion venues and staff or student illness) and any significant financial risks to the school and/or parents/carers (for example if an excursion needs to be cancelled). See: Excursions Guidelines – Risk Management Planning.	TIC	
16.	<u>For excursions with an overnight component or involving adventure activities:</u> Develop an emergency management plan that covers responses to likely emergency situations (identified in the risk register) and arrangements if the excursion needs to be cancelled, recalled or altered. See: Excursions Guidelines – Emergency or Critical Incident Management.	TIC	
17.	Emergency management procedures must include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.	TIC	
18.	<u>For excursions involving adventure activities:</u> Ensure any requirements listed under the Adventure Activities Guidelines have been met. See Excursions Guidelines – Adventure Activities.	TIC/P	
19.	<u>For excursions with an overnight component or involving adventure activities:</u> If conducting an activity in a remote location with limited access to technology and emergency services, a documented communication plan	TIC	

	must be developed prior to the activity. See: Excursions Guidelines – Communication.		
USE OF EXTERNAL PROVIDERS			
20.	Confirm that any residential campsite is accredited by a provider recognised by the Department of Education and Training. See: Excursions Guidelines – Venue Selection.	TIC	
21.	Assess the safety and suitability of the venue (including the environment) for the activities proposed. It is recommended that venues are selected based on recent and first-hand knowledge. See: Excursions Guidelines – Venue Selection and External Providers.	TIC	
22.	Seek prior approval from the principal if planning to conduct an inspection either within or outside of normal school hours (if required/appropriate).	TIC/P	
23.	Consult venue managers and activity providers about their risk management plans and processes. This can inform the school's own risk management assessment.	TIC	
24.	Negotiate terms and conditions with third party providers. This includes refusing to sign any Waivers of liability on behalf of students. Students cannot be asked to sign waivers of liability.	P	
25.	Confirm that external providers (including specialist instructors) hold appropriate public liability insurance, and have the necessary skills or qualifications for the activity and appropriate experience for the age and skill level of the students.	TIC	
COMMUNICATIONS WITH STUDENTS AND PARENTS/CARERS			
26.	Obtain written or electronic consent from parents/carers for school excursions (including adventure activities). Parents/carers must be provided with sufficient information about each aspect of the excursion. See: Excursions Guidelines – Consent.	TIC	
27.	Obtain specific authorisation from parents for any financial costs associated with the excursion	TIC	
28.	If relevant, parents/carers receive information about costs stemming from cancellations or alterations, including sending a student home and cancellation fees imposed by third parties where applicable.	TIC	
29.	Inform staff and students about appropriate clothing and personal equipment.	TIC	
30.	<u>For local and day excursions (not involving adventure activities):</u> Seek updated medical information. This can be a reminder to parents/carers to update the school with any new/relevant medical information. See: Excursions Guidelines – Student Medical Information. <u>For excursions with an overnight component or involving adventure activities:</u> Provide Medical Information forms to parents/carers for completion. These forms must be accessible during the activity, whilst copies of the forms must be kept at the school. See: Excursions Guidelines – Student Medical Information.	TIC	
32.	Give students clear information about organisational and relevant safety arrangements, supervision roles, emergency procedures and expected standards of behaviour.	TIC	
	<ul style="list-style-type: none"> • For overnight excursions, provide parents/carers the telephone numbers for the designated school contact person in the event of an emergency. 	TIC	
FINAL PREPARATIONS			

34.	Complete the Student Activity Locator (SAL) online form (EduMail password required) at least three weeks prior to the excursion.	TIC	
35.	Inform the regional director if an excursion leaves the school unoccupied.	P	
36.	<p><u>For excursions with an overnight component:</u></p> <p>Ensure that both the teacher-in-charge, principal and 24-hour contact person each have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:</p> <ul style="list-style-type: none"> ● the itinerary and supervision strategy, including the exact location of the excursion participants at all times, including during travel ● the relevant telephone number/s through which excursion staff may be contacted in an emergency (for principals), or the school contact person (for the teacher-in-charge) ● the names and family contacts for all students and staff ● copies of the consent and medical advice forms of students ● a copy of the program's emergency response plan (including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person) ● a copy of the completed approval proforma (including all attachments) submitted to the principal. 	TIC/P	
37.	Review weather conditions ahead of planned excursions. This includes extreme weather (smoke, lightning, rain, wind, etc.) and significant fire risk or total fire ban days. Liaise with the region about whether the excursion should be cancelled or special precautions are required. See: Excursions Guidelines – Weather and Emergency Warnings.	TIC	
38.	Ensure that there is a first aid kit appropriate to the excursion location and proposed activities available.	TIC	
39.	Confirm that teachers on camp have left work for classes to be covered and continuous instruction will be provided for students remaining at the school during the absence of staff accompanying the excursion.	TIC	
40.	All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	TIC	
41.	Familiarise excursion staff with the medical histories of students, particularly with respect to epilepsy, diabetes, asthma and heart conditions. Also make staff aware of students with behavioural issues, or who may require additional support, and the support strategies for these students.	TIC/P	
DURING ACTIVITY			
42.	Ensure you have the means to mark rolls, and a copy of all the approval documentation. This can be via an electronic device or paper copies.	TIC	
43.	Clarify the responsibility for supervision of students and emergency procedures with all excursion staff and any external providers, including that teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.	TIC	
44.	Upon arrival, check the excursion venue to assess apparent dangers and hazards and prepare contingency plans if required.	TIC	
45.	Familiarise all excursion staff and students with emergency procedures. Explain emergency procedures as soon as practicable after arrival and	TIC	

	conduct a trial evacuation exercise to ensure that procedures are appropriate and staff and students are familiar with them.		
46.	Ensure any students who may have difficulty communicating in an emergency (such as because of age or disability) are readily identifiable.	TIC	
47.	If an extreme incident occurs, seek approval of the principal to return a student home from the excursion early for illness, misbehaviour or other safety/wellbeing reasons.	TIC/P	
48.	Monitor risks and be prepared to alter or cancel the excursion at any time.	TIC	
AFTER THE EXCURSION			
49.	Record details of accidents or incidents on the injury management system on the College Student Management System.	TIC	
50.	Store excursion documentation in accordance with the College Records Management Policy.	TIC	
51.	Review the excursion, including the planning process, to identify areas for improvement.	TIC	

Appendix 9: Pre-Activity Check

ADVENTURE ACTIVITIES GUIDELINES

PRE-ACTIVITY CHECK

Please note: this is not a comprehensive list of risks to be assessed. Additional considerations may be required based on the location/environment, people and activity.

Activity: _____

Name: _____

Date: _____

Time of check: _____

This check is to be undertaken immediately prior to the outdoor activity (i.e. at the activity location).

The purpose is to identify any reasonably foreseeable issues that could affect the safety of the students or staff.

RISK ASSESSMENT

Risks relating to the following have been considered:

RISK	Considered (Y/N)	Details (if required)
Conditions The current weather, warnings and forecast conditions		
Fire Danger The fire danger index and current fire conditions and warnings		
Environment Conditions and nature of the environment in which the activity is being undertaken and the impact on the activity		
Participants The psychological and physical health and wellbeing of participants and staff on the activity		

Equipment

Condition of the activity specific safety equipment being used in conducting the activity eg. helmets, life jackets, bikes
This also includes communication equipment

ANY OTHER CONSIDERATIONS

DECISION TO CONTINUE THE ACTIVITY

Based on the check above, this activity will be:

- cancelled
- contingency plan(s) implemented
- modified in some other way
- continued as planned

Outline any modification required:

Appendix 10: Documentation of participant preparation, prerequisite skills/knowledge

**DOCUMENTATION OF STUDENT PREPARATION,
PRE-REQUISITE SKILLS/KNOWLEDGE**

This proforma provides one suggested way of documenting student preparation.

Example

Year Level : Five and Six

Activity: Overnight Canoe Journey (flat water)

Indicate with a ✓ if students have participated in this activity previously

Skill/knowledge	50 metre swim		Sculling/floating/ treading water for five minutes		Capsize procedures		Emergency communication signals	
	Date	Initials	Date	Initials	Date	Initials	Date	Initials
Sandy Smith ✓	✓		✓		✓		✓	
	08.05.19		08.05.19		08.05.19		08.05.19	

Example

Year Level :

Activity:

Indicate with a ✓ if students have participated in this activity previously

Skill/knowledge	50 metre swim		Sculling/floating/ treading water for five minutes		Capsize procedures		Emergency communication signals	
	Date	Initials	Date	Initials	Date	Initials	Date	Initials

Appendix 11: Documentation of Staff Qualifications and Experience

ADVENTURE ACTIVITY GUIDELINES

DOCUMENTATION OF STAFF QUALIFICATIONS AND EXPERIENCE

This proforma is one suggested way to document the qualifications and /or experience in lieu of formal qualifications/accreditation for **all** staff on the excursions, including school staff, external providers, or any volunteers.

EXCURSION DETAILS

Teacher in charge	
School/Organisation	
Activity	
Venue	Describe where the activity will take place: be specific.
Season	Include season and program dates.
STUDENT DETAILS	
Year Level(s)	
Age Range	
Prior Experience	
Special Considerations	

QUALIFICATIONS RELEVANT TO THE ACTIVITY

Staff name	Qualification (incl. Title, organisation, date received)	Qualification still current? (Y/N)	Does this qualification meet the requirements outlined in the Excursions policy and/or relevant activity guidelines? (Y/N)

EXPERIENCE IN LIEU OF FORMAL QUALIFICATIONS

This section should outline the experience of the staff member in lieu of formal qualifications. It should outline any training in the activity or similar activities, and personal experience of the activity, any instructional experience, any experience in the venue or similar venues. Relevant certificates, log books, etc should be provided as required.

Staff member	Season	Experience Description

Appendix 12: Clothing and equipment list

EXCURSIONS

CLOTHING AND PERSONAL EQUIPMENT LIST

This proforma provides one suggested list of clothing and equipment. There may be other essential or useful items and as such it is not an exhaustive list.

GENERAL CONSIDERATIONS

- Clothing taken on outdoor or adventure programs should allow participants to be comfortable and protected in a range of conditions, regardless of the season.
- Practicality is key: clothing that is quick drying and resistant to damage is ideal.
- Clothing should fit the person well. Unsuitable or ill-fitted clothing can impair student participation and may be hazardous.
- All personal items and baggage should be clearly marked with the owner's name.

Essential clothing and equipment all students must bring

Sun hat (not to be worn under helmets)	Rain coat
Sneakers	Warm jumper
Water bottle	

Other Clothes

Long pants	woollen jumper (at least one)
Windcheaters	t-shirts
Shorts	changes of underwear
Swimmers	socks
2 pair sneakers (1 x old* and 1 x new)	pyjamas
Long sleeve warm shirts or thermal tops	rain coat

(*essential for boating activities)

Sleeping

Sleeping bag
Sleeping mat
Pillow

Toiletries

Soap
Toothbrush and toothpaste
Sunscreen
Insect repellent

**As a health precaution students are advised not to bring aerosol propellant cans e.g. deodorant sprays.*

Personal Equipment

Torch
Personal medical requirements
Camera
Thongs
Towel
Sunglasses

**A policy on mobile phones/personal devices should be communicated to students and parents. Where such items are allowed, it should be made clear to parents and students that the school will not take responsibility for any loss.*

Money

**Staff should communicate to students what money they may need for incidentals during the program.*

FOR WINTER PROGRAMS

Clothing

Thermal underwear
Gloves
Beanie
Warm overcoat

PROHIBITED ITEMS

Students must **not** bring alcohol, cigarettes, medication not documented on the medical form, or illegal substances.

**Other items not to be taken must be communicated to students and parents.*

Appendix 13: Emergency Response Procedures

EXCURSION EMERGENCY MANAGEMENT PROCEDURES

This document may be used to assist the emergency and risk management planning of an excursion. The roles of each staff member must be made clear.

INCIDENT SUPPORT

Schools are required to immediately notify the Principal of any incident that impacts on the safety or wellbeing of staff, students or visitors.

This requirement and contact details should be included in the Emergency Management Plan where appropriate.

Venomous bite

As in other first aid situations, prevention is better than cure. Staff should be aware that snakes are more likely to be encountered on warm, sunny days, especially in grassy areas and along creeks.

If it seems that snakes might be a problem, students should wear solid shoes, thick socks and (preferably) long trousers. Such clothing is likely to lessen the severity of a snake bite.

In the event of a snake bite occurring, the following treatment must be undertaken:

1. Use D-R-A-B-C approach (assess Danger, check for Response from the casualty, check Airway, Breathing, and Circulation) to assess the situation and the injured person.
2. Seek medical aid urgently.
3. Calm the bite victim.
4. Apply a pressure immobilisation bandage over the bitten area and around the limb, using a crepe or conforming bandage about 15 cm wide. If unavailable, use panty hose or similar material.
5. Apply the bandage firmly enough to compress tissue, but not so firmly as to restrict the flow of blood to the limb below the bandage.
6. Where the bite is to an arm or leg, bandage from the bite to the fingers or toes, then up to the armpit or groin.
7. Bandage as much of the bitten limb as possible.
8. Apply a splint to the bandaged limb with a second bandage.
9. Do not remove the splint or bandage once applied.
10. Continue to monitor the vital signs using "A-B-C" (Airway, Breathing, Circulation).

Warning

- Never wash the venom off the skin as retained venom will assist identification.
- Never cut or excise the bitten area.
- Never try to suck the venom out of the wound.
- Do not try to catch the snake. However, a description of the snake may assist medical aid.

Bandages applied during field treatment should not be released.

Speed in applying pressure to the bite and limb is essential. Also, a trace of poison on the pressure pad can assist the laboratory in positive identification of the snake so that the correct antivenin can be given.

For information about the identification and treatment of unknown bites, as well as up-to-date research into first aid treatment for snake and other venomous bites, see [Australian Venom Research Unit](https://biomedsciences.unimelb.edu.au/departments/pharmacology/engage/avru):

<<https://biomedsciences.unimelb.edu.au/departments/pharmacology/engage/avru>>.

Bushfire

In the event of a bushfire, if possible, retreat to a safe area such as a river, broad track, rock or cleared area. Fire usually travels much faster uphill than downhill. However, it is virtually impossible to outrun a fire whether it is traveling uphill or down.

In case of an approaching or near-by fire

- Keep calm and reassure the group.
- Drink as much as possible and carry water.
- Saturate and cover up with clothing.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible.
- Decide on the intended route and signals, and ensure all know them.
- Place experienced walkers in the front of the group to lead and in the whip position.
- Conserve as much energy as possible and take rests, if viable.

If trapped by fire

The heat radiated by fire is intense (320° Celsius compared to flames at 50° Celsius) and can badly burn skin, even some distance from the flames:

- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant.)
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil.

Injury

In the event of a serious injury (or illness) to a student or staff member

- Provide appropriate first aid assistance for the injured person.

- Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list carried by the leader). Do not delay in the hope that the person will recover.
- Protect and comfort the non-injured students.
- Notify the principal or school contact person who should notify the Department's twenty four-hour emergency communication centre and the parents of all students
 - **N.B.** As the media often reports on situations without full or correct details, it is important that the parents of all students are made aware of the incident as soon as possible.
- Provide students and adults with appropriate first aid.
- Make sure the entire group is safe and warm.
- Keep detailed notes for a comprehensive report of the injury and incident, which must be retained by the school for purposes of legal liability.
- If the media becomes involved, handle them sensitively, isolating the students from reporters and cameras.
- If the police have attended, consider requesting the police officer in charge to inform and handle the media.
- For major incidents, assistance from police media liaison can be requested.
- In the case of a fatality, it is the role of the police, acting for the coroner, to contact the family.

After the event

- Post-trauma counselling for students and supervising adults is important.
- Record and file details of the incident that led to the injury and the resultant action.
- Consider what changes may need to be made through safety and risk management and planning for future activities.

Lightning strike

If thunder happens within 30 seconds of lightning, then the storm is within 10 kilometres of your location. Lightning safety experts consider this the strike danger zone and advise people to follow the 30/30 rule.

The 30/30 rule

Follow the precautions outlined below when thunder is heard within 30 seconds of a lightning flash and wait for 30 minutes after the last thunder is heard to resume your activity. If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed.

General precautions

- Stay away from metal poles, fences, clothes lines.
- Never ride horses, bicycles or drive in open vehicles.
- If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
- Stay inside metal-bodied (hard top) vehicles or caravans but do not touch any metal sections.
- If undertaking water activities, leave the water immediately.

- If boating, go ashore to shelter as soon as possible. (A bridge or high jetty may offer immediate protection.)
- Discard all metal objects.

If shelter is near-by

- Seek shelter in a hard top vehicle or solid building. Avoid small structures or fabric tents.
- Keep clear off windows

If shelter is not available

- Crouch (alone, feet together), preferably in a hollow. Make yourself a small target.
- Remove metal objects from head/body.
- Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning) but avoid being the highest object.
- If your hair stands on end or you hear buzzing on nearby rocks, fences, move immediately. At night, a blue glow may show if an object is about to be struck.
- Stay away from high and low points (hilltops, ridges and gullies), rock overhangs and shallow caves.
- Keep out of, and well away from, water bodies or watercourses.
- Make sure the group is aware of the Lightning Safe Position; this involves:
 - squatting or crouching with knees drawn up and feet together, preferably on dry insulating material
 - keeping hands off the ground.
- Spread group members out – about ten metres apart, but within calling distance.
- Never shelter under tree/s.

First aid

- People struck by lightning carry no electrical charge and can be handled safely.
- Call emergency services.
- The injured person has received an electrical shock and may be burned, both where they were struck and where the electricity left their body. Check for burns in both places. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight.
- If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, look and care for other possible injuries.

Lost

Appropriate planning, preparation, organisation and management should remove or minimise the likelihood of anyone becoming lost during an outdoor activity. However, as a precautionary measure in locations where there is potential for participants to become lost, the following procedures should be considered in the planning and preparation.

Note: 'Lost' is defined as not just a navigational error, which could be confidently rectified given some time and effort, but total disorientation to the point of having no idea about one's actual location.

In the event of becoming lost

For remote areas – stay put:

- Conserve energy and body heat (that is, make yourself warm and comfortable and await help).
- Seek a sheltered spot, preferably away from running water (noise interferes with signals and voices).
- Ration food and water in case help is delayed.

Increase your visibility

- Display something bright, such as coloured clothing, tent or backpack.
- A smoky fire is one of the most useful means of attracting the attention of searchers. However, lighting a fire can be extremely dangerous in some circumstances and should only be lit if the group is confident it can manage a fire safely.
- Flash a torch or mirror.
- Use of a whistle-giving three short blasts at regular intervals. Searchers will use two short blasts in response if they hear the missing walkers.
- In order to conserve torch batteries and energy, only use a torch or whistle when searchers are heard or are likely to be nearby.

For areas with well-defined boundaries, use a self-recovery strategy

- Head to a named feature. (Give students a description, such as 'the dirt track on the south of the course', and name the feature, for example, 'McMillan's track'. Have this feature written on the back of the map, as students tend to forget and become overloaded with too many verbal directions.)
- Use a whistle to attract attention.
- Be alert for supervising adults who will be roving or at a designated location.
- Remain calm. (Students who are overdue need to be confident that there is a search procedure in place - refer Search procedure for lost students.)

Search

Where it is suspected that a student is lost

- Confirm that a student is missing (count heads).
- Identify the student's name, description and what they were wearing.
- Ascertain the location where the student was last seen.
- Send two people (at least one of whom is a staff member) to retrace the group's steps for fifteen minutes only, calling out, listening and carefully observing signs.

Note: Only ever separate the group into two sub-groups as described above; one searching and one staying put. Seek additional assistance if the searching group returns without the student.

In situations where there is no immediate access to a mobile telephone or other communication equipment:

- Identify two people (at least one of whom is a staff member) to go for assistance.
- Discuss the route to be taken by this pair.
- Note relevant details on paper for the pair to carry (include the time, day and date, the location with grid reference and land features, the name of the lost student(s))

and how they are equipped, composition of the remaining group, events leading up to the incident, intentions of the group left behind and supplies required).

- Equip the pair as a fully contained unit with the appropriate food, clothing, water, tent or other shelter as well as a torch and map.

If appropriate, the remaining group should make camp in a sheltered position and keep notes of actions, including times and other relevant information.

The police are the appropriate agency to contact. They will organise the search and call other agencies as required. Also contact the school principal or excursion contact person. The school will contact the Department's twenty-four-hour emergency communication centre.

For non-remote areas with well-defined boundaries

- Check the area if possible.
- Search and continue searching the perimeter (using a vehicle and/or on foot), stopping to whistle, call or toot a car horn and waiting to listen for a response.
- Police assistance should be sought if the student has not been found within half an hour of being declared missing. In such a case, also notify the ranger (if applicable) and the school principal or prearranged school contact person.
- Record on paper a description of the student, the area that has been searched, and list possible areas where the search could widen out.

Flood

Consider changing your route before setting out on a trip involving river crossings where there has been heavy rain in catchment areas. Check with local authorities if there is a possibility that bridges may have been damaged by flood waters.

Be prepared to spend time and energy looking for a safe crossing place. Be aware of possible dangers downstream if someone were swept away whilst crossing. Be prepared to wait for a swollen river to subside, or more realistically, use an alternative route.

- Change your route before departure if there has been heavy rain in catchment areas.
- Do not enter canyons if rain is predicted or it has been raining.
- Be aware that rain in upstream areas may flood a canyon unexpectedly, even though it is not raining in the area you are exploring.
- Check with local authorities if there is a possibility that bridges may have been damaged by flood waters.
- Do not cross a flooded river.
- Do not camp in dry creek beds as they can unexpectedly flood.

Further information

- [Emergency and Security Management:](https://www.education.vic.gov.au/school/teachers/management/pages/emergency.aspx)
<https://www.education.vic.gov.au/school/teachers/management/pages/emergency.aspx>

- Victorian State Emergency Services: <https://www.ses.vic.gov.au/>
- Emergency Management in Australia: <https://www.homeaffairs.gov.au/about-us/our-portfolios/emergency-management/overview>

MEDICAL CONDITIONS

Principals should ensure that excursion supervising staff are familiar with the medical histories of students, particularly with respect to epilepsy, diabetes, asthma and heart conditions.

The risk of infecting other students and staff means that students suffering from ear infections, throat infections, colds, papillomas and other contagious infections should not be permitted to enter swimming pools and other swimming venues until they have recovered.

It is advisable to seek advice from a parent before including any student with a chronic illness in a swimming based activity. If there is any doubt concerning a student's reaction to any aspect of the activity, the parent should be advised to seek a medical opinion on the matter.

As far as possible, students with medical conditions should be encouraged to take part fully in excursion activities. However, where special precautions are required and the school is unable to provide the necessary supervision, the parents must take responsibility for ensuring that safety requirements are met without interference to the supervision of others participating in the activity.

If a student's suitability for inclusion in an excursion activity is in doubt, the principal should consult the student's parents and the student's doctor, or seek advice from the Department of Health and Human Services. Under such circumstances, a medical certificate should be provided confirming the doctor's approval for the student to participate in the planned activity, at the specified location and for the duration of the activity.

Hyperthermia

Heat stress occurs when the body is unable to cool itself enough to maintain a healthy temperature. Normally, the body cools itself by sweating, but sometimes sweating isn't enough and the body temperature keeps rising.

Heat-related illness can range from mild conditions such as a rash or cramps to very serious conditions such as heatstroke, which can kill. Symptoms of heat-related illness also include dizziness and fainting, paleness and sweating, rapid heart rate, nausea and vomiting.

Overexertion in hot weather, sun or bushfire exposure, and exercising or working in hot, poorly ventilated or confined areas can increase the risk of heat stress. Heat can also make an existing medical condition worse, for example heart disease.

Treatment options vary according to the type of heat-related illness. Apply first aid and seek medical assistance immediately if someone shows any sign of heat exhaustion or heat stroke.

Hypothermia

Exposure to cold conditions can lead to an illness known as hypothermia. It is a progressive condition that starts with shivering. Further stages are mental confusion, muscle stiffness, irregular heartbeat, unconsciousness and, ultimately, death.

For many months of the year, the water temperature of most of Victoria's waterways and cold-water swimming pools is sufficiently low to induce loss of body heat. Water temperatures are unlikely to be so low as to produce the extremes of hypothermia, but swimming-based activities should not be conducted if there is a danger to students.

It is recommended that students wear wetsuits for surfing, snorkelling and scuba diving activities in Victorian coastal waters.

Anaphylaxis

Anaphylaxis, or anaphylactic shock, is the most serious allergic reaction and can cause death without prompt medical attention. Within minutes of exposure to the allergen, or 'trigger', the person can have potentially life-threatening symptoms such as breathing difficulties.

Anaphylaxis can occur within minutes – the average is around 20 minutes after exposure to the allergen. Symptoms may be mild at first, but tend to get worse rapidly.

Typical symptoms and signs may include:

- Facial swelling, including swelling of the lips and eyelids
- Swollen tongue
- Swollen throat
- Reddening of skin across the body
- Hives (red welts) appearing across the skin
- Abdominal discomfort or pain
- Vomiting
- Strained or noisy breathing
- Inability to talk or hoarseness
- Wheezing or coughing
- Drop in blood pressure
- Unconsciousness
- Young children may get floppy and pale.

When students have an anaphylactic reaction staff must:

- ask students whether they have self-administered an adrenaline auto-injector (such as EpiPen®)
- if the student has not already done so, administer an adrenaline auto-injector (such as EpiPen®)
- call an ambulance

- contact the student's emergency contact person and then the Department's Incident Support and Operations Centre on **1800 126 126**.

Note: Where possible these devices should only be used by staff trained to use it. However, in an emergency they may be administered by any person following instruction from the student's ASCIA Action Plan for Anaphylaxis.

Cardiac Arrest

A cardiac arrest occurs when the heart suddenly stops beating. It is often caused by an electrical problem that causes the heart muscle to beat ineffectively.

As soon as the heart stops beating, blood can no longer flow to the brain, heart and lungs. A person in cardiac arrest will be unconscious and will stop breathing or will not be breathing normally (they may make gasping noises or may be breathing irregularly).

Urgent treatment is required to get the blood moving around the body and to restart the heart. If someone is suspected of being under cardiac arrest 000 must be called immediately.

CPR should be started without delay for anyone who is not conscious and not breathing normally.

Epilepsy

This section applies if a student has been observed or is otherwise known to be subject to epilepsy or any form of medical condition involving periodic loss of consciousness. Such a student should be permitted to participate in the activity as long as a medical certificate is provided stating that the program appears to present no undue risks for the student at that time.

A new certificate is required if a further episode of loss of consciousness is known to have occurred or every twelve months. A certificate that is conditional upon special precautions being taken should not be accepted unless the parents arrange the additional supervision necessary and accept complete responsibility for the safety of their child during the activity.

Even then, participation should only be allowed if the principal is satisfied that the special arrangements will not interfere with the conduct of the activity.

Asthma

Many outdoor and adventure activities are regarded as strenuous and students with asthma may require medication before and during these activities. Staff must ensure that all students with asthma carry their own nebuliser with them for all activities. In addition, suitable medication should be available in the school's first-aid kit.

Principals should request that parents of students with asthma provide written consent to their child's participation in the activity. This consent should indicate that their doctor has no objection to the student participating in the particular activity.

Students with severe asthma who wish to participate in snorkelling and scuba diving activities are required to provide a certificate from a medical practitioner and an asthma management plan. Templates are available through Asthma Victoria.

Diabetes

To prevent insulin or hypoglycaemic reactions, student with diabetes must be permitted to take extra food at any time, particularly before physical activities. Staff must ensure that students with diabetes have ready access to appropriate food (for example, fruit, biscuits or fruit juice).

With these precautions, all students with diabetes should be encouraged to take full part in all swimming-based activities. The Royal Children's Hospital Diabetic Clinic is able to provide additional information or advice to the school, if required.

Sunburn

Refer to the College's Sun and UV Protection Policy for information concerning sun protection.

Sun exposure

Ultraviolet radiation

Overexposure to the sun during childhood and adolescence is known to be a major cause of skin cancer. Schools are encouraged to develop a specific policy and set of procedures to minimise the danger of excessive ultraviolet (UV) radiation exposure for students and staff as part of the school's duty of care.

The following factors should be taken into account in the development of an effective sun protection policy, which should be implemented continuously throughout the year.

- The danger period for UV is between 10.00 am and 2.00 pm (11.00 am and 3.00 pm daylight saving time). Damage can occur before and after these hours, but it takes longer to occur.
- Everyone is at risk of developing skin cancer. Fair-skinned people with reddish or fair hair are at greatest risk; people with an olive complexion and dark hair have a lower risk, but still require protection.
- UV cannot be seen or felt and UV levels are not related to air temperature. There can be high levels of UV on cool days.
- UV levels are higher during the summer than during winter months. UV levels do vary from day to day, and a high UV day in April or October may be more damaging than a day of heavy cloud in January.
- Reflected UV from light-coloured and shiny surfaces can reach a person under a hat and in the shade.
- At high altitudes where the atmosphere is thinner, the amount of UV reaching the skin can be much higher than at sea level. The use of sunscreen should be encouraged throughout the year in these locations.
- Fresh snow reflects almost 90% of the UV that falls on it.

Further information

For more information about medical emergency management, see:

- The College's Anaphylaxis Guidelines
- Department of Health and Human Services <https://www.dhhs.vic.gov.au/>
- Heath Direct <https://www.healthdirect.gov.au/>
- Diabetes at the Royal Children's Hospital <https://www.rch.org.au/diabetes/>
- Asthma Australia <https://www.asthmaaustralia.org.au/>
- Better Health Channel <https://www.betterhealth.vic.gov.au/>
- Epilepsy Action Australia <https://www.epilepsy.org.au/>
- Hypothermia <https://www.healthdirect.gov.au/hypothermia>

Appendix 14: Communications Plan Template

COMMUNICATIONS PLAN TEMPLATE

This document gives one suggested way of documenting the communications plan for excursions which include overnight stays, interstate or overseas travel, travel via water or air, or excursions involving Adventure Activities. This template may be adapted to suit the school's needs.

WHAT (incident/issue)	CONTACT FROM	CONTACT TO	HOW	WHEN	FURTHER ACTION
<i>eg. Student illness</i>					
<i>eg. Student misbehaviour (severe incident – for example consuming alcohol)</i>					
<i>eg. Staff illness</i>					
<i>eg. Group gets lost in bushland</i>					

Appendix 15: Risk Management Tools 1

EVIDENCE OF RISK ASSESSMENT FOR LOCAL AND DAY EXCURSIONS – Template

This form may be used to document the risk assessment completed for all local and day excursions. It must be easily accessible during the excursion, either in hard copy or electronically.

Please adapt the document below to suit the school's needs.

Excursion		Year level	
Location		Number of students	
Date/Times		Number of staff	
Teacher in charge			
Educational Objectives			

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and activity.

	Risk	Y/N	Treatment details (if required)
Supervision	Do the supervision arrangements meet the minimum requirements as per the Excursions Guidelines – Supervision?		
	Has consideration been given to risks relating to supervision more broadly?		
Transport	Do the transport arrangements comply with: <ul style="list-style-type: none"> ● Excursions Guidelines – Transport ● MAC School Bus Policy 		
	Has consideration been given to risks relating to transport? (e.g. travel sickness, bus breakdown, cancelled train, crossing busy roads etc.)		
Student behaviour	Does any particular student's behaviour pose a risk to either that student or to others?		<i>Treatment would typically include supervision, ensuring staff are aware of any triggers or particular risks, consulting with parents beforehand</i>
	Has consideration been given to risks relating to student behaviour more broadly?		

	Has consideration been given to reputational risk to the school in the context of student behaviour?		<i>to seek their input into supporting student during excursion, ensuring staff know how to manage/support behaviour.</i>	
Health and wellbeing	Are there any students who have a disability or medical or health condition that need to be supported/managed during the excursion?		<i>Treatment would typically include ensuring relevant staff are aware of this condition and how to manage it, bringing appropriate equipment on the excursion (e.g. epipen, mobility aids), attaching anaphylaxis management plans or other student management plans as appropriate.</i>	
	Are there any staff who have a disability or medical or health condition that need to be supported/managed during the excursion?			
First Aid	Will a first aid kit be taken/available on this excursion?			
	Does the excursion have adequate staff with first aid qualifications appropriate to the activities being conducted?		Name of staff	Level of first aid training
Weather & Emergency Warnings	Has consideration been given to risks associated with the weather or emergency warnings? (this should include alternative arrangements, sun smart policy etc.)			
Communication	Has consideration been given to how the excursion group will communicate with the school in the event of an emergency?			
	Has appropriate equipment been sourced?			
Location	Has consideration been given to the risks associated with the location? (e.g. fire danger, high cliffs, water sources, city environment, crossing busy roads etc.)			
Consent	Has the school obtained informed consent from parents/carers and reminded them to ensure the school has updated health information? (for local excursions this should include notification of the excursion).			
	If an external provider has been engaged by the school to assist in the planning and/or conduct of the excursion, does the			

External Providers	arrangement comply with the Excursions Guidelines – External Providers?		
	<p>Has the school considered any terms and conditions in any agreements documenting this arrangement?</p> <p>Things to look out for are:</p> <ul style="list-style-type: none"> ● waivers of liability and/or indemnities ● clear roles and responsibility with respect to risk management ● ensuring third parties have child safe policies or agree to follow the schools ● ensuring any financial elements are reasonable (e.g. in relation to cancellations and refunds, costs of services etc.) ● ascertaining that the external provider has adequate insurance coverage for the planned activity 		
Emergency management	Has consideration been given to emergency management procedures?		
	Has the excursion been entered into the Student Activity Locator?		
	Has consideration been given to arrangements should the excursion need to be cancelled whilst the excursion is already in progress?		
COVID-19	Has consideration been given to the specific COVID-19 risks associated with the excursion?		
	<p>Should should:</p> <ul style="list-style-type: none"> ● review the guidance available in the School Operations Guide, and on the School camps during COVID-19 page and apply it to the excursion arrangements. For support with this, contact the OHS Advisory Service: Telephone: 1300 074 715 E-mail: safety@education.vic.gov.au <p>Specific considerations include:</p> <ul style="list-style-type: none"> ● Checking DH Website to see if destination and travel routes are impacted by travel restrictions or have permit requirements. 		

	<ul style="list-style-type: none"> ● Ensuring that sufficient provisions of PPE are available for the trip and that hand sanitiser and cleaning materials are available / accessible. ● Ensuring staff have the Service Victoria and COVIDSafe App installed on phones, and use QR code systems to check in. ● Ensuring Medical and Emergency Contact records are up to date and easily accessible by staff. ● Reviewing and ensuring staff are familiar with the guidance about the management of unwell staff or students in the School Operations Guide, and how staff might apply it in the camp / excursion setting. ● Ensuring that staff or students who are unwell with COVID-19 symptoms do not attend the camp / excursion. ● Ensuring staff and students adhere to face mask, check in, physical distancing and density requirements as per current COVIDSafe measures during the excursion. 		
Other risks	[INSERT ALL OTHER RISKS IDENTIFIED FOR THE SPECIFIC EXCURSION]		

Date completed		Signed	
Date/s reviewed		Signed	

Appendix 16: Risk Management Tools 2:

[Excursions Risk Register-EMP](#)