



Excursion and Extra-Curricular Activity Policy

An excursion is any activity organised by Harkaway Hills College whereby students leave the College grounds for the purpose of engaging in educational activities. This includes extra-curricular activities such as competitive sport, inter-school events and music performances.

A teacher has a duty of care to take reasonable steps to protect students from any injury that the teacher may have reasonably foreseen.

Because excursions are conducted off College premises, away from the usual protections of the College environment, they have the potential to present unique risks for Harkaway Hills College, our students, our teachers and others involved.

The purpose of this Policy is to manage the risks associated with College excursions and to make excursions as safe as possible. All Occupational Health and Safety and Student Duty of Care policies and procedures continue to apply on excursions unless it is impractical for them to do so.

Different Types of Excursions

During the course of the school year, the College conducts or students attend, a number of different types of excursions including:

- Regular off-campus activities
- Single Day Excursions
- Overnight Excursions (not application to Harkaway Hills College in 2020)
- Recreation and outdoor activities
- Inter-school competitions
- Music performances

Proposing an Excursion

When planning an excursion, the following general principles should be followed:

- excursions should relate to the College's educational program
- excursions should support the ethos and values of the College
- excursions must be age/stage appropriate
- excursions must provide valuable outcomes for students
- excursions are inclusive and all students within a specific learning group are to be given the opportunity to participate
- excursions should be planned so to not interfere with assessments
- excursions are to be costed in the most cost beneficial way possible

A teacher who wishes to put forward a proposal for an excursion may do so by completing the "Excursion Application Form" and submitting it to the Principal.



Standard Risk Management Procedures for Excursions

Whilst the length, nature and activities involved in every excursion will be different there are several standard procedures that the College employs in order to minimise the risk of harm to students, staff and others.

These strategies will be applied when coordinating an excursion with the Principal.

Consultation

- all key stakeholders including students, staff, parents, and where appropriate external providers, are consulted as to the nature of the excursion, and any potential hazards which may be associated with the excursion

Informed Consent

- details of the excursion have been provided to each student and their parents/carers
- all students attending the excursion have received written permission from their parents/carers to attend

Clothing and Equipment

- all students attending the excursion have been provided with details of excursion requirements such as suitable clothing and equipment

Venue Selection

- the appropriate nature and location of the selected venue/s
- consideration of the risk of bushfire in the location of the selected venue/s

Transport Arrangements

- appropriate transportation arrangements
- appropriate drop off and pick up arrangements

Known Medical Issues

- all parents are requested, prior to the excursion, to provide up-to-date details of any medical conditions which, if not known to supervising staff, may present a heightened risk to their child
- where a child is considered at higher risk, because of an existing medical condition, appropriate mitigation strategies are implemented

Student's Capacity

- that any required skills have been identified and the planned activities are appropriate for the student's capacity
- where a student is identified as not having the necessary capacity, appropriate risk management strategies are implemented for that child

Supervision

- the availability of supervisors with appropriate competencies, skills and experience (including first aid)
- an appropriate supervisor-student ratio having regard to the nature and length of the excursion
- consideration of the supervision requirements for activities undertaken on excursions, having regard to:
 - the nature and risks of the activity, such as swimming and other water-based activities
 - the risks presented by the activity venue and its location, such as bushfires and other environmental hazards
- appropriate care is taken in selecting non-teaching staff to perform a supervisory role during the excursion (including the conduct of Working with Children Checks)



- where possible, all supervisors are briefed on the Excursion Management Plan

External Providers

- where possible, due diligence has been conducted on all external providers involved in the excursion to ensure their competency, their compliance with workplace safety laws and other relevant legislation

Critical Incident (Emergency Situations) Response

- appropriate emergency response procedures are in place

Communication Strategies

- appropriate communication strategies are in place

Insurance

- appropriate insurance coverage is in place

Incident Notification

If during the course of an excursion an incident occurs (e.g. a lost child), whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal or their delegate.

Record Keeping

Copies of all records relating to a particular excursion must be maintained for at least seven years from the date of completion of the excursion.

Records to be maintained include:

- a copy of the Excursion Management Plan signed by the Principal and the teacher in charge
- names and contact details of the teacher in charge
- names and contact details of all supervisors, including non-teaching staff and parents/carers
- names of all students that attended
- where possible, a copy of child protection declarations for non-teaching staff and parents/carers (where required) who acted in a supervisory capacity during the excursion
- a copy of any contracts that Harkaway Hills College may have entered with third party organisations
- a copy of any risk assessments
- if an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the incident

Last updated: July 2020