



VIC-EDU-P-035 Excursion Policy

1. Policy Scope

The Excursions Policy applies to all MacKillop Family Services ('MacKillop Education') schools and is written for the information of MacKillop Education staff, students and parents/guardians/carers. It applies to all excursions organised by MacKillop Education. This policy does not apply to student Structured Workplace Learning.

2. Policy Outline

Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, parents/guardians/carers, and staff, as we work together, to enhance the learning outcomes for every child.

Purpose

To explain to our school community the processes and procedures MacKillop Education will use when planning and conducting excursions for students.

Principles

Excursions:

- must have clear links to the curriculum and have appropriate educational outcomes
- provide a range of benefits for students such as:
 - building safe and positive relationships with peers and education staff
 - civic and community engagement
 - experiencing joy and flourishing as a learner
 - social and emotional learning and experiential learning
- will be organised to ensure access by all students; adjustments will be made to ensure that all students may participate in an excursion
 - on those occasions where a student may not be able to attend an excursion, MacKillop Education will take reasonable steps to provide an alternative program, but provision of an alternative program is not guaranteed.
- are part of the curriculum and as such there is generally no cost to parents/guardians/carers for a young person to participate in an excursion.

Policy statement

Excursion planning and approval

- Excursions must be planned according to the procedure outlined in this policy
 - All required documentation must be completed prior to the excursion taking place.

- Approval must be obtained for all excursions
 - Excursions must be approved by the Campus Principal/Deputy Principal and Camps require approval by the Deputy Executive Principal/Group Director, The MacKillop Institute and MacKillop Education.
- The safety of students, staff and the community, is a priority, at all times
 - A risk assessment will be completed for all excursions to ensure that reasonable steps are taken to minimise the risks associated with each excursion.
 - The fire danger for excursions in bushfire prone areas will be monitored as outlined in the *VIC-EDU-P-036 Bushfire Emergency Plan*
 - Parents/guardians/carers may request a copy of the risk assessment.

Parent/guardian/carer consent

- The young persons' parents/guardians/carers must provide written consent for them to attend an excursion.
- Parents/guardians/carers will be informed of the details for any adventure activities.
 - Parents/guardians/carers consent and completion of a Medical Information form will be required for a young person to participate in an adventure activity.
- For local excursions which by definition do not include adventure activities, blanket consent for the student to attend is provided by parents/guardians/carers on enrolment and then annually whilst the student is enrolled at MacKillop Education.
 - Parents/guardians/carers will be advised in writing of any local excursions.
 - For local excursions that occur on a recurring basis, MacKillop Education will notify parents/guardians/carers once only prior to the commencement of the recurring event.
- Parents/guardians/carers are encouraged to contact the school to discuss any questions or concerns that they or their young person may have with a proposed excursion.

Supervision of students

- The MacKillop Education minimum staff student ratio for excursions is 1:8.
- A minimum of 2 staff members must accompany students on all excursions.
 - For individual student or small group excursions in the local area, a teacher must be responsible for the excursion. However, with the approval of the Campus Principal, an individual student or small group of students can be supervised by one or more excursion staff, employed by MacKillop Education, who are not teachers (for example, Education Support staff).
 - Less than the minimum supervision ratios for senior secondary students attending local or day excursions may be considered, where student safety will not be compromised.
- All excursion staff (including parent/guardian/carer volunteers) will be familiar with the supervision requirements and the specific procedures for dealing with emergencies on each excursion.
 - All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.
- All external 3rd party providers working directly with our students on an excursion must have a current Working with Children Check (WWCC) or Victorian Institute of Teaching registration.
- If a student arrives late to school and misses the excursion departure, the Principal or their delegate will determine the most appropriate action. This may include:
 - the parent/guardian/carer transporting the student to the excursion venue and handing over the student to the excursion staff.
 - the student remaining at school, with supervision provided by school staff.
 - the student returning home, with the parent/guardian/carer assuming responsibility for the supervision of the student.

Parents/guardians/carers attending an excursion

Parents/guardians/carers of young people involved in an excursion may, with approval from the Principal/Deputy, be invited to attend the excursion to support their young person.

- The parent/guardian/carer will not be responsible for any other students attending the excursion.
- The parent/guardian/carer may not take photographs on the excursion.

Transport

- If transport is required to take students to or from an excursion, the preference is for MacKillop Education vehicles to be used.
- If third party providers are used to provide transport, the provider will be sourced in accordance with the Procurement Policy.

Adventure activities

- If an excursion includes an adventure activity some additional requirements must be completed:
 - When planning the activity, the Teacher in Charge must refer to the DET adventure activity guidelines and the DET Risk Register for the activity.
 - Parents/guardians/carers must complete the *VIC-EDU-F-042 Medical Information Form for Excursion* in addition to the *VIC-EDU-F-020 Excursion Consent Form*.
 - The Teacher in Charge must complete *VIC-EDU-F-038 DET Adventure Activities Pre-activity Check* at the activity location, immediately prior to commencing the activity.

What students may bring to the excursion

- Parents/guardians/carers and students will be provided with written information regarding particular clothing, food or equipment required for the excursion.
 - Depending on the nature of the excursion, students may be permitted to bring an electronic device. Clear instructions on the expectations regarding the use of the device will be provided to students and parents/guardians/carers prior to the excursion.
 - Depending on the nature of the excursion, students may be permitted to bring a small amount of money to purchase food or drink at the excursion. Clear instructions on the expectations regarding the maximum amount of money students may bring will be provided to students and parents/guardians/carers prior to the excursion.

Camps, Sports and Excursion Fund (CSEF)

MacKillop Education will communicate the availability of the CSEF to the school community and provide application forms to parents/guardians/carers. Any monies received by MacKillop Education from the CSEF will be used for the cost of campus activities, sport or excursions for the benefit of the eligible students.

Definitions

Term	Definition
Adventure activities	Are activities that involve greater than normal risk - there are additional mandatory guidelines associated with these activities. Adventure activities may be conducted on school grounds or offsite
Blanket consent	Means that consent is provided once for a type of activity, but the consent is ongoing for this activity
Camp	Refers to excursions involving at least one night's accommodation and includes school sleepovers

Camps, Sports and Excursion Fund (CSEF)	The CSEF provides payments to assist eligible families to cover the costs of camps, sporting activities and excursions so that a family's financial circumstances are not a barrier to student participation
Excursion	Excursions are activities organised by the school where the students: <ul style="list-style-type: none"> • are taken out of the school grounds (for example, a camp, day excursion or school sports) • undertake adventure activities, regardless of whether they occur outside the school grounds.
Local excursions	Refers to excursions to locations within a 5 km radius of the school and do not involve 'Adventure Activities'

3. Procedure

Figure 1. Steps for organising an excursion.

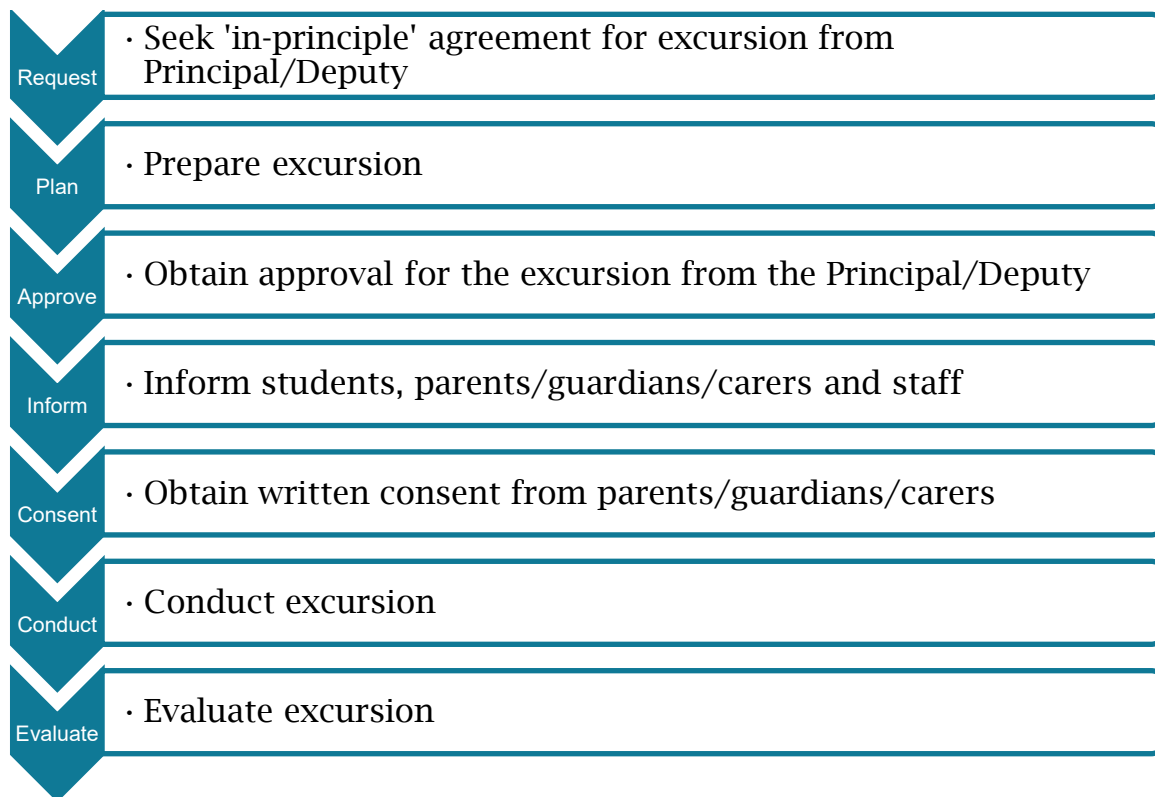


Table 1. Requirements for planning an excursion (with and without an adventure activity) and a local excursion

	Excursion without an adventure activity	Excursion with an adventure activity	Local excursion without an adventure activity
Nominate Teacher in Charge and Second Teacher in Charge	✓	✓	✓
Seek 'In-principle' agreement from Principal/Deputy	At least 4 weeks prior	At least 4 weeks prior	At least 1 week prior* <i>*Depending on the nature of the excursion</i>
Use the Excursion Planner to guide planning process	✓	✓	✓
Complete Risk Register	✓	✓	✓
Complete Excursion Details and Management Plan	✓	✓	<i>*Depending on the nature of the local excursion</i>
Obtain written approval for the excursion from Principal/Deputy	✓	✓	✓
Obtain written consent from Parent/guardian/carer	✓	✓	<i>Obtained on enrolment/beginning of each year</i>
Parent/guardian/carer to complete Excursion Medical Information Form	X	✓	X
Complete DET Adventure Activities Pre-activity Check	X	✓	X

4. Responsibilities

Responsibilities of the Principal/Deputy Principal

1. The Principal/Deputy Principal must provide approval for the excursion (for camps approval must be provided by the Group Director, The MacKillop Institute and MacKillop Education).
2. The Principal/Deputy Principal must have oversight of the excursion planning process and the excursion review.

3. The Principal/Deputy will lead the risk assessment process with the Teacher in Charge and Excursion staff:
 - i. Identify the hazards
 - ii. assess the level of risk
 - iii. eliminate or control the risk
 - iv. complete the *VIC-EDU-F-044 Excursion Risk Register Template*
 - v. communicate the plan
 - vi. monitor and review the Excursion Risk Register

Responsibilities of the Teacher in Charge

1. The Teacher in Charge should seek 'in-principle' agreement for the excursion from the Campus Principal/Deputy Principal a minimum of four weeks prior to the proposed excursion date.
2. The Teacher in Charge will use the *VIC-EDU-F-029 Excursion Planner* to plan the excursion.
3. The Teacher in Charge will use the MacKillop Education excursion templates to produce the following documents for consideration by the Principal/Deputy Principal:
 - Excursion Consent Form
 - Excursion Details and Management Plan
 - Excursion Medical Information Form (if required)
4. The Teacher in Charge must ensure all students have the written consent of their parent/guardian/carer to attend the excursion.
5. The Teacher in Charge must ensure that students, staff and any parent/guardian/carer attending have been briefed regarding the excursion
 - students have been informed of the excursion (including the educational objectives) and expectations regarding behaviour, attendance and requirements to bring to the excursion.
 - staff are aware of their role and responsibilities.
 - parents/guardians/carers have been informed of the expectations regarding their participation in the excursion, including that they are to support their young person only, and that photographs may not be taken.

Responsibilities of the Excursion staff

1. The Excursion staff will contribute to the planning and risk management process for the excursion.
2. The Excursion staff must attend a briefing regarding the excursion to ensure they understand their role, including monitoring the excursion risks.
3. The Excursion staff must actively supervise students while on the excursion including as directed by the Teacher in Charge.

Responsibilities of parents/guardians/carers

1. Prior to any Excursion, parent/guardian/carer written consent will be required for the young person to participate in the excursion
2. Upon enrolment and every year thereafter, parents/guardians/carers will be asked to sign the Local Excursions Consent Form.
3. Parents/guardians/carers invited to attend an excursion to support their young person will be expected to follow the directions of the Teacher in Charge
4. Parents/guardians/carers are asked to accurately complete Excursion Consent Forms and Medical Information Forms to ensure that MacKillop Education has the young person's most up-to-date information

Responsibilities of students

1. Students attending the excursion are expected to follow the direction of the excursion staff at all times
2. Students will inform excursion staff if they feel unwell or are unable to participate in the excursion activities

Records management

The excursion planning documents will be kept in the MacKillop Education SharePoint site > Compliance > Excursions > Campus

5. Related legislation, policy, guidelines and resources

VIC-EDU-F-020 Excursion Consent Form

VIC-EDU-F-029 Excursion Planner

VIC-EDU-F-030 Medical Information for Excursion Form

VIC-EDU-F-038 DET Adventure Activities Pre-activity Check

VIC-EDU-F-042 Local Excursions Consent Form

VIC-EDU-F-044 Excursion Risk Register Template

VIC-EDU-F-045 Excursion Details and Management Plan Template

VIC-EDU-F-049 Excursion Venue Checklist

VIC-EDU-P-036 Bushfire Emergency Plan

Catholic Education Commission of Victoria Ltd (CECV)

Department of Education

6. Approval and Review Details

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	13 November 2023
Recommended to Approval Authority by	MacKillop Education Leadership Team
Next Review Date	1 July 2026
Version	2