

Goulburn Ovens Institute of TAFE Procedure no. E15-P35 <small>(Copy on Web Site)</small>	Title: Excursions and External Activities Procedure Executive Management approved: 11/10/2010 Reviewed: 20/08/2014 Responsible Officer: Manager Student Services Authorising Officer: Group Manager Education Support Review: Biennial (20th August 2016)
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Excursions and External Activities Procedure

1. PURPOSE

- To support the planning, conduction and authorisation of Institute excursions and external activities.
- To encourage activities which provide interaction with the community, commerce and industry and enhance the educational learning outcomes and experiences of students;
- To arrange for appropriate duty of care for participants.

2. SCOPE

This procedure applies to all external activities conducted by Goulburn Ovens Institute of TAFE away from the scheduled learning venue.

3. DEFINITIONS

Institute Campus	Shall mean and include each and every designated area occupied by the Goulburn Ovens Institute of TAFE, or in which the Institute conducts regular scheduled learning activities, and all buildings and structures thereon.
Director	Shall be the person appointed as the Chief Executive Officer of the Institute
Student	Shall be a person currently enrolled in a Goulburn Ovens Institute of TAFE training program.
TEC student	Shall be a Secondary School student enrolled at a Technical Education Centre (TEC) at Goulburn Ovens Institute of TAFE as part of or their entire Secondary School Vocational Education program.
Staff	Means all persons employed in a teaching and non-teaching capacity at the Institute.
Official External Activity	Shall mean any external activity which is organised by the Institute and supervised by a member or members of the Institute staff which has been approved as beneficial to a specified educational program and conducted in accordance with this Regulation.

The following activities can be readily identified as being within the activities governed by this Regulation.

- 3.1 "Normal one day Excursion". A supervised external visit which does not involve hazards described in Schedule A "Hazard and Risk Assessment".
- 3.2 "Hazardous Activity/Environment Excursion". Supervised external visit to a hazardous location or involving an activity which requires special precautions, or risk control measures. For example, excursions to snowfields, and activities such as swimming, canoeing, mountain climbing, etc.
- 3.3 "Overnight excursion or camp". A supervised excursion or camp which requires at least one overnight stay

4. PROCEDURES

4.1 **External Activity Application and Student Notification Form (FSA-58)** and **External Activity Risk Assessment Form (FSA-61)** are required for all excursions

- Normal One Day Excursions
- Hazardous Activity/Environment Excursions
- Overnight Excursions.

4.2 Eligibility to attend external activity

4.2.1 Students attending the external activity must be enrolled in the Institute program or course for which the external activity is being conducted, and have paid relevant excursion fees.

4.2.2 Staff attending the external activity must be employed in a position within or related to the program for which the external activity is being conducted.

4.2.3 Persons who are not students or staff as per clauses 4.2.1 and 4.2.2 are not permitted to accompany GOTAFE organised external activities.

4.2.4 Under special circumstances persons who are not students or staff members as per clauses 4.2.1 and 4.2.2, may apply to accompany a GOTAFE organised and approved external activity. Written application, stating how the applicant's presence on the external activity would benefit the students participating in the external activity, must be approved and signed by the Divisional Manager. Accompanying persons must abide by all excursion requirements and pay relevant excursion fees.

4.3 Special arrangements apply to excursions involving Technical Education Centre (TEC) students

4.3.1 In addition to GOTAFE approvals and risk forms, all excursions involving TEC Students must comply with the relevant parent school procedures if applicable.

4.3.2 All staff organizing excursions involving TEC students must refer details of their proposed excursion to the Managers of the Wangaratta and Shepparton TECs, as applicable, for further advice.

4.3.3 All excursions involving an overnight absence or away from the local area will require approval from the relevant Secondary School Council. School Councils meet twice per school term, therefore advance notice is required to obtain necessary approval.

4.3.4 When requesting School Council approval for excursions organizing staff members will provide copies of the relevant GOTAFE forms as indicated in paragraphs 3.6.2, 4.1, and 4.3.1

4.4 Responsibilities

4.4.1 Either the **External Activity Form - Indemnity Under 18 (FSA-60)** or the **External Activity Form - Indemnity Over 18 (FSA-59)** must be completed by each participant.

4.4.2 The Indemnity Forms must be carried by the teacher(s) in charge of the Excursion. In the event of an incident or an accident, these forms must be used to make the appropriate contacts.

4.4.3 The teacher organising the excursion is responsible for checking any special requirements and conditions and is also responsible for completing and gaining appropriate approval of the External Activity Application Approval Form.

4.4.4 The Commercial & Operations manager is the person who authorises the external activity and collates the associated documentation (4.4.5) for storage by the Divisional Manager.

- 4.4.5 The Divisional Manager is responsible for filing and storing for seven years the:
- External Activity Application
 - Documentation where approval for alcohol consumption has been approved by the CEO / Director
 - External Activity Indemnity forms.
- 4.4.6 For external activities exceeding one day the teacher recommending the excursion must ensure that approvals are granted by the Divisional Manager at least five clear working days before the external activity takes place.
- 4.4.7 Where a commercial provider is hired to conduct external activities, then the provider must have public liability insurance.

4.5 Criteria for approval

When approving the proposed program for the activity the Commercial & Operations Manager (1 day activities) Divisional Manager (all overnight activities) will assess the following:

- 4.5.1 Benefit of the excursion for the specified educational program;
- 4.5.2 The availability of an appropriate person in charge and sufficient responsible staff members as supervisors
- 4.5.3 Sufficient available funds
- 4.5.4 The safety and well being of the participants.

4.6 Staffing requirements and conditions

Approval is granted on the condition that the following special requirements are observed.

- 4.6.1 The following minimum student teacher ratios are observed:
- Student / teacher ratios will be the same as those in the classroom for excursions for up to one day's duration.
 - Base camps in residential premises or under canvas: one staff member per ten (1:10) students.
 - Study camp in residential premises: one staff member per fifteen (1:15) students.
 - Overnight tours, including interstate tours: one staff member per fifteen (1:15) students.

Adventure activities:

- Snow activities: one staff member per eight (1:8) students for overnight stay.
 - Snow activities: one staff member per ten (1:10) students per day visit.
- 4.6.2 The Institute may increase the minimum ratios of teachers to students at any time depending on the assessment by the relevant Divisional Manager of the risk entailed in the activity.
- 4.6.3 Where the participants are not mixed sexes, then a supervisor of the same sex is required. Where overnight excursions take place, male and female supervisors must be responsible for supervision of male and female students.

4.7 Mobile phones

A supervising teacher who is out of the Institute for more than half a day must carry a mobile phone. The phone number is to be listed on *the External Activity Application and Student Notification Form (FSA-58)* to conduct an excursion.

- An Institute mobile phone is available at each major campus – Shepparton, Seymour, Benalla & Wangaratta. The Campus Reception or Facilities Manager should be contacted to borrow these phones.

4.8 Relevant qualifications of accompanying staff

In order to satisfy appropriate duty of care requirements, staff organising specialist activities need to ensure that staff accompanying the excursion have current relevant experience and qualifications.

Some examples to illustrate the requirements are:

- Endorsed Licence when driving a bus.
- First Aid Certificate for hazardous / overnight external activities.
- Swimming and/or lifesaving qualifications.

4.9 Transport

In the first instance students must utilise Institute organised means of transport for external activities.

- 4.9.1 The supervising teacher may approve, at the request of a student (or the parent or guardian), independent travel to and or from the location of the activity provided the appropriate section in the indemnity form is completed.
- 4.9.2 Institute vehicles are to be driven by appropriately licensed Institute employees and the vehicle must not be overloaded. Institute Motor Vehicle Procedure applies in all cases relating to this procedure.
- 4.9.3 Institute vehicles are not to be used to transport students on roads which are unsuitable for the safe operation of the vehicle, in particular, Alpine regions or other hazardous areas e.g. floods, bushfires.
- 4.9.4 Institute organised means of transport may only be used by students enrolled in the Institute program for which the external activity is being conducted, or by staff in a teaching position within the program.

4.10 Unscheduled time

Requirements for unscheduled time during an Official External Activity must be clearly communicated to students prior to their external activity taking place and immediately before the unscheduled time on the excursion.

- Start and finish times.
- Contact phone numbers.
- Meeting points.
- Required behaviour.

4.11 Alcohol / other substances

Students are not permitted to consume alcohol while on official excursions.

Under some circumstances approval for the consumption of alcoholic beverages may be gained in writing from the CEO / Director.

Approval for consumption of alcoholic beverages while on excursions may be given if:

- Excursions where alcoholic beverages are an intrinsic part of the syllabus, eg. winery excursions associated with viticulture and food service studies.
- The timing of the excursion carries over into social activities at the end of the day.

Alcohol consumption may only be conducted in accordance with the law. This applies to both students and staff.

Where alcoholic beverage consumption is approved while on excursion, the Duty of Care of all students and staff must be observed.

It is expected that staff would be in attendance and remain responsible for the entire activity.

Disruptive behaviour due to the excessive consumption of alcohol will be deemed non-academic misconduct and will be subject to normal discipline for misconduct.

Substances prohibited under the *Drugs Poisons and Control Substances Act 1981* (other than prescribed medication) are not permitted to be consumed on any GOTAFE External Activity and will be deemed non-academic misconduct and will be subject to the normal discipline for misconduct.

4.12 Other conditions

The Institute may impose other conditions at any time prior to or after approval is granted.

5. GENERAL PROVISIONS

5.1 Fees

5.1.1 All prescribed fees relating to the External Activity are clearly communicated to the students prior to course commencement and have been paid by the student in advance of the activity.

5.1.2 Fees for excursions are to be paid directly to the enrolment centre.

5.2 Indemnity

5.2.1 A separate Under 18 or Over 18 Indemnity Form is to be lodged with the Commercial & Operations Manager of the teaching area prior to each External Activity.

5.3 Approval to conduct an external activity

5.3.1 Approval for all external activities described is required in writing before any action is taken to conduct or organise the activity.

5.3.2 Any external activity, which is not approved by the Commercial & Operations Manager or Divisional Manager, and is therefore not an 'Official External Activity' whether arranged by staff and/or students, will be undertaken at the sole risk and expense of the participants. The Goulburn Ovens Institute of TAFE Council will not be liable in any way for any claim or damage or loss arising in connection with any unofficial external activity.

5.3.3 Approval is granted on the basis that the details approved will not substantially change.

5.3.4 Approval is required as set out in the table below.

Extent of the Regulation	Recommendation Required	Approval Granted By	Notice Required
Normal One Day Excursion	Organising Teacher	Divisional Manager	Two Working Days
Hazardous Visit	Organising Teacher	Divisional Manager	Five Working Days
Overnight Excursion or Camp	Organising Teacher	Divisional Manager	Five Working Days

6. DOCUMENTATION

[External Activity Form - Indemnity Under 18 – FSA-60](#)

[External Activity Form - Indemnity Over 18 – FSA-59](#)

[External Activity Form - Application and student notification – FSA-58](#)

[External Activity Form - Risk assessment – FSA-61](#)

[Duty of Care Policy – POSS-02](#)

[Student Code of Conduct Procedure – E6-P27](#)

[Duty of Care of Minors Procedure – PRSS-151](#)

[Complaints and appeals from students and clients procedure – PRQM-170](#)

[Employee Code of Conduct Policy – POHR14](#)

[Domestic Travel Procedure – PRFI-148](#)

Schedule A: Hazard and Risk Assessment (Attached)

Schedule B: Camp/Excursion Checklist (Attached)

Schedule A: HAZARD AND RISK ASSESSMENT

Definition of hazard

Any source or situation with a potential for harm in terms of injury or illness, damage to property/plant/equipment, or damage to the environment.

Definition of risk assessment

The process of analysing all of the risks associated with hazards and evaluating them to determine appropriate steps for risk control.

Risk assessment considers two (2) main factors:

- The likelihood that the hazard will result in injury/illness, loss or damage to the environment, property, plant or equipment. This assessment of likelihood also needs to consider frequency of exposure to the hazard.
- The potential severity of that injury, illness, loss or damage

Risk Assessment Matrix	1. How severely could it hurt someone or how ill could it make someone?	2. How likely is it to be that bad?			
		Very likely Could happen at any time	Likely Could happen sometime	Unlikely Could happen, but very rarely	Very unlikely Could happen, but probably never will
Guide to risk score H Urgent/high priority - act now M Medium priority – action required this week M/L Low to medium priority – Hazard may not need immediate action L Low priority if hazard increases risk action is required	Kill or cause permanent disability or ill health	H	H	H	M
	Long term illness or serious injury	H	H	M	M/L
	Medical attention and several days off work	H	M	M/L	L
	First aid needed	M	M/L	L	L

A documented External Activity Risk Assessment Form (FSA-61) is required for excursions that involve activities/environments with a risk score of H, M, ML or L.

Schedule B: CAMP / EXCURSION CHECKLIST

This checklist is designed to assist teachers in the planning and preparation of camps / excursions.

Preparation

1. Have / will you involve the students in the planning of this camp / excursion?
2. Have you determined camp / excursion objectives and is it appropriate to give a copy to the students?
3. Do your objectives overlap with those of other subjects? If so, have you liaised with the appropriate teachers?
4. Have you considered students who are unable to participate owing to genuine cases of hardship; family care etc?
5. Have students been notified if special gear / clothing / equipment are required?
6. Have you finalised transport activities?
7. Have you informed industry of details such as: student numbers and ages; level of ability; camp / excursion objectives; previous related learning; follow up classroom activities?
8. Have you prepared various learning activities (e.g. questionnaires, notes)?
9. Have you checked legal and insurance requirements for specialised activities such as canoeing bush walking, snow trips?
10. Have you prepared an adequate First Aid Kit?
11. Have you indicated to students that if they have prescribed medication (eg asthma) they must bring these themselves?
12. Have you arranged for camp duty rosters, and provided teachers with a statement of duties / hours?
13. Have you prepared procedures/systems for dealing with misbehaviour, both minor (e.g. failure to obey requests) and major (e.g. drunkenness)? Refer Student Code of Conduct.
14. Have you provided alternatives for poor weather conditions?
15. Have all students completed an "Indemnity Form"?
16. Have you completed an "**External Activity Application and Student Notification Form (FSA-58)**"?

In process

1. Have you fulfilled basic legal requirements (e.g...? Accurate rolls – marked before, during and after the journey); parental permission for students under 18 years of age; adequate supervision?

Follow up

1. Have you planned follow-up learning activities (e.g...? Discussion, oral / verbal reports)?
2. Will you (or students) forward thank-you's to hosts?
3. What type of report(s) will you submit to Centre Manager / Program Co-ordinator / Divisional Manager?

Any other items to be considered

- 1.
- 2.
- 3.
- 4.