

Student Excursions and Camps Procedure

1. Purpose

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

2. Scope

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

- Excursions and visits
- Camps and outdoor activities

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

This procedure does not cover:

- Gordon student's social activities
- Practical placement arrangements (refer *Practical Placements; PS PR 02*)
- Overseas study tours (refer *Study Tours*)

3. Policy

There is no Policy pursuant to this Procedure.

4. Procedure

Action	Responsibility	Guidance
Students (excluding VET Delivered to Secondary Students / VCE / VCE Vocational Major, refer page 6)		
Activity Planning	Teacher	Gordon staff have a duty of care to students even when participants are over 18 years of age, to take reasonable steps to protect them from any injury that the teacher should have reasonably foreseen. This requires teachers and Portfolio Managers not just to react to situations on external activities as they arise but to engage in appropriate planning to minimise the risks of injury and incidents in advance of the activity, Refer <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i> .

Activity Selection	Teacher	In planning external activities, teachers need to consider: • Complete <i>Risk Assessment Report RISK FO 01.01</i> of activities planned • Curriculum relevance and learning benefit; • Costs the students may incur and how students who are under financial difficulty may be assisted • Accessibility to all students in the course including those with a recognised disability. External activities are normally conducted on a “cost recovery basis”, and included in student fees paid at relevant unit enrolment. External activity fees charged at unit enrolment must be displayed on the relevant course webpage and be included in the Statement of Fees issued to students when they apply for their course. Program areas are required to communicate the students a breakdown of all fees and charges not charged at enrolment and when they may be incurred <u>before enrolment</u> to allow students to budget for course costs. Where external activity costs have not been communicated to students in advance of enrolment, participation in the activity cannot be a mandatory requirement of the course. Refer <i>Standing Directions 2018 under the Financial Management Act 1994 (updated March 2021) about fees</i>. Refer <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i>.
Activity Approval	Portfolio Manager	Prior approval of external activities is mandatory to ensure that the students are covered by The Gordon's insurance arrangements. Approval Authority is based on a risk assessment of the activity by the Teacher and Portfolio Manager, Program Lead Risk, Safety and Wellness Health and Safety Consultant and Risk Consultant are available to assist. Activities and arrangements must be planned and authorised at least 6 weeks prior to the activity to allow time to liaise with third parties, if necessary. Refer <i>External Activity Approval Form RISK FO 21.01</i> and <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i>.
Adventure Activity Approval	Portfolio Manager	Adventure activities: • Are to be treated as excursions regardless of whether they occur on campus or not. • Require the prior approval of Portfolio Manager

		Must also be conducted in accordance with the requirements of the Department of Education and Early Childhood Development's Safety Guidelines for Education Outdoors. For adventure activities which do not have specific guidelines listed in the Safety Guidelines for Education Outdoors, Portfolio Managers should refer to the Adventure Activity Standards (where relevant standards exist) and consider the greater duty of care that may be required for students <i>Refer Duty of Care to Students Policy RISK PO 15 and Student Safety Policy RISK PO 30.</i>
Obtain Participant Indemnity	Portfolio Manager	Students involved in any external activity are required to complete a medical clearance prior to an external activity. This record may be completed once per year by the student; however, it is recommended that all details are re-confirmed with students as still being current at the mid-point of the year. <i>Refer Student External Activity Indemnity and Medical Authorisation Form (excluding VET Delivered to Secondary Students / VCE / VCE Vocational Major) RISK FO 21 and Duty of Care to Students Policy RISK PO 15 and Student Safety Policy RISK PO 30.</i>
Make staff aware of student support needs	Portfolio Manager	Students with certain Medical Conditions must provide The Gordon with details of the Management Plan for their condition prior to participating in Gordon activities. Prior to external activities staff are made aware of relevant medical/other requirements to ensure students are not put at risk These conditions include: - Asthma (if hospitalized in last 12 months) - Anaphylaxes or severe allergies - Epilepsy and Diabetes For students with a self-identified disability that has been notified to The Gordon the indemnity form's contents should be reconfirmed prior to each excursion or camp. <i>Refer Management of Medical Conditions RISK PR 16 and Duty of Care to Students Policy RISK PO 15 and Student Safety Policy RISK PO 30.</i>
Assess and Manage Activity Risks	Teacher / RSW Representative	All high risk outdoor "Adventure" activities must be conducted under the supervision of qualified specialist in the activity and all risk controls implemented in a manner consistent with the current Outdoor adventure activity standards. <i>Refer Duty of Care to Students Policy RISK PO 15 and Student Safety Policy RISK PO 30.</i>

Extreme Weather Events	Portfolio Manager	Portfolio Manager may need to cancel excursions or recall camps at short notice on days of notified extreme weather (eg extreme fire danger, heat, flood or storms). If an excursion or camp is not cancelled or recalled, and will be run on a day of high risk, a risk control plan must be in place and authorised by the Portfolio Manager and RSW Manager, refer <i>Risk Assessment Report RISK FO 01.01</i>. Refer <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i>.
Communicate Standards of Conduct	Teacher	In external activities both student behaviour and management of the activity is a reflection on The Gordon's name in the community. Teachers supervising external activities are required to communicate to students that the behaviour of all participants must be consistent with the Gordon's Student Code of Conduct. Refer <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i>.
Establish Communication Systems	Portfolio Manager	When an external activity is undertaken, a employee remaining at The Gordon (typically the Portfolio Manager must be acquainted with full details of the external activity and act as the on campus "management contact". All details of the activity should be provided to the designated after hours management contact in advance of departure. This should include as appropriate: • Full itinerary of activity • Emergency contact details of activity leader and other staff on external activity • Names and emergency contact details for all students participating • Emergency services in area to be visited Refer <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i>.
Manage Activity Transportation	Teacher	Where transport is involved, the following planning principles apply: • All arrangements must be consistent with the Gordon's travel policy • Gordon vehicles must be driven by suitably licensed staff • Vehicles will be used in accordance with legal specifications – e.g. number of passengers

		- Vehicles must not be used to transport students on roads that are unsuitable for their safe operation (e.g. on 4 wheel drive tracks) - Private vehicles may be used for external activities so long as appropriate arrangements, such as registration, licensing and comprehensive insurance, have been confirmed with and authorised by the Portfolio Manager. - A student may transport other students in their own car but this will be at the sole risk and expense of the student involved. The Gordon will not be liable for any claim for damages or loss arising in connection with the use of private student vehicles <i>Refer Terms of Use of Gordon Vehicles on Gordon Business and use of private Vehicles Policy FAC PO 01 and Duty of Care to Students Policy RISK PO 15 and Student Safety Policy RISK PO 30.</i>
Supervise external activity	Teacher	External activities must be under the direct control of a Gordon employee. The activity must be conducted with sufficient number of employees to ensure proper supervision. The decision on what constitutes sufficient numbers is based on the following factors: - The age of students (mature age or under 18 years) - The size of the group - The nature and location of the activity - Any special needs students within the group - The activities to be undertaken - The experience of the students in the activity and - any other relevant factors Private individuals may give instruction in specialist activities, but student supervision remains the legal responsibility of the employee conducting the external activity. If an overnight external activity involves students under 18 years of age of both genders, then the supervising employees must have both male and female representation. When an external activity involves a group of 15 or more students, it is recommended that at least one supervising employee holds a current HLTAID011 Provide First Aid qualification. <i>Refer Risk Assessment Report RISK FO 01.01 and Duty of Care to Students Policy RISK PO 15 and Student Safety Policy RISK PO 30.</i>

Action	Responsibility	Guidance
Students (VET Delivered to Secondary Students / VCE / VCE Vocational Major)		
VET Delivered to Secondary Students / VCE / VCE Vocational Major Activity Indemnity	Portfolio Managers	All excursions must be approved by Portfolio Managers as part of the preparation process. Refer <i>External Activity Approval Form RISK FO 21.01</i>. Excursions within scheduled VDSS / VCE / VCE Vocational Major class times are to be communicated with Secondary Schools. Teachers are required to complete the VET letter template with all the excursion details to accompany the risk form above. Portfolio Manager to approve / check for suitability.
	Student	Where applicable, parents must provide specific permission for a student's involvement in each excursion (ie one form cannot cover all excursions for the year)
Establish Communication Systems	Teacher	<i>Activity Indemnity and Medical Authorisation Form VCE / VCE Vocational Major / VetDSS SSC FO 07.01</i> must be completed PRIOR to each excursion and taken on the excursion by the teacher. Cost for the excursions are to be factored into the course costs invoiced to the secondary schools. The course costs are finalised by April in the previous year of delivery. For VET Delivered to Secondary Students the VET office needs to be provided with all the excursion details two months prior to the excursion taking place to enable prompt communication advice is provided to the relevant secondary schools. It is not recommended for teachers to use private vehicles for this cohort of students. A student may use their own car but this will be at the sole risk and expense of the student involved, but not transport other students. The Gordon will not be liable for any claim for damages to loss arising in connection with the use of private student vehicles. Any accidents, poor behaviour etc, should be reported to the VET / VCE / VCE Vocational Major office on your return.
Seek Permission and review for VET Delivered to Secondary Students	VETDSS Office	Where excursions are scheduled outside of the VET class times the VET office are required to seek permission from the student's secondary school. Schools may refuse students attending excursions due to school workloads.
		VETDSS to: - Review risk form and letter template and provide approval) - Seek permission from Secondary Schools (if applicable). Notify Program Area and teaching staff. - Email letter to schools to notify, minimum of weeks before excursion.

Manage Injury or Incident	Teacher	In the event of an injury or incident, the immediate attendance to the injury or those affected is the first responsibility of the activity supervisor. The secondary responsibility of the activity supervisor is to notify the nominated "Gordon Contact" as soon as practical. The Activity Supervisor is responsible for ensuring that any incident or injury which occurs on an external is reported using standard Gordon reporting processes. Refer <i>OHS Hazard Identification and Risk Control OHS PR 07</i> and <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i>.
Manage Critical Incidents	Portfolio Manager	The management contact is responsible for instigating the critical incident management process in the event of a serious occurrence on the external activity. A critical incident may include immediate or imminent threat of serious harm and/or trauma to participants of the activity such as: • Fatal or life-threatening accident or incident • Serious vehicle accident involving one or more members of the Gordon community • Serious physical or any sexual assault • Fire, explosion, structural collapse, natural disaster or environmental accident Refer <i>Critical Incident Management RISK PR 06</i> and <i>Duty of Care to Students Policy RISK PO 15</i> and <i>Student Safety Policy RISK PO 30</i>.

5. Responsibilities

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

6. Definitions

The following terms and abbreviations are specific to this procedure:

Name	Description
Adventure activity	An adventure activity is an activity that involves greater than normal risk which includes activities listed in the School Operations Excursions Guidelines 2021 as: • Abseiling • Artificial climbing and abseiling walls

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| | <ul style="list-style-type: none"> • Canoeing/kayaking • Challenge ropes courses • Cross country skiing • Downhill skiing and snowboarding • Horse riding • Orienteering • Rafting • Recreational swimming • Rock climbing • Sailing • Scuba diving • Sea kayaking • Snorkeling • Surfing • Water skiing • Windsurfing <p>NOTE: Bush walking, cycling and overnight camping may be considered adventure activities where they involve greater than normal risk and in the circumstances outlined in the activity descriptions in the Safety Guidelines for Education Outdoors.</p> |
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7. Key Aligned Internal Documents

Refer to the [Operational Management System \(OMS\)](#) for copies of all policies, procedures and supporting documents.

External Activity Approval Form RISK FO 21.01

Student External Activity Indemnity and Medical Authorisation Form (excluding VET Delivered to Secondary Students / VCE/ VCE Vocational Major) RISK FO 21.02

Activity Indemnity and Medical Authorisation Form – VCE / VCE Vocational Major and VET Delivered to Secondary Students SSC FO 07.01

Risk Management Policy RISK PO 01

Risk Management Procedure RISK PR 01

Critical Incident Management RISK PR 06

Management of Medical Conditions (in review) RISK PR 16

Practical Placements Policy and Procedure PS PR 02

Study Tours RISK PR 23

Terms of Use of Gordon Vehicles on Gordon Business and use of private vehicles policy FAC PO 01

OHS Hazard Identification and Risk Control OHS PR 07

Incident Investigation & Injury and Illness Report OHS FO 07.05

Student Misconduct Management RISK PR 08

Duty of Care to Students Policy RISK PO 15

Student Safety Policy RISK PO 30

8. Key Aligned Legislation / Documents

[*Education and Training Reform Act 2006 – Ministerial Directions to Boards of TAFE Institutes and Councils of Universities with TAFE Divisions – Directions about fees*](#)

[*School Operations Excursion Guidelines, DET website*](#)

[*VCAA VCE/VCAL Administrative Handbook*](#)

[*Department of Education Work Placement Form*](#)

[*Child Wellbeing and Safety Act 2005*](#)

9. Review and Approval

Business Process Owner	Manager of Risk, Safety and Wellness		
Endorsed by (if applicable)	Not applicable	Endorsed Date	
Approved by (if applicable)	Not applicable	Approved Date	3 July 2024
Review schedule	This procedure will be reviewed every 3 years (or earlier as required)		
Date of next review	3 July 2027		

Minor Structure changes outside of Review schedule		
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