



Excursions policy at...

MOUNT CLEAR COLLEGE/GPLACE

BASIC BELIEFS

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

GUIDELINES FOR ACTION

- All excursions must be approved by the Assistant Principal responsible for Daily Organisation /Excursion/Camps (as the Principal's nominee)
- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this with the relevant Assistant Principal. All excursions must be submitted at least 4 weeks prior to running and must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Assistant Principal/Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The committee will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to:
www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm
- Once the excursion has been approved an "Excursion Pack" must be completed. This is available from the Intranet. All Sections (A, B, C & D) need to be completed and handed to the Office for processing. The Assistant Principal will complete the 'Notification of School Activity' at :
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and the excursion supervisor must ensure relevant details are entered on the daily planner.

- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities

- The Principal or nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

EXPECTATIONS

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.

The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.

Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning may include:

- [Safety Guidelines for Education Outdoors](#) website
- [Risk management](#) website
- [Emergency management](#) website
- [Student preparation](#) website
- [Student medical information](#) website
- [Bushfire](#) website

The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp or excursion, the formal approval of the School Council and principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for payments

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy via e-mail to all staff.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a mobile phone and first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the Mount Clear College/GPlace office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
- For students in Years 11 and 12 it is expected that the teacher in charge will consult with other staff before planning to minimise the impact on other classes.
- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Director of Well being, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.

- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

The school's emergency procedures do 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.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/links.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/environment.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/default.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/people/default.htm>
- <http://www.cfa.vic.gov.au/>
- Victorian Bushfire Information Line (24 hours) 1800 240 667

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)

EVALUATION

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|--|--|
| Date Implemented | September 2012 |
| Author | Alan rchbold |
| Approved By | School Council |
| Approval Authority (Signature & Date) | |
| Date Reviewed | |
| Responsible for Review | Assistant Principal |
| Review Date | August 2013 |
| References | Victorian Government Schools Policy & Advisory Guide |

Pupil / Teacher Ratios

| | |
|---|---|
| <p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p> | <p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p> |
| <p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p> | <p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p> |
| <p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p> | <p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p> |
| <p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p> | <p>Snorkeling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p> |
| <p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p> | <p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p> |
| <p>Canoeing</p> <p>1:6 2 Staff members</p> | <p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p> |
| <p>Cycling</p> <p>1:10</p> | <p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p> |
| <p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p> | <p>Water Skiing</p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p> |
| <p>Orienteering</p> <p>1:10 Bush</p> | |

1. Determine whether the excursion is classified as 'Adventure' or 'Non-Adventure' (see Note 1 below).
An 'Adventure' excursion generally entails a 3+ week lead time as it requires School Council approval and the DE&T Emergency Management Section must be informed.
2. Check on the supervision requirements and viability of the activity (information on the requirements for excursions is contained in the Schools of the Future Manual – a copy of the relevant sections has been provided on the Intranet).
Discuss the activity with any key stakeholders (eg MS Student Managers, KLA Heads, VCE Coordinator, etc) to make sure there are no difficulties created.
3. Obtain the appropriate forms ('Adventure' or 'Non-Adventure') from staff the Intranet (in an 'Excursions' folder). Complete the 'Activity Approval / Notification Form' and submit this to the Assistant Principal with responsibility for excursions (preferably 3 weeks prior for an Adventure excursion and 1 week prior for a Non-Adventure excursion).
Ensure that all supervision, extras and cost requirements have been effectively planned for (see Note 2 below).
4. Fill in all details on the 'Excursion Permission Form' (these can be typed in to assist with final presentation). Distribute to students and regularly monitor the return of these forms (see Note 3 below).
If it is an 'Adventure' excursion **or one outside the wider Ballarat area**, also distribute the 'Medical Information & Consent Form' and the 'Asthma Management Form' to students (available as part of the 'Adventure' packet).
5. Ensure all College administrative / communication issues are addressed. These include:
 - Placing a notice in the Daily Bulletin in the week prior informing all staff of the relevant details
 - Checking with the MS Student Managers re. any students that should be excluded from the excursion
 - Complete and attach to the approval form the 'Costing Sheet.xls' spreadsheet (to be found on the Staff Intranet – S:\College Forms Guidelines\Excursions\Costing Sheet.xls)
 - Ensuring the front office is aware of any monies to be collected (for amounts of \$5 or more). *Provide them with a copy of the permission form and class / student list.*
 - Ensuring the canteen is informed if large numbers are going to be away
 - Booking the college mobile phone (all excursions should have mobile access) & first aid kit (if applicable)
6. Discuss with students uniform and behavioural expectations, and any management arrangements
7. ***Before leaving*** on the excursion provide the front office with a copy of the 'Excursion – Student Register' form. This should clearly indicate ***only*** those students who have gone on the excursion. ***This must be done for any activity that takes students outside the College.***
Take a copy of this form and any medical forms (if applicable) with you on the excursion.
8. As soon as possible after the conclusion of the excursion, return all permission slips and medical forms (if applicable) in a plastic pocket to the front office. If there has been any medical incident on the excursion, complete and submit an accident report form.

NOTES :

1. ADVENTURE vs NON-ADVENTURE - Adventure excursions include any activity that involves :

- An overnight stay
- Weekends or holidays
- Interstate visits
- Sea or air travel
- Adventure activities*

** Adventure activities are ones that involve greater than normal risk – ie travel in areas where contact and access may be difficult, or where the environment and elements may pose difficulties greater than those experienced in day to day life, or specific activities that have an inherent risk attached – eg bush walking, rock climbing, most water based activities, shooting, horse riding, etc (this is not an exhaustive list – check if in any doubt).*

Note that excursions outside the wider Ballarat area should also have the 'Medical Information & Consent Form' and the 'Asthma Management Form' completed by students (these are part of the Adventure excursion materials).

2. SUPERVISION & COSTS - In planning the excursion you should :

- ensure appropriate supervision levels for the type of activity being undertaken (see Schools of the Future Manual material)
- minimise the number of classes being left to cover and discuss the situation with the daily organiser if there appears to be a significant number involved (excursions may be cancelled if adequate staff are not available to cover absences)
- ensure that the charge to students covers *all* costs (this includes **any CRT costs** incurred as well as transport, accommodation, entrance charges, etc) and generate a requisition form from the budget line that will cover the excursion.

3. PERMISSION FORMS - Students **must** return an 'Excursion Permission Form' (and medical forms where applicable) in order to go on an excursion. You (not the student) can make phone contact with the parents / guardians to gain permission but be sure to formally record this.

Mount Clear College

‘NON-ADVENTURE’ ACTIVITY APPROVAL / NOTIFICATION FORM

This Approval / Notification Form needs to be submitted to the Assistant Principal in charge of excursions at least 1 weeks prior to the activity date. It will need to be :

- ✧ Approved by him/her before any final commitments have been made
- ✧ Faxed to the Emergency Management Section of DE&T (if outside the local area)

SCHOOL NAME:

SCHOOL NUMBER:

DATE OF ACTIVITY:

TIMES:

METHOD OF TRAVEL:

TYPE / PURPOSE OF ACTIVITY:

VENUE/DESTINATION:

ADDRESS OF VENUE:

EMERGENCY TELEPHONE CONTACTS:

TEACHER IN CHARGE:

OTHER SUPERVISING STAFF:

| STUDENT NUMBERS: | Mini-School | Year Levels / Homerooms | Number of Students |
|------------------|-------------|-------------------------|--------------------|
| | | | |
| | | | |
| | | | |

| COSTS | Cost per Student* | Budget Line to be used | Signature of relevant Budget Manager – eg KLA Head | If costs are involved a completed copy of the 'Costing Sheet' (to be found on - S:\College Forms Guidelines\ Excursions\ Costing Sheet.xls - must be attached to this form. |
|-------|-------------------|------------------------|--|---|
| | \$ p.p. | | | |

*This charge needs to adequately cover all excursion costs including any replacement teacher costs.

Mount Clear College

'NON-ADVENTURE' ACTIVITY APPROVAL / NOTIFICATION FORM

TOTAL NO. OF EXTRAS
TO BE COVERED:

ENTERED IN DAILY ORGANISER'S BOOK:

YES

MINI-SCHOOL STUDENT MANAGERS CONSULTED:

YES

FRONT OFFICE NOTIFIED (IF >\$5.00 TO BE COLLECTED) -
provide class / student list & copy of this form:

YES

PRINCIPAL'S APPROVAL:



EXCURSION PERMISSION FORM

Dear Parent/Guardian,

Outlined below are details of an excursion being organised for your child. If you are willing for your child to participate in this excursion, please complete the permission slip at the conclusion of this form and return it to the College as soon as possible (your child will not be able to go without your formal permission).

DATE(S) OF ACTIVITY:

TIMES: Commence: Finish:

METHOD OF TRAVEL *: COST:

*If a private car is to be used the College will confirm that the car has appropriate registration and comprehensive insurance. Under no circumstances should students drive other students to or from excursion destinations.

TITLE OF ACTIVITY: KLA/OTHER:

PURPOSE / INTENT OF THE ACTIVITY:

VENUE/DESTINATION:

DETAILS OF ANY RISK OR UNUSUAL ACTIVITIES INVOLVED:

SPECIAL CLOTHING OR EQUIPMENT NEEDED:

MEAL ARRANGEMENTS: TEACHER IN CHARGE:

Out of hours emergency contact nos. for College: 5368 9658 (LFL) / 5332 8967 or 0434148330(AAR)



TITLE OF ACTIVITY:

DATE*: COST (attached)

STUDENT'S NAME:

STUDENT'S CODE: STUDENT'S HOMEROOM:

PARENT/GUARDIAN'S NAME:

Do you give permission for Paracetamol to be given to your child if required and according to Department guidelines :



**EXCURSION
PERMISSION
FORM**

YES

NO

I give permission for my child to participate in this excursion. In case of emergency and/or where it is impractical to communicate with me, I authorise those in charge to take any steps they may consider necessary for the safety and well-being of my child, including medical treatment and hospitalisation should that be deemed necessary. I understand that this may involve expenses for which I will be responsible (please note that, as per Department of Education & Training policy, the College does not carry ambulance, medical or personal accident insurance cover for students).

I do / do not give permission for any excursion related refund to be used to offset outstanding items on my account.

PARENT/GUARDIAN SIGNATURE

DATE

EMERGENCY CONTACT NUMBERS

**FIRST
CONTACT NO.**

**SECOND
CONTACT NO.**

Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

The purpose of this checklist is to assist you in organising your activity so that all key planning issues are addressed.

For further information on the legal requirements surrounding excursions you should read the relevant sections from the Schools of the Future Reference Manual (a copy of the relevant sections has been placed in each staffroom).

| | | |
|---------------------|-------------|-------------|
| DATE OF ACTIVITY: | Commencing: | Concluding: |
| NATURE OF ACTIVITY: | | |

Have you...

| | | |
|------------------------|---|--------------------------|
| AT LEAST 3 WEEKS PRIOR | submitted, if an 'Adventure' Activity, an 'Approval / Notification' form to the relevant Assistant Principal | <input type="checkbox"/> |
| | worked out whether the excursion is viable (costs, supervision, extras coverage, likely student interest, etc) and accurately costed it | <input type="checkbox"/> |
| | consulted with any staff upon whom it may impact or who has a stake in it (eg MS Student Managers, KLA head, VCE coordinator, etc) | <input type="checkbox"/> |

| | | |
|-----------------------|--|--------------------------|
| AT LEAST 1 WEEK PRIOR | finalised what classes will need coverage and entered these in the Daily Organiser Book (if the number of classes needing to be covered potentially poses a difficulty this should be discussed with the Daily Organiser / AP) | <input type="checkbox"/> |
| | made any arrangements for students remaining at school | <input type="checkbox"/> |
| | checked with MS Student managers to see if it is recommended that any student not participate in the excursion | <input type="checkbox"/> |
| | sent out the 'Parent Permission' form and Medical/Asthma form (if applicable) to all parents | <input type="checkbox"/> |
| | organised the arrangements for the payment of any money required for the excursion (see front office for advice) | <input type="checkbox"/> |
| | organised transport (for transport information & bookings see front office) | <input type="checkbox"/> |
| | notified the canteen if a significant no. of students will be away from school | <input type="checkbox"/> |
| | made bookings and confirmed with the venue(s) | <input type="checkbox"/> |
| | made any meal arrangements for students (if applicable) | <input type="checkbox"/> |
| | arranged for warning notice to be placed in the staff daily bulletin | <input type="checkbox"/> |
| | booked the College mobile phone (through front office) | <input type="checkbox"/> |
| | booked a first aid kit if needed (through School Nurse) | <input type="checkbox"/> |

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|---------------------------|---|--------------------------|
| 1 DAY PRIOR OR ON THE DAY | checked on the returns of the 'Parent Permission' slips and reminded students of the need to have these | <input type="checkbox"/> |
| | discussed with students behavioural and other management expectations | <input type="checkbox"/> |
| | provided, before leaving , a final list of the students actually going on the excursion to the front office (only students who have returned a slip or you have confirmed - and notated - by phone can leave the College) – this also serves as the rolls for this group | <input type="checkbox"/> |
| | ensured you have all 'Medical / Asthma Management' forms (if applicable) | <input type="checkbox"/> |

Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

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|--|--------------------------|
| collected the college mobile phone and first aid kit (if applicable) | <input type="checkbox"/> |
|--|--------------------------|

AFTER THE ACTIVITY

| | |
|---|--------------------------|
| returned to the front office, in a plastic envelope, all permission slips and medical forms for the excursion | <input type="checkbox"/> |
|---|--------------------------|

Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

The following are potential risks that you may need to plan / prepare for on your excursion. Consider which might be relevant to your excursion (there may be others beyond this list) and consider how these can be most effectively managed in your planning and in the preparation of the students involved.

EMERGENCY SCHOOL CONTACT NUMBERS

In school hours : 5330 1500

Outside school hours : 54794222 (GFO); 0419502288 (MFE);

| POSSIBLE RISK | MANAGEMENT STRATEGIES |
|---|---|
| PERSONAL SAFETY / WELLNESS ISSUES – eg sunburn, dehydration, snake bite, etc | <ul style="list-style-type: none"> ▪ Provide advice to students on appropriate clothing and what to bring. ▪ Take additional sun block and monitor time in the sun and use of sun block / hats ▪ Determine access to water and/or take additional water ▪ Remind students (preferably in writing) of potential dangers prior to the excursion or at the time a risk is identified |
| ROAD SAFETY | <ul style="list-style-type: none"> ▪ Warn students of potential dangers and provide basic safety instructions ▪ Ensure students cross roads at appropriate points ▪ If practicable, monitor students in higher risk situations |
| ILLNESS OR ACCIDENT | <ul style="list-style-type: none"> ▪ Take Medical / Asthma Management forms with you if outside greater Ballarat area ▪ Take first aid kit and/or mobile phone particularly if outside greater Ballarat area ▪ Determine, if possible, emergency contact numbers for the area which you will be in – contact emergency services immediately if serious ▪ The health & well-being of the student should be the paramount concern – if a situation is life threatening / serious always take the quickest & most effective steps to get medical assistance ▪ Contact the college as soon as practicable if serious |
| LOST STUDENTS | <ul style="list-style-type: none"> ▪ Instruct students to operate in groups of at least 3 – explain procedure for the group if a student is lost or injured when away from the main group ▪ Provide a map, if possible, for unfamiliar areas ▪ Establish clear meeting points and times ▪ Contact emergency services immediately if there is cause for concern about the safety or well-being of the student ▪ Contact the college as soon as practicable if there is cause for concern about the safety or well-being of the student |
| DANGEROUS / RECKLESS STUDENT BEHAVIOUR | <ul style="list-style-type: none"> ▪ Provide clear instructions about inappropriate behaviour – in some cases it may be appropriate to identify specific unacceptable behaviours (eg. the use of alcohol / drugs on an overnight excursion) ▪ If appropriate / practicable, warn parents that students may be returned home at the parents expense if misbehaviour. ▪ Contact the college, if practicable, for advice / support |
| HIGH RISK ACTIVITIES – eg abseiling, most water activities, cross country skiing / bushwalking, horse riding, etc | <ul style="list-style-type: none"> ▪ Warn students and parents in writing of activities that might have a predictable risk associated with them ▪ Ensure you have appropriate staff-student ratios & appropriate staff training/skills where needed ▪ Prepare students thoroughly for the safe conduct of the activity and any potential dangers associated with it ▪ Ensure close supervision of all students at all times ▪ Take first aid kit and mobile phone ▪ See information above on 'Illness or Accident' |
| DANGEROUS ENVIRONMENTS – eg water, cliffs, remoteness, high fire risks, etc | <ul style="list-style-type: none"> ▪ Where appropriate, contact relevant authorities to determine any possible risks / hazards ▪ Warn students and parents in writing of areas / situations that might involve predictable risk ▪ Ensure you have appropriate staff-student ratios and appropriate staff training / skills where needed ▪ Prepare students thoroughly for the safe conduct of the excursion and any potential dangers associated with it |

'A community of learners'

Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

| | |
|---|--|
| | <ul style="list-style-type: none"> ▪ Maintain awareness of potential hazards and ensure close supervision of any students in a risk area ▪ Take first aid kit and mobile phone ▪ See information above on 'Illness or Accident' |
| <p>A POTENTIALLY DANGEROUS EVENT – eg. bushfire, flood, etc</p> | <ul style="list-style-type: none"> ▪ Where appropriate, contact relevant authorities to determine actions that should be taken ▪ Warn students of potential dangers and provide clear instructions as to their expected behaviour ▪ Attempt, where practicable & appropriate, to keep the group intact and monitor closely presence of all group members ▪ Determine the safest location for the group and move there at the earliest opportunity ▪ Contact the college as soon as practicable |
| <p>BUS / CAR ACCIDENT</p> | <ul style="list-style-type: none"> ▪ If private car is used, ensure driver is licensed and has valid registration / insurance – under no circumstances should a student transport other students on an excursion ▪ Inform parents of transport arrangements and, in particular, if a private car is being used ▪ If an accident occurs, determine if any students / staff have been injured and respond to this ▪ Contact emergency services immediately if there is an injury or potential danger ▪ Contact the college as soon as practicable ▪ Take first aid kit and/or mobile phone particularly if outside greater Ballarat area |