

Excursions



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 03 8552 0583 or 03 98713275

School Profile Statement

Avenues Education is a South East Victoria Region (SEVR) outreach government school that works in partnership with Child Youth Mental Health Services (CYMHS). CYMHS refer students to Avenues Education to provide targeted educational services for individual and groups of students experiencing social, emotional, and/or mental health difficulties in accessing education. Students participating in Avenues Education retain enrolment in their school of origin. Depending on the program and individual health needs, students undertake sessions with Avenues Education either at their school of origin or at Avenues Education locations. In some of our outreach education program locations, we have a shared duty of care for our students with the Alfred and Eastern Health Child and Youth Mental Health Services.

Purpose

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

Scope

This policy applies to all excursions organised and attended by Avenues Education. This policy also applies to adventure activities organised by Avenues Education, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions and adventure activities which all Victorian government schools are required to follow. Avenues Education will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting excursions.

This policy does not apply to student workplace learning or intercampus travel.

Definitions

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Policy

Excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Planning process for excursions

All excursions will comply with Department planning requirements. Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed excursion. Avenues Education's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the excursion for any other reason.

Supervision

Avenues Education follows the Department's guidelines in relation to supervision of students during excursions. All excursion staff will be familiar with 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 excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Volunteer and external provider checks

Avenues Education requires all excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/carer consent

For all excursions, Avenues Education will provide parents/carers with a specific consent form outlining the details of the proposed activity. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed excursion.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to excursions. A member of staff will be appointed with responsibility for the health needs of the students for each excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all excursions. It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions. Only students deemed to present a low safety risk will be permitted to participate in school excursions. This decision will be made by the Principal or their nominee, in consultation with the Teacher in Charge.

Behaviour Expectations

Students participating in excursions are required to cooperate and display appropriate behaviour to ensure the excursion is a safe, positive and educational experience for all students involved. If on an excursion, the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the excursion. In these circumstances the parent/carer will be advised and will be responsible for the collection of the student and any costs associated with this. Disciplinary measures apply to students on excursions consistent with our school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*.

Electronic Devices

Students will be permitted to bring electronic devices (such as mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to excursions and the school will not be responsible for lost or damaged devices.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic). Unless otherwise indicated, Avenues Education and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook / manual

Further information and resources

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

Policy review and approval

Policy last reviewed	16.11.2021
Approved by	Principal
Next scheduled review date	Before November 2024