



Excursion Policy

OakTree College ('the College') is an independent co-educational specialist senior secondary school providing education opportunities for young people of migrant backgrounds who are at risk of disengaging from education.

OakTree College ('the College') seeks to provide a safe and supportive environment where all students can safely participate in the educational experiences offered by the College.

The College is committed to providing a curriculum and learning environment which is stimulating for students. This means that the College will provide experiences and opportunities for students to engage with the community and expose students to new learning experiences.

1. Purpose

To explain the processes and procedures the College will use when planning and conducting excursions for students.

2. Scope

This policy applies students, staff and volunteers who attend an excursion. College staff will follow this policy when planning and conducting excursions.

This policy does not apply to student attendance at an RTO or VET provider. The College will not participate in any College related overnight camps.

3. Definition

For the purpose of this policy, **excursions** are activities organised by the College where the students are taken out of the College (for example, a day excursion, visit to another school, to undertake a sporting or cultural event outside the College premises) for an educational purpose.

They include local excursions to locations within walking distance of the College or trips further afield (within a day trip of Melbourne) which may require organised transport but does not involve adventure activities or overnight camps.

4. Policy

Excursions can provide a valuable educational experience for students which complements learning, as they provide access to resources, environments and expertise that may not be available in the classroom. Excursions are also an essential component of the VCE VM, VPC and VET Study Designs and as such are required to enable students to meet student learning outcomes and competencies.

4.1 Planning process

All excursions will comply with College curriculum and risk 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.

The College will ensure students with additional needs are provided with an inclusive excursion program and will work with families during the planning stage, as needed, to support all students' attendance and participation in excursion activities.

In cases where an excursion involves a particular class or year level group, the class or organising teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the excursion

4.2 Bushfire risk considerations

The College's risk assessment will include consideration of arrangements for supervision of students, any anticipated risks and consideration of the risk of bushfire activity in the excursion location in accordance with the Victorian Registration and Qualifications Authority (VRQA) Guidelines on Bushfire Preparedness.

In the event of a Catastrophic Fire Danger rating day being announced, the excursion in any effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the excursion for any other reason such as dangerous weather or other environmental hazards.

4.3 Supervision

The teacher in charge will supervise all students during excursions and all excursion staff (including any volunteers) will be familiar with supervision requirements (including appropriate supervision ratios) and the specific procedures for dealing with emergencies on each excursion.

The teacher in charge retains overall responsibility for the supervision and care of students throughout all excursions, regardless of whether or not external providers are managing the activity.

The teacher in charge will carry a portable first aid kit on each excursion. This will include the Individual Anaphylaxis Management Plan (IAMP) and the ASCIA plan for each attending student who has a diagnosis of anaphylaxis. Similarly, the appropriate asthma action plan for any student who suffers from asthma will be carried by the teacher-in-charge.

4.4 Volunteers

On rare occasions parents, carers or guardians or other volunteers may be invited to assist with excursions. Participants will be notified if there are any costs associated with attending or any other requirements.

Staff and volunteers are expected to follow the instructions of the teacher in charge at all times. When deciding which volunteers will attend, the teacher in charge will consider the skills the volunteer has to offer (e.g. bus licence, first aid, language skills etc.) and the special needs of particular students.

All volunteers must have a current Working with Children Clearance (WWCC) card. Parents, carers or guardians attending with their own child are not required to have a WWCC card.

4.5 Parent/carer/guardian consent

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

The College will also provide advance notice to parents, carers or guardians of an upcoming excursion through email or Newsletter.

4.6 Cost of excursions, refunds and support

OakTree College is a low fee school and aims to keep additional costs including those for excursions to a minimum. The cost of all excursions is to be paid by parents, carers or guardians unless alternative arrangements have been agreed to by the Executive Principal prior to the excursion.

The College will try to accommodate all students and will avoid excluding students for financial reasons. Students experiencing financial difficulty are invited to discuss alternative payment options with the Executive Principal or the teacher in charge.

All parents, carers or guardians will be given sufficient time to make payments for excursions and consent forms will have clearly stated payment amounts and payment finalisation dates. Students who have not finalised payment by the required date will not be allowed to attend unless the Executive Principal determines exceptional circumstances apply.

If an excursion is cancelled or altered by the College, or a student is no longer able to attend the excursion, the College will consider requests for partial or full refund of payments made on a case-by-case basis considering the individual circumstances. It may not be possible to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the College. Where possible, the College will provide information about refunds to parents, carers or guardians at the time of payment.

4.7 Student health requirements

The College needs parents, carers or guardians to provide up to date student health information prior to excursions. The teacher in charge is responsible for the health needs of the students on each excursion. They will administer any medication according to the Administration of Medication Policy and Medication Authority Form. A portable first aid kit and mobile phone will be taken by the teacher in charge on all excursions.

Students should not attend an excursion if they are unwell. If a student becomes ill during an excursion and is not able to continue the parent, carer or guardian will be asked to collect them or arrange for the student to return home safely.

If the situation involves an emergency, the College will implement its emergency management response in accordance with the Emergency and Critical Incident Management Plan and the student's relevant IAMP, ASCIA plan or Asthma Action plan.

4.8 Behaviour expectations

An excursion is an extension of a classroom curriculum plan and students participating in excursions are required to cooperate and display appropriate behaviour. This will ensure the excursion is a safe, positive and educational experience for all students involved.

Parents, carers or guardians will be notified if their child is in danger of losing the privilege to participate in an excursion due to behaviour that does not meet the standards expected by the College as set out in the Student Code of Conduct, Student Behaviour Management Policy and the Anti-Bullying and Anti-Harassment Policy.

The decision to exclude a student will be made by the Executive Principal or Assistant Principal, in consultation with the teacher in charge. Both the parent, carer or guardian and the student will be informed of this decision prior to the excursion.

If on an excursion the teacher in charge considers an individual student's behaviour does not meet required standards, then the Executive Principal or the teacher in charge may determine that a student should return home during the excursion. In these circumstances the parent, carer or guardian is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on excursions consistent with the Student Behaviour Management Policy, Student Code of Conduct and Anti-Bullying and Anti-Harassment Policy.

4.9 Mobile phones

Students will be permitted to bring mobile phones on excursions. Mobile phones should not be used unless permitted by the teacher in charge (e.g. to take photographs relevant to the excursion or class activity). The exact requirements for each excursion will be discussed with the class during the excursion planning process.

Students are responsible for the care of their mobile phone or any personal electronic device brought on excursions and the College will not be responsible for loss or damage.

4.10 Medical and Accident Insurance

Any costs associated with student injury are the responsibility of parents, carers or guardians unless it is demonstrated that the College is liable in negligence (liability is not automatic).

The College does not provide student medical, accident or ambulance insurance cover and parents, carers or guardians should obtain accident insurance cover and/or ambulance cover for their child, depending on their health insurance arrangements and any other personal considerations.

The College holds public liability insurance and professional indemnity insurance, however, students must have their own relevant private insurance.

5. Communication

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

- Available publicly on the College website
- Included in Student & Parent/Guardian Handbook
- Included in staff induction processes and staff training

6. Related Policies

- Administration of Medication Policy
- Anaphylaxis Management Policy
- Anti-Bullying and Anti-harassment Policy
- Child Safe Diversity and Equity Procedure
- Duty of Care Policy
- First Aid Policy
- Medication Authority Form
- Student Behaviour Management Policy
- Supervision Policy

- Volunteer Policy

7. Approval and Review

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