

HUME CENTRAL SECONDARY COLLEGE EXCURSION/INCURSION POLICY (EVENTS)

Hume Central Secondary College values the experiences and skills that can be gained by students from being provided with the opportunity to participate in a variety of enrichment programs.

These programs:

- Provide students with opportunities to experience a range of activities and experiences, and develop understanding of their world and the opportunities available to them
- Enrich the Curriculum
- Improve student connectedness with the College and the wider community.

All students at Hume Central Secondary College are expected to attend 100% of their classes (see HCSC Attendance Policy). As such, excursions/incursions should seek to cause the least possible disruption to core curriculum provision. Excursions/Incursions which involve students being withdrawn from the core curriculum on a regular basis are discouraged.

The Principal or nominee is responsible for the approval of all single-day excursions other than those that must be approved by College Council, such as overnight excursions or adventure activities.

EXPECTATIONS

- The Department of Education and Training (DET) requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions/incursions (Appendix 3)
- If it is intended for a private vehicle to be used for the event, an *Application to use private vehicle on official duty* (form available at reception) must be completed by the relevant staff member and approved by the Principal. This will be kept in the employee's personnel file
- The Principal or nominee (Office Manager) will ensure that full records are maintained regarding the excursion/incursion
- The Principal or nominee (Teacher-in-charge) will ensure that adequate pre-excursion/incursion planning and preparation, including the preparation of students, takes place
- All staff planning an excursion/incursion need to consider that the opportunities offered by an excursion/incursion are run on other Campuses in line with curriculum or co-curriculum offerings and programs
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion
- When obtaining parental consent, the permission form will have sufficient information to allow parent/guardians to make an informed decision about whether to permit their child to participate in the activity. The consent form should include information about the nature of the proposed activity, degree of supervision, detailed travel arrangements and the risks
- The Teacher-in-charge in consultation with the Principal will ensure that recommended DET supervision ratios are adhered to (Appendix 2), ie Day excursion (low risk) 1 teacher x 20 students (this can be extended for senior students). In consultation with the Campus Principal, an additional staff member can be assigned to attend a planned activity pending on the nature of the excursion and ESC staff can be used for supervision, however, teachers must comprise at least 50% of the excursion staff. The requirements of students attending an event will impact on staffing ie: PSD students may require an aide to attend
- Students will assemble and be dismissed as stated on the excursion form, unless written request by parent/guardian has been received prior to the excursion requesting a reasonable change
- The Department of Education and Training (DET) will not be involved in any expenses associated with planned excursions/incursions. The school may choose to subsidise some excursions or some student's expenses
- Students who have displayed respectful and responsible behaviour at school will participate in excursions/incursions. Students and their parent/guardians need to be made aware that acceptable standards of behaviour will be expected during an excursion/incursion. Concerns regarding students who don't meet these expectations need to be raised and supported by the Team Leader and Campus Principal before a decision to exclude is made. Parent/guardians and the student will then be informed. If this event is for a SAC, there will need to be an alternative SAC for those students excluded from the event
- All staff involved in the excursion/incursion must be clear regarding strategies in place for accounting for all students participating in the planned activity, particularly during transition times, ie clear and strategic roll-marking ensuring all students have been transported to the destination and have been returned at the conclusion of the event
- Evaluation of the activity should take into account the experiences of students and staff, as well as the success of the activity in meeting the proposed objectives. Ideally, following an event, participating student(s) or staff member should write a report or an article for the newsletter reflecting the value of this experience
- The emergency management process of the school will extend to and incorporate all excursions/incursions
- Any costs associated with student injury rest with parent/guardians unless the Department is liable in negligence (liability is not automatic)
- To assist long term planning, staff are able to view the [Calendar of Events](#) for all excursions/incursions/camps approved on Compass
- High risk overnight activities/excursions ie: orienteering, canoeing etc. needs to be approved by College School Council (forms available at Reception).

PROCESS FOR SEEKING APPROVAL

It is recommended that key excursions/incursions are planned a year in advance, particularly when they are an integral part of the learning/student engagement and programs. In other instances:

1. **6 weeks prior to the planned excursion/incursion**, the person/s proposing the excursion/incursion (The Teacher-in-charge, must enter the event on **COMPASS** (see Appendix 1 – Excursions/Incursion on COMPASS). Internal medical appointments across Campus are excluded from this time restriction.

NB: Each Campus has 4 Templates:

Year level x 3 eg: Year 7, Year 8 and Year 9 and a generic one which is across year levels eg: 2 from Year 7, 5 from Year 8 etc. The relevant PLC Leader needs to be added to the notification chain by the Teacher-in-charge for subject based events to be approved.

NB: If it is intended for a private vehicle to be used for the event, an *Application to use private vehicle on official duty* (Appendix 4) must be completed by the relevant staff member and approved by the Principal. Without this application, the event will not be considered. Wellbeing staff wanting to transport individual students for appointments, medicals, home etc. should avoid private car usage to ensure adequate supervision. It is recommended that cab charges are used in these instances, with approval from the Campus Principal.

This will then be submitted through the notification chain which includes the following people:

NOTIFICATION CHAIN	
Approve the Excursion/Incursion (Event)	View the FINAL Approved Event
PLC Leader	College Principal
Daily Organizer	Campus Assistant Principal
Team Leader	Campus Office Managers
College Administration Manager	PLC Leader
Campus Principal	Daily Organizer
	Team Leader

2. Once approval is granted (at least **5 weeks** prior to the planned excursion/incursion), the Campus Principal will table it at the next Principal Class meeting.
3. The Campus Principal will then provide the **FINAL approval** no later than **4 weeks** before the excursion/incursion.

PROCESS ONCE APPROVAL HAS BEEN GRANTED

Staff in the notification chain (DO, Team Leader, College Admin Manager, Campus Principal, Learning Leaders, College Principal Campus Office Managers) will receive a **FINAL APPROVAL** notification from **COMPASS**.

- a. The Teacher-in-charge of the excursion/incursion will generate the notices from COMPASS, print and distribute to participating students, and will print off copies if a student has misplaced the form
- b. The Teacher-in-charge will notify staff, on the relevant Campus, of the students who will be involved with the date and duration of the Event
- c. The Daily Organiser will record the event on a Google Document (by Term) and plan for staff and classes to be covered in advance of the activity/room changes etc.
- d. Students are required to return forms and money (if applicable) to Reception **2 weeks** before the planned event or complete on Compass
- e. Teachers are **NOT** to collect money from students. Office staff will issue a receipt to students if applicable
- f. If the excursion/incursion involves any cost to students, no student should be excluded as a result of not being able to pay for the event. Seek advice from Wellbeing, Administration Manager or the Campus Principal to support the student to participate
- g. CSEF can be used to pay for excursions/incursions if students are eligible; parents will let the office know if paying by CSEF
- h. When an event is confirmed (2 weeks prior to the event taking place), the Teacher-in-charge, in consultation with Campus Principal, will enter teachers on duty at the event in the **DO diary**
- i. If the event is over a number of days, the Office Manager will duplicate the event on Compass for the duration of the event ensuring that rolls can be marked on each day.

TWO WEEKS PRIOR TO THE EXCURSION/INCURSION

- a. **10 working days** prior-to excursion/incursion the Office Manager (or nominee) will alert the Campus Principal and email the Teacher-in-charge, as to the percentage of students who have handed in excursion/incursion forms. General office to check in Compass if parents have consented online. **If less than 80%** of students have returned their forms/payment, the teacher-in-charge has 2 weeks (10 working days) prior to the event date to follow up on students to reach 80% or the event is likely to be cancelled. The final decision will be made by the Campus Principal, in consultation with the Teacher-in-charge of the event (This period may vary if the excursion/incursion requires a deposit for the event and has been paid and there is a cancellation period that has to be factored in for the College not to lose money paid)
- b. Once an event has been confirmed of going ahead (80%+ forms returned), the Teacher-in-charge can accept excursion forms from additional students as long as this does not compromise booking / staffing arrangement. No student will be permitted to go to an event without a permission slip
- c. **If the event is cancelled**, the Teacher-in-charge will notify Campus Office Manager. The Office Manager will cancel the event on Compass and will notify DO and staff

- d. **If the event is postponed** due to a change in date or venue, the Teacher-in-charge will notify Campus Principal and Office Manager (if a Campus event) or the College Principal and Admin Manager (if a College event). The event will be edited/updated by the Office Manager or Admin Manager with the approval of the Campus Principal (Campus event) or the College Principal (College event). All forms will then be reprinted and sent to parent/guardians with updated venue and date
- e. **If the event is going ahead**, the Teacher-in-charge of the excursion/incursion will email relevant persons at each affected Campus of the final list of students involved:
 - All staff
 - Canteen staff (if applicable)
 - Communicate with the DO regarding work left; room changes; etc.
 - Consult with Team Leaders and SWC team regarding any learning / health or wellbeing concerns that are relevant to the event
- f. **Students not participating in the planned Event**
If the excursion/incursion involves an entire home-group, where certain students within that home-group will NOT be participating, the Teacher-in-charge will put in place alternative arrangements for these students so that they have meaningful work to complete for the duration of the excursion/incursion. In some instances, it may be appropriate to liaise with the Campus Principal to place non-participating students in alternative classes or alternate supervision for the day. Once agreed, this will be communicated with the Daily Organiser, relevant student(s), parent/guardian and staff impacted

If a whole College event eg: Athletics, supervision of non attending students will need to be planned for.
- g. Admin Staff will prepare a summary list for the Teacher in Charge to take on the event with emergency contact numbers and any medical details stipulated on the returned permission form. The Teacher-in-charge must be aware of the medical and behavioural needs of the students attending the excursion and take responsibility for informing other staff participating in the event
- h. Admin Staff will ensure the first aid kit is ready for the event. If epipen is required this will be included in the kit and will ensure the Teacher-in-charge know how to use the epipen.

ON THE DAY OF THE EVENT

- a. The Teacher-in-charge will pick up the First Aid kit and the summary list of emergency contact numbers and medical details from Reception
- b. The Teacher-in-charge will mark the roll at the start of the event either at school or off site using Compass. If students arrive late, Compass needs to be updated immediately
- c. **Students who arrive without a permission form/payment will not participate in the event.** Student will be directed back to class/school, the Teacher-in-charge (or nominee) will inform Reception to contact parent/guardian to let them know that student is returning to school, Reception will follow up to let parent know that they have returned to school. **Parent/guardians are not to be contacted to gain permission over the phone**
- d. Campus Principal is to be contacted to report an incident during the event and receive support/direction
- e. If students do not meet the requirements of the excursion/event, then students may NOT be able to attend
- f. If anticipating the event will be returning later than specified on the excursion notice, then contact Campus Reception who will send an SMS to parent/guardians. If the event is planned for an after office hours return, the Teacher-in-charge (Campus Principal or Assistant Principal) needs to know how to send an SMS to parent/guardians through Compass
- g. Students will assemble and be dismissed as stated on the excursion form, unless written request by parent/guardian has been received prior to the excursion requesting a reasonable change.

ON RETURN FROM THE EVENT

- a. Return First Aid Kit to Reception
- b. Report/document any incident during the excursion.

REVIEW

This policy will be reviewed as required or due to changes in regulations or circumstances.

Date Reviewed	To Be Reviewed	College Council
May 2021	Annually	Not Required to be endorsed at College Council

Supervision Ratios

Department guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety. To ensure appropriate and effective levels of supervision, excursion planning should take into account:

<ul style="list-style-type: none"> ▪ the experience, qualifications and skills of staff (including volunteers, instructors, etc.) ▪ the age, maturity, physical characteristics and gender of students ▪ the ability and experience of the students ▪ the size of the group 	<ul style="list-style-type: none"> ▪ the nature and location of the excursion ▪ the activities to be undertaken ▪ requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities ▪ any other relevant factors.
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This table describes the minimum staff-student ratios for excursions:

Type of excursions	One excursion staff member per
Day excursions	twenty students (Principals may extend this ratio for senior secondary students only, if student safety will not be compromised.)
Adventure activities	specific guidelines for the activity - See: Safety Guidelines for Education Outdoors within Department resources
Overnight excursions:	
Base camps in residential premises or under canvas	ten students
Study camps in residential premises Example: Year 12 camp	fifteen students
Local and interstate tours	fifteen students
Overseas tours	ten students

Further supervision requirements

This table outlines further supervision requirements

For	The excursion must	
most excursions	be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity have teachers comprising at least half of the excursion staff	
overnight stays for mixed gender groups	include excursion staff of at least one person of each sex Note: In primary schools this requirement may be waived, where staff of each sex are not available Include excursion staff of at least one person of each sex Note: in primary schools this requirement may be waived, where staff of each sex are not available	
small group excursions in the local area	with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).	
Unsupervised Excursions	be approved by the principal only: in a small number of instances <ul style="list-style-type: none"> - for secondary-aged students - for activities involving small groups of individual students and the teacher responsible for the activity must maintain a formal record of: <ul style="list-style-type: none"> - a description of the activity, including locations - the names and ages of students involved - the time of leaving and returning to school. 	In addition, principals should ensure <ul style="list-style-type: none"> - a risk assessment of the activity is completed - their decision and the reasons for allowing the activity to proceed is documented.
Excursion staff	Excursion staff must be approved by the principal or school council (as outlined in Excursions – Planning and Approvals) and may include: <ul style="list-style-type: none"> - teachers employed by the Department or school council 	<ul style="list-style-type: none"> • other adults on a volunteer or paid basis such as: <ul style="list-style-type: none"> - parents or guardians - education support class officers - community members - trainee teachers - campsite staff - specialist instructors for excursion activities.

Important: school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance see: Volunteer Workers within [Related policies](#)

Where approved excursion staff who are not teachers employed by the Department or school council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis).

Important: the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff and students prior to the commencement of the excursion.

Specialist staff Schools must: <ul style="list-style-type: none"> ▪ ensure that where specialist instructors are employed they: <ul style="list-style-type: none"> ○ have the necessary skills or qualifications for the activity ○ have appropriate experience for the age and skill level of the students. 	<ul style="list-style-type: none"> ▪ hold appropriate public liability insurance, see: Related policies ▪ while specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.
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DET SCHOOL POLICY AND ADVISORY GUIDE FOR EXCURSIONS AND ADVENTURE ACTIVITIES

Excursions and Adventure Activities

Definitions

Excursions are activities organised by the school where the students:

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

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

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

For a definition of adventure activities, refer to Adventure Activities in Related policies.

Note: workplace learning and intercampus travel are not considered school excursions.

Policy

Principals are responsible for the conduct of all excursions and must ensure:

- excursions are planned, approved and conducted in accordance with Department policy and requirements.
- an online notification of school activity form is completed at least three weeks prior to the activity using the [Student Activity Locator \(SAL\)](#) NOTE: The SAL should be used by all Victorian schools. Non-government schools should log on using 'NG' for the user ID.
 - see the [SAL user guide](#) for further information
- compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions requiring school council approval.

Important: Principals, teachers, school councillors and others involved in school excursions, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, (including risk management planning), actions and the curriculum role of any activity.

Excursion Planning Requirements

While the degree of planning involved will depend on the nature and likelihood of the risks involved, the conduct of any excursion or activity should take into account the following:

- Educational purpose of the excursion and its contribution to the curriculum
- Department approval requirements for excursions and staff travel
- Maintenance of full excursion records, including clear documentation of the planning process
- Suitability of the environment and/or venue for the excursion
- Informed consent from parents or guardians
- Adequate student and staff medical information
- Adequate student preparation and clear behaviour expectations
- The importance of providing an inclusive excursion experience for all students, including students with disabilities and additional needs
- Requirements for any adventure activities (these involve greater than normal risk - there are additional considerations associated with these activities)
- Appropriate educational programs and supervision for students not participating in the excursion and remaining at school.

Emergency and risk management

- Assessment of excursion risks and appropriate risk minimisation strategies
- Procedures in the event of an emergency
- Arrangements are in place if the excursion needs to be cancelled, recalled, or altered (for example: severe weather conditions, changes to DFAT travel advice, or students returning early due to illness/serious misbehaviour)
- Completion of an online notification of school activity form three weeks prior to the activity using the Student Activity Locator - see Department resources below
- First aid requirements

Cancellations or alterations

- Principals should inform parents that any costs associated with the student returning from an excursion early due to illness or serious misbehaviour are the responsibility of the parent.
- Parents should be advised of possible cancellations or alterations, and any cancellation fees imposed on the parents by third parties.
- With respect to arrangements between the school and third parties, principals should:
 - carefully negotiate terms and conditions with third parties (e.g. travel agents, travel insurance companies, camp providers, specialist instructors, expedition providers) prior to accepting arrangements
 - ensure the terms of any travel insurance offered to the school by the third party are satisfactory.

Staffing and supervision

- Principals should consider the appropriate level of experience, qualifications and skills required of staff members (including volunteers, instructors, etc) to allow them to provide effective supervision in general and for planned activities (as applicable)
- There must be appropriate levels of supervision in view of the activities undertaken and students involved.

Transportation requirements

- If using public transport authorities should be consulted on appropriate travel times and at least a fortnight's notice of travel provided
- Excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs.

Other requirements

- Communication requirements and equipment
- Obtain up-to-date advice and any necessary approvals/permits from relevant organisations/authorities. For example, when [planning a field trip](#) keep informed about the location conditions, and submit a group activity statement to Parks Victoria [one month prior to the visit](#).
- Staff and students must have appropriate clothing and personal equipment.
- Group or technical equipment must be in good condition and suitable for the activities undertake.
- Appropriate educational programs and supervision will be provided for students remaining at the school during the absence of staff accompanying the excursion
- The regional director must be informed in advance if an excursion will leave the school unoccupied
- Any information which has been provided by specialists in the activities proposed

- Requirements for interstate or overseas excursions
- Where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students. The duty of care of the school staff to students cannot be delegated to a third party
- The excursion meets the requirements of any school-level policy or procedures

For detailed information on the requirements above see related policies, and Department resources below.

Related policies

• Adventure Activities	• Student Preparation and Behaviour	• Venue Selection	• Staffing and Supervision
• Approvals	• Emergency and Risk Management	• Parent or Carer Consent	• Student Medical Information

Department resources

To use the Safety Guidelines for Education Outdoors, see: [Excursions and Outdoor Education](#)

To complete the online notification for school activity form - access the [Student Activity Locator \(SAL\)](#) or visit the [Emergency Management Portal](#)

The SAL is also accessible for Catholic schools. Contact the helpdesk for a password to access the site. See: [Catholic schools](#)

Policy template for schools

A downloadable policy template for Victorian government schools is available on the intranet, see: [Camps and Excursions \(including local excursions\)](#)

Schools can modify the template to suit their local circumstances.

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Last Update: 03 June 2019

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