

Minor Excursion Guidelines

Minor excursions are defined as 'working outside the classroom'. They include visits on foot or by vehicular transport to places of educational value within the local community that last for less than one day.

If in doubt as to whether it is a minor or major excursion it is recommended that it is classified as a major excursion.

Scope

Activities include:

- visits to parks, including parklands adjacent to schools
- visits to local museums, art galleries and historical sites
- visits to environment centres
- sports days (excluding aquatic activities)
- other places of educational value within the local community
- transport may be by walking or bus travel

Safety

No specific requirements beyond planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the College's risk management plan for the off-campus activity.

Approval

Blanket permission from each student's parents or carers must be received in writing for each school year. If permission has not been given by parent/guardian on the enrolment or annual minor excursion form then a Minor Excursion Consent Form must be completed. Students who are approved by Centrelink or recognised by the school as independent students must sign their own consent form.

Parents and carers should be given an adequate description of the activity via the College newsletter or other communication medium and what is involved and provided with the opportunity to exclude their child from the activity. They must provide written notice and the reasons for withdrawal.

The College will use a Minor Excursion Approval checklist and should develop an internal administrative process to deal with minor excursions including a process that ensures recording details of:

- the itinerary
- student names, including records of attendance and head counts during the activity
- staff names, including volunteers and WWVP checks
- transport details

- costs
- safety and risk management: – contact numbers and contact persons – methods of communication to parents – risk management plans

Supervision

A copy of the student names and staff members/volunteers must be lodged at the school office and a copy given to the Principal, or a person nominated by the Principal. Supervising adults must be instructed as to their duties and roles by the teacher in charge. Students should be in the care of a supervising adult at all times.

Younger students must never be allowed to work unsupervised. Names and a head count of all participants must be checked and recorded at the beginning and at the end of the excursion. Regular head counts should also be carried out during the excursion. These lists must be returned to the school office for filing with all other excursion documents.

Qualifications/Experience

The teacher/leader in charge must have experience in managing groups in off campus environments. The teacher/leader in charge must have detailed knowledge of the area and the potential hazards in the area. In most cases this involves a prior visit or at least prior knowledge of the venue. At least one adult involved must have the relevant activity qualifications if the students are working in bush and/or aquatic settings. At least one adult must be competent in administering basic first aid.

Equipment

Teachers and leaders must ensure students have appropriate clothing, footwear and equipment required for the activity, as well as adequate food, water and sun protection. An appropriate first aid kit must be available. An appropriate means of communication with the school is required.

Venues

No specific requirements beyond planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the College's risk management plan for the off-campus activity.

Ratios

No specific requirements beyond, planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the College's risk management plan for the off campus activity; which is no greater than a normal class size with two adults, one of which should be a teacher.

Regulations

No specific requirements beyond planning requirements for all off campus activities, at the beginning of these procedures, and those determined by the College's risk management plan for the off campus activity.