

Excursions Policy – Regular Off Campus Activities

Introduction

This policy must be read in conjunction with the Excursion Policy – Master as well as other relevant WorkSafe Policies and Student Duty of Care Policies.

What is a Regular Off Campus Activity?

A Regular Off Campus Activity is an activity that is conducted regularly throughout the College year and requires students to, either travel between campuses, or to travel from College to an off campus location to attend an event, a lesson or an activity. An example of a Regular Off Campus Activity is where a student is enrolled in TAFE course and is required to travel between the College and the TAFE campus on a weekly basis, or where a student is required to attend training for representative sport.

Excursion Management Plan

A single Excursion Management Plan should be developed for each Regular Off Campus Activity at least once a year, or whenever there is a significant change in the nature or location of the Regular Off Campus Activity.

Where the Regular Off Campus Activity also involves recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from the Regular Off Campus Activity, as well as from the recreational and outdoor activities.

Teacher In Charge

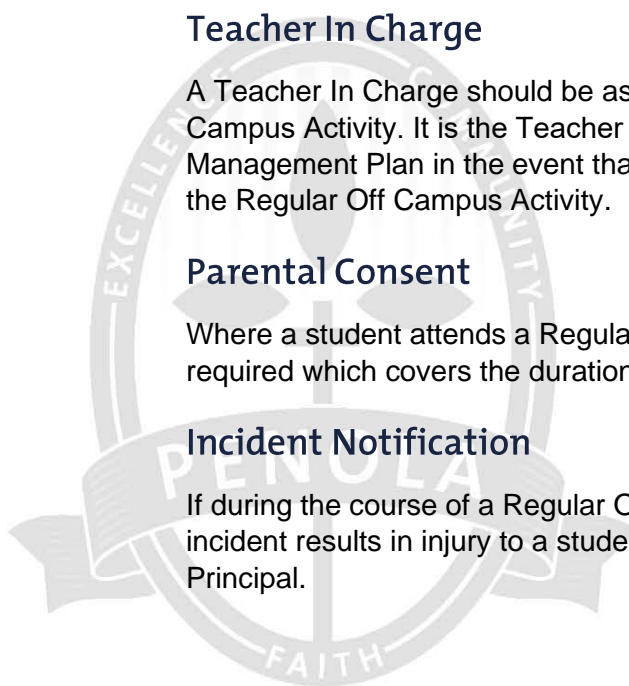
A Teacher In Charge should be assigned responsibility for managing each Regular Off Campus Activity. It is the Teacher in Charge's responsibility to update the Excursion Management Plan in the event that there is a significant change in the nature or location of the Regular Off Campus Activity.

Parental Consent

Where a student attends a Regular Off Campus Activity only one parental consent reply is required which covers the duration of the activity.

Incident Notification

If during the course of a Regular Off Campus Activity an incident occurs, whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal.



Record Keeping

Copies of all records relating to a Regular Off Campus Activity must be maintained in accordance with the Excursions Policy – Master.

Related Policies

Excursions Policy – Master

Excursions Policy – Recreation & Outdoor Education

Outsourcing (External Service Providers) Policy

Related Documents

Excursion Management Plan Template

From Complispace – current as at June 2020

