



## **Policy: Trinity College Pathways School Excursions**

<b>Policy Type:</b>	Divisional Policy
<b>Policy Number:</b>	TCDP23
<b>Date Approved:</b>	24 April 2024
<b>Previous Policy:</b>	Trinity College Pathways School Excursions – Policy and Procedure
<b>Review Date:</b>	01 December 2024

---

### **1 OBJECTIVES**

- 1.1 The purpose of this policy is to provide a practical framework for the identification and control of risks associated with excursions and other approved activities which take place away from the school premises.

### **2 SCOPE**

- 2.1 This policy applies to staff and students at the Trinity College Pathways School organising or participating in an excursion approved by Trinity College Pathways School.
- 2.2 This policy and applies to all excursions by the Pathways School, including inner-city excursions and rural and regional excursions, whether in Victoria or interstate.
- 2.3 This Policy should be read in conjunction with the Trinity College Pathways School Student Code of Conduct.

### **3 POLICY**

- 3.1 Excursions are an integral and important part of the programs delivered by Trinity College Pathways School for the following purposes.
  - a) as a means to facilitate better learning
  - b) to support Student Experience programs that might operate off campus.
  - c) to facilitate orientation activities designed to assist students adapt to living and studying in Melbourne.
- 3.2 Trinity College Pathways School undertakes to identify, assess and manage any hazards or risks that may arise during a proposed excursion.
- 3.3 Hazards and risks must be mitigated as far as is reasonably practicable.
- 3.4 Where it is not possible to mitigate risks, as far as reasonably practicable, the excursion should not proceed.
- 3.5 If serious risks arise prior to, or during, the excursion, the excursion should be cancelled immediately. Participants must return to the school or to the safest place available until further arrangements are made.
- 3.6 Trinity College Staff should refer to the Risk Rating Toolkit attached to the Approval Form for Excursions when proposing and/or assessing the suitability of an excursion.

### ***Principles***

- 3.7 The following principles apply to all excursions conducted by the Trinity College Pathways School.
- 3.8 Students must be made aware that the Student Code of Conduct applies to excursions and that they are expected to behave appropriately at all times when on excursion.
- 3.9 As a general rule, an excursion held for an academic subject should have an educational value. Staff must consider the subject curriculum, available resources, the needs of students and the aims of the learning program.
- 3.10 Excursions must be fully inclusive and open to all students in the class or learning group.
- 3.11 The duty of care that Trinity College and the Pathways School has for students extends to excursions organized and supervised by the school. This duty of care cannot be delegated.
- 3.12 Other parties who may be involved in an excursion, such as parents, caregivers, volunteers or employees of other organisations have their own duty of care.

- 3.13 The Pathways School does not accept responsibility for any unauthorized or privately arranged extracurricular activities.
- 3.14 Staff within TCFS must report to the Deputy Dean any risks or situations that arise during an excursion that had the potential to cause harm to students. This will assist the Pathways School to better identify hazards and risks for future excursions.
- 3.15 Hazards that pose a serious risk to students at any stage during an excursion must be reported immediately by telephone to the Trinity College emergency contact number.

***Steps to obtain consent and approval***

- 3.16 To gain approval for an excursion, the responsible staff member must complete the required form and submit it to the Deputy Dean for approval and sign off.
- 3.17 The Form is in three parts:
  - Part A - Excursion Details
  - Part B - Risk Assessment
  - Part C - Information for Students.
- 3.18 Once the excursion is approved, students participating in the excursion must be provided with a copy of *Part C- Information for Students*, which includes information about the excursion, directions on how to get safely to and from the excursion destination, transport arrangements or, if transport is not required, safe walking routes and any hazards and risks identified for the excursion.
- 3.19 Staff must not transport students to an excursion in their own vehicle.
- 3.20 Before commencing an excursion, staff should ensure that they have a complete list of students attending the excursion. The list should include the students' mobile telephone numbers and any medical conditions the students have.
- 3.21 Students must not leave the excursion earlier than the scheduled time unless permission has been granted by a staff member. If a staff member grants a student permission to leave, they must communicate this fact to the other staff members on the excursion.
- 3.22 The maximum ration of students to staff is 1 staff member to 30 students (1:30)

***Rural, regional and interstate excursions – additional requirements***

- 3.23 Staff must ensure that a first aid kit is available for excursions to rural, regional and interstate locations.

- 3.24 For these types of excursions, an electronic Excursion Health Form must be completed by participating students.
- 3.25 This Form is used to capture current and detailed information about medical conditions that may pose a risk during the excursion.
- 3.26 The Pathways Nurse should be notified by email, when all students have completed the Form.
- 3.27 Prior to the excursion commencing, the Nurse will provide the staff member with a complete list of participating students with the “at-risk” students clearly marked.
- 3.28 This information must be considered during the risk assessment process.

## 4 REPORTING PROCEDURE

- 4.1 Excursion Applications are submitted to the Deputy Dean
- 4.2 Applicants will be notified of the Excursion Application outcomes via email from the Deputy Dean
- 4.3 A record of excursions is kept by the Executive Liaison Officer Teaching and Learning
- 4.4 Any issues that arise on an excursion involving the health, safety or wellbeing of the students must be reported immediately to Director of Teaching and Learning or the Deputy Dean and where appropriate a Child Safe report should be lodged as per the Trinity College Child Safe Policy.

## 5 NON-COMPLIANCE

- 5.1 Staff non-compliance with this policy will be dealt with as a matter of misconduct under the Staff Code of Conduct.
- 5.2 Student non-compliance with this policy will be dealt with under the Student Code of Conduct.

## 6 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Proposes Excursion in accordance with curriculum. Completes Approval Form for Excursions (Parts A, B and C including Risk assessment)	Subject Leader/Teacher	

<b>Role / Decision / Action</b>	<b>Responsibility</b>	<b>Conditions and limitations</b>
Associate Dean Teaching and Learning assesses the application for an excursion and either approves or denies	Director (Teaching and Learning)	
Nurse assesses Medical Forms and notifies relevant staff of medical risk factors	Trinity College Nurse	Regional and interstate excursions only
Nurse provides first aid kit	Trinity College Nurse	Regional and interstate excursions only
Ensures the safety of students during the excursion	Trinity College staff in attendance	
Cancels excursion in the event of a threat to student and staff safety. Ensures students reach safety.	Trinity College staff in attendance	

## 7 DEFINITIONS

TCAEP- Trinity College Academic English Program

TCFS- Trinity College Foundation Studies

## 8 RELATED DOCUMENTS

- *Student Code of Conduct*
- *Staff Code of Conduct*
- *Child Safe Policy*

## 9 POLICY OWNER

The Dean of the Pathways School is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

## 10 REVIEW

This Policy is to be reviewed by 1 December 2024

## 11 VERSION HISTORY

<b>Version</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Effective Date</b>	<b>Sections Modified</b>
Version 2	Dean Pathways School	24 April 2024	26 April 2024	Moved to new template. Roles and Responsibilities added. Reporting requirements added. Sign off requirements changed