



**TRINITY COLLEGE** | FOUNDATION  
THE UNIVERSITY OF MELBOURNE | STUDIES

# **Trinity College Pathways School**

## **Excursion Policy**

## Overview

Trinity College is an affiliated College of the University of Melbourne. The Pathways School consists of the Trinity College Foundation Studies program, the Young Leaders program and other short programs and conferences. The College reserves the right to review and make changes to this Policy from time to time.

Trinity College is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are part of quality teaching and learning programs as outlined under the Education Services for Overseas Students (ESOS) Act 2000.

The program also includes community building activities such as those undertaken as part of our clubs and societies program and extracurricular activities organised by students and assisted by staff.

Excursions – defined as an organised activity during which students leave the grounds to engage in educational activities – and community building activities are a valuable teaching and learning vehicle, often integral to quality curriculum delivery in that they provide access to teaching content and learning experiences not available at the school.

These activities can pose risks. This policy and procedures are directed at managing such risks.

## Scope

This Policy covers all students studying in the Trinity College Foundation Studies program, Young Leaders Program and other short programs conducted by the Pathways School.

### 1. Principles

- 1.1 Determining the educational value of an excursion must take account of the needs and resources of the subject, needs of the students and total learning program.
- 1.2 Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
- 1.3 A duty of care is owed to students in the learning environment and while on excursions.
- 1.4 Trinity College's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
- 1.5 The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion.

- 1.6 A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
- 1.7 Consent granting permission for students to participate in excursions – which might include activities outside of standard hours and curfew times - is to be obtained from parents or caregivers and is included in the Letter of Offer.
- 1.8 Safe transport or a safe walking route is to be organised for excursions. Teachers must not transport students to excursions in their own vehicle.
- 1.9 Students must behave appropriately at all times while on excursions as per the Student Code of Conduct.
- 1.10 Trinity College will not accept responsibility for privately arranged extra-curricular activities.

## **2. Definitions**

*ESOS Act* –The Education Services for Overseas Students Act 2000 incorporating the National Code of Practice 2007 for international education providers.

*TCFS* – Trinity College Foundation Studies

## **3. Monitoring, evaluation and reporting requirements**

- 3.1 The Dean of the Pathways School is required to monitor compliance with this policy.
- 3.2 The Pathways School will regularly review and update its procedures for the safe conduct of excursions on the basis of implementation experience, systemic and locally produced risk profiles and the evaluation of teaching and learning outcomes.
- 3.3 The Dean of the Pathways School is to report controversial issues or incidents occurring while staff and students are on excursions, or undertaking any extra-curricular activities, consistent with the [OH&S Policy and Procedures](#).

## **4. Risk Management**

- 4.1 Students must be educated about any risk involved in particular excursions, prior to attending.
- 4.2 Staff must provide all the information required by the student in writing, including cost, what to bring, where to meet and when and where the excursion will finish.
- 4.3 If the excursion is outside of normal teaching hours, staff must ensure that students know how they will arrive or get home and whether public transport is available.
- 4.4 The maximum number of students to staff is 30:1.
- 4.5 Staff will review planned excursions ahead of forecast days of significant fire risk or total fire ban days and liaise with the relevant manager about whether the excursion should be cancelled or special precautions taken.
- 4.6 Staff should all carry a mobile phone for emergency use and provide the number to the students prior to commencing the excursion. Staff should ensure that they

- have the emergency phone number for Trinity College entered into their mobile phone before departure.
- 4.7 In case of emergency, staff members or students should ring 000 for support. They should also contact Pathways School reception points, and inform the College about the incident or event.
- 4.8 Bus trips to rural or regional areas must provide a First Aid kit either with the bus or with a staff member.
- 4.9 Staff members must not invite students to visit their home without first obtaining approval from the Dean of the Pathways School or their appointed representative if they are on leave.

<b>Trinity College Pathways School Excursion Policy</b>	
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<b>Date of current revision</b>	February 2016
<b>Topic</b>	Excursions
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<b>Business Owner</b>	Dean, Pathways School
<b>Authorising body</b>	Trinity College Pathways School Executive
<b>Audience</b>	Public – Students, parents
<b>Related legislation and government departments</b>	Trinity College FS Student Code of Conduct Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman
<b>Notes</b>	Students are bound by all applicable federal and state legislation.
<b>Published</b>	Website / portal