



**MARIAN  
COLLEGE**

## **EXCURSION, INCURSION, CAMPS, AND TRAVEL POLICY**

The College (the College), inspired by the Brigidine Sisters and Gospel teachings, fosters a nurturing environment focused on strength and kindness. Our Vision Statement guides us as an educational community, emphasising faith, love, service, achievement, and forward-thinking.

The College is owned by the Trustees of Kildare Ministries and is operated and governed by Kildare Education Ministries (KEM).

### **Purpose**

This Policy and its associated Procedures are intended to ensure that excursions, camps, and travel undertaken by the College are planned, approved, and implemented in a manner that prioritises student safety and wellbeing. This includes compliance with the Victorian Child Safe Standards, Ministerial Order 1359, and all other relevant legislation, regulations, and policies.

### **Policy**

This Policy applies to all College staff, contractors, subcontractors, volunteers, parents/guardians, and students (Stakeholders) involved in the planning, approval, or conduct of College excursions, camps, and travel.

The College is committed to:

- Ensuring all excursions, camps, and travel activities are conducted in accordance with child safety and duty of care obligations.
- Aligning all third-party provider procurement with the Secondary School Procurement and Payment Policy and Engaging Workers through Labour Hire Providers Policy.
- Maintaining clear processes for risk assessment, planning, supervision, and communication with families.

### **1. Principles**

The College acknowledges that excursions, camps, and travel enrich student learning. These activities must:

- Have a clear educational, cultural, or developmental purpose.
- Be inclusive, free from discrimination, and aligned with Child Safe Standards.
- Ensure duty of care and compliance responsibilities are upheld.
- Follow systematic risk management procedures.
- Undergo post-trip review for continuous improvement.

The Principal (or delegate) is responsible for rigorous risk assessment and ensuring compliance with these procedures.

### **2. Risk Management**

Risk Assessments:

- Principal or delegate ensures all risk assessments follow the Risk Management Policy, College risk matrix, and complete the KEM Optice Form (1, 2, 3) if an overseas trip. This form must be sent to KEM 12 months prior to the trip occurring.
- Risks are categorised as:
  - Low/Medium: Acceptable, reviewed periodically.
  - High/Extreme: Require further mitigation before approval.

2.2 The risk assessment must cover:

- All activities (separate assessments for adventure activities as per Department of Education guidelines).
- Venue risks (environment, weather, bushfire risks).
- Participants (student behavior, supervision ratios, required staff skills).
- Equipment (school-owned or third-party).
- Transport risks (delays, public risks, travel sickness).
- Emergency contacts (nearest hospital, doctor, emergency services).
- Emergency response plan, including staff availability and student needs.
- Communication plan, ensuring:
  - Multi-device reliability.
  - Weather/fire alerts access.
  - Clear staff-student-parent communication.
- Financial risks and community perception (e.g., if an incident affects the school's reputation).

### **3. Teacher Responsibilities:**

- The organising teacher must:
  - Complete, review, and communicate the risk assessment.
  - Consult with external providers to verify risk compliance.
  - Ensure staff and volunteers receive relevant training (e.g., child safety, supervision).
  - Monitor weather and fire danger and be prepared to cancel or modify as needed.
  - Ensure all participants understand emergency procedures.
  - Submit excursion details in the Student Activity Locator three weeks prior.
  - Ensure staff have access to medical information and contact details.

### **4. Third-Party Providers & Venue Selection**

#### 4.1 Third-party providers must:

- Have \$10M public liability insurance (APRA-approved).
- Provide qualified staff for activities.

#### 4.2 Venue Selection Considerations:

- Accessibility (including students with disabilities).
- Health and hygiene standards.
- Risk of other users at the site.
- Communication and emergency access.
- Outdoor and environmental hazards.

#### 4.3 Legal Considerations:

- Schools must NOT sign waivers that absolve providers of liability for negligence.
- Schools must NOT ask parents/guardians to sign waivers on behalf of students.
- For Parks Victoria land, excursions must be registered on ParkConnect.

#### 4.4 Transport Requirements:

- Must meet VicRoads registration standards.
- Drivers must be licensed and insured.
- Personal vehicles should be avoided for student transport.
- Staff must follow VicRoads Fatigue Management guidelines.

### **5. Parental Consent**

Written/electronic consent must include:

- Purpose, location, activities, risks, transport, supervision, cost, and medical authorisation.
- Refund policies and cancellation contingencies.
- Alternative plans in case of last-minute changes.
- Contact details for emergencies.

### **6. Student Safety & Supervision**

Medical & Emergency Preparedness:

- Staff must have access to student medical records.
- Excursions involving water activities require a certified lifeguard.
- Staff must carry a location-appropriate first aid kit.

Supervision Requirements:

- Minimum staff-student ratios must be maintained:



| Type of Trip   | Description   |                    |                 |         |   |          |   |          |   |
|--|---|--------------------|-----------------|---------|---|----------|---|----------|---|
| Local excursions or Incursions   | Regular class teacher–student ratios with an additional accompanying staff member (as required)   |                    |                 |         |   |          |   |          |   |
| Day excursions   | 1:20 staff–student ratio with a minimum of 2 staff  |                    |                 |         |   |          |   |          |   |
| Overnight Base camps   | 1:10 staff–student ratio with a minimum of 2 staff.   |                    |                 |         |   |          |   |          |   |
| Overnight study camps  | 1:15 staff–student ratio with a minimum of 2 staff.   |                    |                 |         |   |          |   |          |   |
| Interstate travel  | 1:10 staff–student ratio with a minimum of 2 staff.   |                    |                 |         |   |          |   |          |   |
| International travel   | <p>The following table indicates how staff numbers should be calculated, noting these ratios are the minimum required.</p> <table border="1"> <thead> <tr> <th>Number of students</th> <th>Number of staff</th> </tr> </thead> <tbody> <tr> <td>1 to 10</td> <td>3</td> </tr> <tr> <td>11 to 20</td> <td>3</td> </tr> <tr> <td>21 to 30</td> <td>4</td> </tr> </tbody> </table> | Number of students | Number of staff | 1 to 10 | 3 | 11 to 20 | 3 | 21 to 30 | 4 |
| Number of students   | Number of staff   |                    |                 |         |   |          |   |          |   |
| 1 to 10  | 3   |                    |                 |         |   |          |   |          |   |
| 11 to 20   | 3   |                    |                 |         |   |          |   |          |   |
| 21 to 30   | 4   |                    |                 |         |   |          |   |          |   |
| Adventure activities.<br>This includes adventure camping/<br>outdoor education style camping<br>activities | Adventure activities have individual staff–student ratios. Specific requirements for each activity can be found <a href="#">in the Department of Education guidance</a> .   |                    |                 |         |   |          |   |          |   |

### 6.3 Staff Responsibilities:

- Staff must be visible, active, and accountable.
- Public toilets: Students should be accompanied by an adult.
- Students must be within line of sight, or have a clear communication plan.

### 6.4 Volunteer & Specialist Instructors:

- Must comply with the Working with Children Check Policy.
- Must be recorded for insurance purposes.
- Specialist instructors must have:
  - Relevant qualifications.
  - Experience for student age and skill level.
  - Public liability insurance.

## 7. Review & Record Keeping

### 7.1 Post-trip review ensures:

- Educational goals were met.
- Improvements are identified for risk and planning.
- Feedback is collected from staff, students, and providers.

### 7.2 Record-Keeping Requirements:

- All documents (risk assessments, medical records, incident reports) must be stored as per the Public Records Act 1973 (Vic.).

## Procedures

### Excursion Checklist must be completed

- Individual students or classes must be listed
- Medical students must be highlighted
- Risk documentation must be attached if necessary.
- The College mobile number must be used

### Communication to families

- Organisers or delegated staff must monitor and check parent consent



Procedures for excursions, camps and travel are documented separately. These include the following sections. The Principal (or delegate) will ensure that:

1. Risk management – a systematic risk assessment, risk mitigation and review process is undertaken for all excursions, camps and travel events.
2. Third party providers and venue selection – a thorough investigation of third-party providers and venue selection is undertaken, including evidence of relevant public liability insurance.
3. Consent – informed consent is sought and received for every aspect of the excursion, camp or travel event.
4. Student safety – that the care, safety and welfare of each child is prioritised at every level of preparation, implementation and undertaking of excursions, camps and travel. This includes meeting all requirements of the Victorian Child Safe Standards.
5. Review and record keeping – that every excursion, camp and travel event is reviewed, and findings are recorded and stored as required by *Public Records Act 1973* (Vic.).

## Definitions

For the purpose of this policy the following terms are defined as follows:

|                                |   |
|--------------------------------|---|
| <b>Adventure activities</b>    | An adventure activity is an activity that involves greater than normal risk which may include: <ul style="list-style-type: none"> <li>• Physical activities beyond the scope of the regular physical education curriculum</li> <li>• Travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain</li> <li>• Confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in normal day-to-day life</li> <li>• Less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life</li> <li>• Exposure to the natural elements with less than the normal physical protection provided in day-to-day life</li> <li>• Theme parks, fun parks, and trampoline centres</li> <li>• The use and operation of amusement rides, attractions, or fireworks via the engagement of a third-party operator at non-public (i.e. enrolled students only) events on non-school sites (e.g. hiring a jumping castle to be operated at a local park).</li> </ul> |
| <b>Approved</b>                | Authorised in writing, as evidenced by signature of a nominated delegate.   |
| <b>Base camps</b>              | Base camps are camps undertaken at accredited residential campsite or camping under shelters such as tents.   |
| <b>Bullying</b>                | Bullying is repeated unreasonable behaviour directed towards a person that creates a risk to health and safety. It occurs when an individual or group deliberately upsets or hurts another person, their property, reputation or social acceptance on more than one occasion. Forms of bullying include physical, verbal, gesture, extortion, exclusion, visual, and sexual bullying and can be direct or indirect.   |
| <b>Camps</b>                   | Camps are excursions involving at least one night's accommodation within Australia (including school sleepovers on school grounds).   |
| <b>Certificate of currency</b> | A certificate of currency (also known as a certificate of insurance) is issued by an insurance company to confirm that insurance has been obtained for a business for a specific time. It summarises the most important provisions of the insurance policy (such as effective date of the policy, the type of insurance purchased and the amount of money which is applicable to liability). It confirms that the business (or individual) has obtained sufficient insurance to enter the premises or perform work/service.   |



|  |   |
|--|---|
| <b>Child abuse</b>   | Child abuse includes any act committed against a Child involving:<br>(i) A sexual offence<br>(ii) An offence under section 49B(2) of the Crimes Act 1958 (grooming)<br>(b) The infliction, on a Child, of:<br>(i) Physical violence<br>(ii) Serious emotional or psychological harm<br>(c) Serious neglect of a Child.  |
| <b>Child connected work</b>  | Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises defines child connected work:<br>(a) Work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present; or<br>b) For the purposes of a school boarding premises, work authorised by the provider of school boarding services in a school boarding premises environment while children are present or reasonably expected to be present. |
| <b>Child related work</b>  | Child related work is work that:<br>(a) Involves an adult working with children under 18 years old (can be paid or unpaid work).<br>(b) Usually involves direct contact with a child or children, including physical, face-to-face, written, oral or electronic contact.<br>(c) The contact with the child or children is a usual part of the person's duties and is not occasional direct contact which is incidental to their work.   |
| <b>Child safety</b>  | Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).   |
| <b>Delegate</b>  | A role, position or group (such as a committee) that has authority to act or make decisions in the manner and to the extent prescribed in a policy, framework or delegation instrument.   |
| <b>Delegation</b>  | The powers, authority, duties and functions delegated to a role, position or group (such as a committee) by the KEM and contained in a delegation instrument.   |
| <b>Discrimination</b>  | Occurs when a person is treated unfavourably compared to another person/s. It can be either direct (i.e. a person is treated unfavourably because they have an attribute protected by law such as age, race or religion) or indirect (i.e. when a condition, requirement or practice has the effect of disadvantaging people with a particular attribute protected by law and that condition, practice or requirement is not reasonable).   |
| <b>Education and Training Reform Regulations 2017 (Vic.) (ETR)</b> | Legislation that provides definition and sets minimum standards required for school registration and governance in Victoria.  |
| <b>Excursions</b>  | Activities organised by the school where the students: <ul style="list-style-type: none"> <li>• Are taken out of the school grounds (e.g. day excursion or school approved event)</li> <li>• Undertake adventure activities, regardless of whether or not they occur outside the school grounds.</li> </ul>   |



|                                      |  |
|--------------------------------------|--|
| <b>Hazard</b>                        | A source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.  |
| <b>Incident</b>                      | <p>An incident is an actual or alleged event or situation that:</p> <ul style="list-style-type: none"> <li>• Causes harm or creates a risk of causing harm to a student’s health, safety or wellbeing either directly or indirectly while under the care or supervision of the school, including international students.</li> <li>• Impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment.</li> <li>• Causes harm or creates a risk of causing harm to an employee’s health, safety or wellbeing either directly or indirectly in the work setting.</li> <li>• Affects or risks affecting the continuity of school operations, including matters of security (including cyber security), property damage and emergencies.</li> <li>• Requires police notification or involves matters of serious conduct.</li> <li>• Is a WorkSafe <u>notifiable incident</u>.</li> </ul> <p>Critical incidents requiring planning include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Child abuse.</li> <li>• Medical emergency.</li> <li>• Mental stress.</li> <li>• Data or privacy breach.</li> <li>• Missing student/person.</li> </ul> |
| <b>Incursion</b>                     | An Incursion is defined as an activity organised by the school, whereby an outside body is employed to come into the school to run an educational activity for the students.   |
| <b>International Student Program</b> | Non-reciprocal program where international students are enrolled in a Victorian school to undertake full time study as international students at a Victorian school for a single term or a number of years. There are various visa categories applicable, with most students holding a subclass 500 Student – School Visa.   |
| <b>Local excursion</b>               | These are excursions within walking distance of the school and do not involve adventure activities. Workplace learning and intercampus travel are not considered school excursions.  |
| <b>Mandatory reporting</b>           | Mandatory reporting is the legal requirement under the Children, Youth and Families Act 2005 (Vic.) to protect children from harm relating to physical and sexual abuse. The Principal, registered teachers and early childhood teachers, school counsellors, religious clergy, medical practitioners and nurses at a school/service are mandatory reporters under this Act ( <u>PROTECT: Identifying and responding to all forms of abuse in Victorian schools</u> ).   |
| <b>Organising teacher</b>            | Refers to a staff member assigned tasks to complete the pre-planning and organisation of any excursion, camp or travel. This person may or may not be the designated Teacher in Charge.  |
| <b>Reportable conduct</b>            | Reportable conduct for the purposes of the Reportable Conduct Scheme is: <ul style="list-style-type: none"> <li>• A sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded</li> <li>• Sexual misconduct, committed against, with or in the presence of, a child</li> <li>• Physical violence committed against, with or in the presence of, a child</li> <li>• Any behaviour that causes significant emotional or psychological harm to a child</li> </ul>   |



|                                       |  |
|---------------------------------------|--|
|                                       | <ul style="list-style-type: none"> <li>• Significant neglect of a child as defined in the Child Wellbeing and Safety Act 2005 (Vic.).</li> </ul>   |
| <b>Risk</b>                           | The effect of uncertainty on objectives.   |
| <b>Risk management</b>                | The coordinated activities to direct and control an organisation about risk.   |
| <b>School environment</b>             | <p>Means any of the following physical, online or virtual places used during or outside school hours:</p> <ul style="list-style-type: none"> <li>• A Campus of the school.</li> <li>• Online or virtual school environments made available or authorised by Kildare or a Kildare school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services).</li> <li>• Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).</li> </ul> |
| <b>School staff</b>                   | <p>Means an individual working in a school environment who is:</p> <ul style="list-style-type: none"> <li>• Directly engaged or employed by a school governing authority</li> <li>• A contracted service provider engaged by Kildare (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for a Kildare school</li> </ul>  |
| <b>Short term study tour programs</b> | Non-reciprocal program where students undertake a mix of structured classroom learning, interaction with local students and excursions. This usually involves a visitor visa and a fee structure.  |
| <b>Sister school partnership</b>      | Reciprocal visits negotiated between sister schools where visits include a school experience combined with a cultural tour. This usually involves a visitor visa and costs are recovered between sister schools on a cost recovery basis only.   |
| <b>Teacher in charge</b>              | Refers to a teacher who has been designated by the Principal to provide supervision, leadership and oversight while attending any excursion, camp or travel. This person may or may not be the approved organising teacher.  |
| <b>Volunteer</b>                      | A person who performs work without remuneration or reward for a Kildare or the College service in the school/service environment.  |

### Supporting Documentation

- Camps Checklist – Template for Schools
- Camps Procedures for Kildare Schools
- Excursions Checklist – Template for Schools
- International Travel Checklist – Template for Schools
- International Travel Procedures for Kildare Schools
- Optional Tours and intercultural experiences policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Child Safety and Protection Policy
- Child Safety and Wellbeing Procedures and Recordkeeping Policy
- Child Safety Code of Conduct
- Code of Conduct (student)
- Emergency Management Plan
- Engaging Families in Child Safety Policy
- Engaging Workers through Labour Hire Providers Policy



- First Aid Policy
- Medical Management Policy (Schools)
- Occupational Health and Safety Policy
- Pastoral Care of Students relating to Gender Policy
- Privacy Policy (Schools)
- Recruitment Policy
- Risk Management Policy (School)
- Supervision Policy
- Working with Children Check Policy
- CECV Guidelines for the Engagement of Contractors in Catholic Schools
- CECV Guidelines for the Engagement of Volunteers in Catholic Schools
- Department of Education Excursions Policy and Resources
- The College Events and Activity Risk Assessment template and samples

**Legislation and Standards:**

- Children, Youth and Families Act 2005 (Vic.)
- Child Wellbeing and Safety Act 2005 (Vic.)
- Crimes Act 1958 (Vic.)
- Disability Discrimination Act 1992 (Cth)
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Equal Opportunity Act 2010 (Vic.)
- Health Records Act 2001 (Vic.)
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic.)
- Public Records Act 1973 (Vic.)
- Victorian Data Sharing Act 2017 (Vic.)
- Worker Screening Act 2020 (Vic.)

**Document History**

|                     |                |
|---------------------|----------------|
| Written By:         | Executive Team |
| Date of Approval:   | May 2025       |
| Approval Authority: | Executive Team |
| Next Review:        | May 2028       |

