Student Excursion Procedure

Section 1 - PURPOSE

(1) The purpose of this procedure is to:

    a. provide an opportunity for students to gain knowledge and valuable applied learning experiences outside the classroom.

    b. describe the processes that support the safe conduct of excursions.

Section 2 - SCOPE

(2) This procedure applies to all Melbourne Polytechnic students, staff and individuals engaged through agencies and partner organisations involved with excursion activities. It covers all courses in Higher Education, Vocational Education and Training and Foundation learning programs.

(3) It does not include work placements, work-integrated learning (WIL) activities, overseas study tours or student social activities such as those organised by SLAM (Student Life @ MP).

Section 3 - PROCEDURE

Excursion Participation

(4) Excursion Leader/educator advises students of approaching excursion and any associated cost normally three (3) weeks prior to the scheduled excursion date.

(5) Students complete an Excursion Consent and Medical Report Form for each, or multiple excursions including details of any health/medical conditions and return by a set date.

(6) Students who do not return the completed and signed Excursion Consent and Medical Report Form by the due date:

    a. will not be permitted to attend the excursion.

    b. if they attend class on that day, they may be required to return home.

(7) Students under 18 years of age ensure the relevant form is signed by a parent/guardian.

(8) Students under 18 years of age who would like to make their own decision about participating on an excursion independent to parent/guardian approval, submit a request to the Excursion Leader/educator.

(9) The Excursion Leader/educator:

    a. makes an assessment as to whether a student under 18 years of age is sufficiently mature and intelligent to understand the nature of a particular decision.

    b. confirms if the student is living independently with the parent/guardian and/or

c. requests written notification from a government agency e.g. Centrelink.

d. may request written notification from Student Support Services or Counsellor supporting the student's capacity to make informed decisions.

e. advises the student of the outcome of their request and confirms if the student is considered a mature minor.

(10) A mature minor signs their own Excursion Consent and Medical Report Form.

(11) Parents or guardians notify the Excursion Leader in advance of the event if they wish to withdraw permission for a student under 18 years of age to participate on an excursion.

(12) Students over 18 years of age and mature minors advise the Excursion Leader if they will not be participating on an excursion prior to the event.

(13) Students under 18 years of age adhere to required transport arrangements.

(14) Students who are normally supported by a Melbourne Polytechnic Equity Access Worker (EAW) and would like them to attend an excursion, submit a request to the Equity & Access Team.

(15) The Equity & Access Team assess the request on a case-by-case basis and notify the student of the outcome.

Excursion Approval

(16) Educators include excursion activities in the Subject/Unit Outline. This includes listing related learning outcomes and if any assessment is attached to the excursion activity.

(17) Additional excursions are added during the teaching period as required.

Existing Excursion

(18) Where an existing excursion is conducted each teaching/period or semester with minimal change the Excursion Leader/educator will:

a. evaluate the existing General Risk Analysis Tool Report.
b. refer to the completed Excursion Consent and Medical Report Forms.
c. consider information gathered relating to the excursion activity.
d. determine if there are any changes to the previously identified risks.
e. make any minor required changes to the General Risk Analysis Tool Report.

(19) Complete an Application to Conduct an Excursion Form and submit with the completed General Risk Analysis Tool Report to the relevant Head of Program/Program Leader for review/approval and feedback no less than two (2) weeks prior to the excursion date.

(20) Variations to this timeframe may be permitted at the discretion of the Head of Program/Program Leader ensuring adequate time is available to prepare for the excursion.

(21) Head of Program/Program Leader approves the excursion request and notifies the Excursion Leader.

(22) The Excursion Leader:

a. considers any supervisor feedback.
b. amends the General Risk Analysis Tool Report as required.
c. updates the Student Excursion Register with review/approval date.
d. stores documents in secure location accessible by relevant staff.

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New Excursion or Excursion Activity with significant changes

(23) Where a new excursion is proposed or an existing excursion is significantly different, the Excursion Leader/educator completes a new [General Risk Analysis Tool Report](#) taking the following into consideration:

    a. the intent of the excursion.

    b. excursion activity.

    c. activity location.

    d. completed Excursion Consent and Medical Report Forms

    e. student cohort requirements.

    f. staff/student ratios for the activity. (Refer to paragraph 19-20 in the [Student Excursion Policy](#)).

    g. gender representation for both day and overnight stay excursions.

    h. travel/transport arrangements.

    i. financial cost associated with the activity.

    j. accommodation if an overnight stay is included as part of the activity.

    k. equipment required for the activity.

    l. weather conditions, appropriate clothing, and footwear.

    m. mobile phone coverage.

    n. rural/remote areas considered high risk e.g. bushfire risk, flooding.

(24) Assess each identified risk against the risk rating matrix (included with the tool) to determine the consequence and likelihood of the risk occurring and the overall level of risk.

(25) Identify reasonable controls for each risk and record on the [General Risk Analysis Tool Report](#) to mitigate the risk.

(26) Follow paragraph 19 – 22.

Excursion Planning and Preparation

(27) Planning may commence prior to completing an [Application to Conduct an Excursion Form](#) and the [General Risk Analysis Tool Report](#) in order to gather the required information to accurately complete the relevant documentation.

(28) The Excursion Leader:

    a. contacts the venue to discuss arrangements and/or specific requirements regarding the excursion.

    b. prepares a list of participants.

    c. determines staff/student ratios. (Refer to paragraph 19-20 in the [Student Excursion Policy](#)).

    d. in consultation with educators within the teaching area determines staff members that will participate on the excursion.

    e. based on the risk level of the activity determines if a dedicated staff member with appropriate first aid training will attend the excursion and/or if a first aid kit or snake bite kit is required.

    f. confirms staff have the necessary Working with Children Checks in place (if required).

    g. identifies students with a disability and determines any adjustments required to enable the student to participate on the excursion.

    h. where a registered carer is participating on an excursion, contacts the carer prior to the excursion to discuss arrangements and clarify any details.

    i. notes any Equity Access Workers (EAW) attending the excursion.

    j. Identifies any specific medical requirements for individual students and how these will be managed.

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k. organises transportation taking into consideration student needs.

l. gathers any required equipment for the excursion.

m. progressively compiles the relevant information required for the excursion and store in a secure and accessible location.

(29) The information includes:

a. [General Risk Analysis Tool Report](#).

b. Excursion Consent and Medical Report Form.

c. Itinerary.

d. Venue contact details and primary contact person at the venue/location.

e. Participant list (students and staff).

f. Emergency contact information of students and staff participating on the excursion.

g. Carer/ Equity Access Worker (EAW) details.

h. [Incident & Near Miss Reporting Form](#).

i. Equipment list.

(30) No less than two (2) weeks prior to the scheduled excursion date advise parents/guardians and students of the following:

a. day and time of the excursion.

b. departure point.

c. transport arrangements.

d. any required material students need to bring with them on the excursion.

e. any students with a medical condition must bring their medication with them on the excursion.

f. appropriate conduct expected when participating on an excursion.

g. meeting point in case of an emergency.

(31) Record any students intending to make their own way to the excursion. (parental approval required for under 18-year-olds unless a mature minor)

(32) Check weather conditions prior to the excursion and determine risk rating and whether it is safe to proceed with the excursion.

(33) Where the risk rating is high, advise parents/guardians and students at least two (2) days prior (where possible) that the excursion will be cancelled and rescheduled for a later date.

(34) The Excursion Leader actions other notifications as required following the cancellation of the excursion. e.g. venue notification, transportation hire etc.

Conducting the Excursion and incident management

(35) The Excursion Leader ensures all staff participating on the excursion:

a. have access to relevant information stored electronically and/or carry a hard copy list of minimal critical information in case of an emergency.

b. are aware of travel arrangements for each student.

c. carry a mobile phone.

d. are aware of the staff member trained in first aid and carrying the first aid kit (if required).

e. are aware of the location of each student during the excursion.

f. are aware of the staff member assigned to advise the Head of Program/Program Leader of any delays with expected return time and the reason for the delay.

g. are aware of the staff member assigned to advise parents/guardians of delays with expected return time and the reason for the delay.

(36) In the event of an emergency, the Excursion Leader:

a. refers to the General Risk Analysis Tool Report and takes the appropriate action.

b. ensures students remain together and safe while required actions are carried out.

c. this may include abandoning the excursion early due to increased weather risks, illness, or injuries.

d. reports high and extreme issues immediately to the Head of Program/Program Leader/Manager, discusses next steps and/or any assistance require

(37) Where misbehaviour during an excursion is considered sufficiently serious (refer to Student Discipline Policy) for a student to return to the campus/home, notify the Head of Program/Program Leader/Manager.

(38) Allocate a staff member to accompany the student (if required) and where the student is under 18 years of age, notify the parent/guardian of the circumstances and the reason for the decision.

Recording excursion incidents

(39) Complete an Incident & Near Miss Reporting Form detailing the incident.

(40) Submit the form to Health, Safety & Wellbeing, and cc. the Head of Program/Program Leader/Manager.

(41) Record the incident on the Student Excursion Register.

(42) Refer to the Incident & Near Miss Reporting Form to complete the required details on the Student Excursion Register.

(43) The teaching area reviews incidents at least annually to discuss possible changes to planned excursions, improvements, and strategies to mitigate identified risks recurring in the future.

Reporting on Excursion Activities

(44) The Directorate Administrator or delegate oversees the storage of all information and documentation relating to the incident and actions undertaken to address the situation in a secure and confidential manner and for the required period specified by the Melbourne Polytechnic Records Management Policy.

(45) The following records will be maintained:

a. Application to Conduct Excursion Form.

b. General Risk Analysis Tool Report.

c. Excursion Consent and Medical Report Form.

d. Itinerary.

e. participant list (students and staff).

f. emergency contact information.

g. carer/ Equity Access Worker (EAW) details.

h. Incident & Near Miss Reporting Form.

i. equipment list.

(46) Program Leader prepares an annual report including the following for submission to relevant Departmental Committees/Boards. (VET and Foundation Board)

a. number of excursions undertaken for each subject/unit.
b. types of excursions undertaken.
c. excursion location/venue.
d. purpose of excursion/connection with area of study and/connection with industry or community.
e. applied learning approaches incorporated as part of excursion activities.
f. number of students participating on each excursion.
g. number of incidents that occurred during the excursion and the level of risk associated with each incident.

Procedure Implementation Transition

(47) Following approval the procedure will be implemented in two stages.

a. Phase 1 – In semester 1, 2024 each Directorate will identify one course in each Department to trial the approved procedure.
b. Phase 2 – In semester 2, 2024 each Directorate will fully implement the procedure across all courses in their Directorate.

Section 4 - RESPONSIBILITY AND ACCOUNTABILITY

(48) Academic Directors are responsible for:

a. ensuring this procedure and associated procedures/supporting documentation are applied consistently across their teaching areas.
b. ensuring Student Excursion Registers are maintained for their area of responsibility.
c. reporting annually on excursion activities and any incidents that occur during an excursion to relevant Departmental Committees and Boards. (VET and Foundation Board)

(49) Head of Program/Program Leader is responsible for:

a. approving excursion requests for course/unit/programs and any variations to timeframe submissions.
b. reviewing and approving completed General Risk Analysis Tool Reports.
c. ensuring staff monitor the Student Excursion Register following review/approval of excursion activities.
d. ensuring material/documentation for an excursion is stored in a secure location and easily accessible by relevant staff.
e. supporting the Excursion Leader as required with any issues that occur during the excursion.
f. receiving reports from the Excursion Leader of any incidents that occurred during the excursion.
g. working with staff to identify strategies to mitigate any identified incidents from recurring.
h. supporting continuous improvement of safety aspects related to excursions.
i. preparing an annual report on excursion activities for relevant Departmental Committees and Boards. (VET and Foundation Board)

(50) Excursion Leader is responsible for:

a. including excursion activities in the Subject/Unit Outline.
b. assessing mature minor requests to make own decisions regarding excursion participation.

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c. preparing and submitting an Application to Conduct an Excursion Form for approval.

d. completing a [General Risk Analysis Tool Report](#) for each or multiple excursions and submitting for review/approval.

e. preparing an excursion itinerary.

f. compiling relevant information as part of the planning and preparation phase and storing in a secure location that is easily accessible by relevant staff.

g. recording the excursion on the Student Excursion Register for their area.

h. identifying if a staff member with first aid training needs to attend the excursion.

i. completing an [Incident & Near Miss Reporting Form](#) for all incidents or injuries that occur during the excursion and notifying the Head of Program/Program Leader/Manager.

(51) Educators participating on approved excursions are responsible for:

a. assisting with updating the Student Excursion Register.

b. assisting with excursion planning and preparation.

c. assisting with conducting the excursion.

d. assisting with completing an [Incident & Near Miss Reporting Form](#) for all incidents or injuries that occur during the excursion.

(52) Student Equity & Access Services are responsible for:

a. receiving and assessing student requests for an Equity Access Worker (EAW) to attend an excursion activity and notifying both the student and the Excursion Leader of the outcome.

b. maintaining accurate records of students who are normally supported by an Equity Access Worker (EAW) and any carers.

(53) Manager Delivery Innovations and Projects is responsible for:

a. implementing the [Student Excursion Procedure](#) and associated processes across all teaching areas.

b. developing systems to support effective implementation.

c. developing and/or updating relevant forms and supporting documentation.

d. conducting training as required across teaching areas.

e. responding to queries from teaching areas.

f. identifying and recording improvements for subsequent procedure review.

(54) The Directorate Administrator is responsible for overseeing the secure storage of all information and documentation relating to any incidents and actions undertaken to address the situation and for the required period specified by the Melbourne Polytechnic [Records Management Policy](#).

(55) Administrative staff are responsible for:

a. assisting teaching areas with excursion preparations.

b. assisting with associated workflow activities related to the Student Excursion Register.

c. being the nominated on-campus contact point (as required) for any queries/issues that arise when educators are conducting excursions.

(56) VET and Foundation Board, is responsible for:

a. receiving an annual report for noting on excursion activities and any incidents that occurred.

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(57) Students are responsible for:

    a. completing required paperwork to participate on excursions.

    b. advising the educator if their medical conditions have changed.

    c. lodging a request with the Equity & Access team if they would like an Equity Access Worker (EAW) to attend an excursion.

    d. advising the educator if a registered carer will be attending the excursion.

    e. ensuring if under 18 years of age they have parent/guardian approval to participate on an excursion unless a mature minor.

    f. submitting mature minor request to the Excursion Leader/educator to make own decision to participate on an excursion.

    g. ensuring they adhere to travel/transport requirements.

    h. behaving responsibly when participating on the excursion and abiding by the Student Code of Conduct Guidelines.

(58) The Executive Director Academic Operations is accountable for ensuring the Student Excursions Procedure and associated processes are fully implemented and adhered to by all relevant staff and stakeholders.

Section 5 - DEFINITIONS

(59) For the purpose of this procedure the following definitions apply:

    a. Excursion: an activity off campus organised and conducted for a group of students to support learning and/or achieve the learning outcomes of the subject/unit/course. The intent of an excursion is to gain valuable knowledge and understanding by extending the learning experiences outside the classroom setting. It may include observation and/or an opportunity to practice skills learnt in the classroom in a practical context. Activities may be conducted over a few hours, a day event or involve an overnight stay, e.g. camp activity.

    b. Excursion Leader: a staff member who plans, organises, conducts, and manages a student excursion.

    c. Mature minor: a student under 18 years of age that is considered to have sufficient maturity, understanding and intelligence to understand the nature and effect of a particular decision. Considerations when making this determination include:

        i. knowledge of the student and the student's academic results.

        ii. the age and level of maturity of the student.

        iii. the student's understanding of issues and consequences of a proposed decision.

        iv. a student living independently of their parent/guardian.

        v. human rights of relevant parties.

    d. Partner organisation: organisation Melbourne Polytechnic has entered into a contract with to deliver teaching and/or academic services on behalf of or in partnership with Melbourne Polytechnic. This includes 'third parties' contracted to provide VET or Foundation training on behalf of Melbourne Polytechnic.

    e. Reasonable adjustments: measures and adaptations put in place to facilitate student participation in subjects/units and courses while ensuring that academic standards and inherent requirements of the course are not compromised.

    f. Reasonable controls: processes, equipment, training, or changes to an activity to help manage potential risks.

    g. Risk analysis: identifying potential risks associated with an activity, assigning a risk rating, and identifying relevant controls to mitigate risks.

    h. Student/staff ratio: the number of staff required to safely supervise the number of students attending an excursion. For students under 18 years of age, a minimum of two (2) staff members will normally attend an

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excursion unless an exemption is approved.

Status and Details

Status	Current
Effective Date	27th February 2024
Review Date	27th February 2029
Approval Authority	Chief Executive
Approval Date	27th February 2024
Expiry Date	Not Applicable
Policy Owner	Marc Blanks Executive Director Curriculum Innovation and Teaching Excellence
Policy Implementation Officer	Laura Dimos Manager Delivery Innovations and Projects
Author	Laura Dimos Manager Delivery Innovations and Projects
Enquiries Contact	Laura Dimos Manager Delivery Innovations and Projects