

# Risk Management & Offsite Activities

## Policy

An excursion is any student-learning activity conducted off the site of the college that is organised or managed by a member of teaching staff. Parents or guardians of students must be given clear and comprehensive details of the excursion and his or her consent for the participation of their children must be obtained before the excursion. The minimum level of approval for all excursions is that of the Principal. The Principal or his or her delegate is responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both students and supervisors.

## Procedure - College Excursions

1. Sufficient notice is required for excursions to proceed in order to minimise disruption to the daily learning program and routine operation of the college
2. The teacher responsible for the excursion is required to fill out an excursion/ activity request form and a risk assessment form which includes: 1) identified risks, 2) supervision and excursion management strategies, 3) a list of all participants and 4) emergency response planning.
3. The teacher will seek approval from the Principal or his or her delegate.
4. After approval from the Principal, the Principal or his or her delegate will action parent consent forms, information notification and venue and transport booking confirmation.
5. Prior to the excursion the teacher responsible for the excursion must notify all affected staff of the excursion details, in order to minimise disruption to the daily learning program.
6. Prior to the excursion the teacher must brief students and volunteers.
7. After the excursion a record must be retained of the event.

## Procedure – Planning offsite activities at risk of bushfire at the activity location

1. In addition to the procedure for college excursions, the teacher responsible is required to check the Queensland Fire Service website for alerts prior to the commencement of the activity.
2. During the offsite activity, the college admin team leader is to monitor the QFS website for alerts.

## Procedure – Approving offsite activities at risk of bushfire at the activity location

In addition to the procedure for college excursions, the teacher responsible is to submit a specific plan of action in the event of a bushfire alert that is relevant to the activity location.

**Procedure - Water-based Activities**

In addition to following the procedure for college excursions, the following additional procedure must be followed:

1. The teacher responsible must identify and assess the student capacity for participation in a water-based activity.
2. The teacher responsible must ensure appropriate student to supervisor ratio.
3. The teacher responsible must establish guidelines for the activity, including the capacity to communicate and respond to an emergency in a water-based setting.

**Version**

2.0

**Review**

2016 or as required