



EXCURSION POLICY - GENERAL

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

INTRODUCTION

The excursions program at Salesian College Sunbury (the College) enables students to further their learning and social skills development in a non-school setting. Excursions, Retreats, Camps and Overseas Study Tours will have an academic, cultural, religious, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

DEFINITIONS

For a full set of definitions, please refer to the Glossary of Terms.

Curricular Excursion: Any activity organised by the College (except for Work Experience) whereby students leave the College grounds for the purpose of engaging in educational activities that are directly linked to the curriculum.

Co-Curricular Excursion: Any activity organized by the College (except for Work Experience) whereby students leave the College grounds for the purpose of engaging in educational activities that is not directly linked in the curriculum. Co-curricular activities are not included in the College's all-inclusive fee and attract additional payment in order to participate.

Curricular and Non-Curricular Excursions can be any one or a combination of the following activities:

- **Single Day Activities:** a one-off activity that does not involve an overnight stay. A single day excursion can range from an excursion which takes a few hours through to whole day trip.
- **Regular Off-Campus Activities:** an activity that is conducted regularly throughout the school year and requires students to travel from the College to an off-campus location to attend an event, lesson or activity.
- **Overnight Activities:** an activity that involves one or more overnight stays. An Overnight Activity can range in length from one night to several weeks (eg. Overseas Study Tours).
- **Recreation & Outdoor Activities:** may be either a Single Day Excursion or an Overnight Excursion, which involves any of, but not limited to, the following activities:
 - Abseiling and climbing;
 - Bushwalking, orienteering, roganing and cross-country navigation;
 - Caving;
 - Climbing walls and ropes courses;
 - Cycling and cycle touring;
 - Horse riding;
 - Paddling and boating activities;
 - Water sports, inclusive of snorkeling; and
 - Snow sports
- **Overseas Study Tours:** An overnight excursion requiring travel outside of Australia.

GUIDING PRINCIPLES

When researching, designing and planning excursions, the College will ensure that:

- Excursions have a strong education purpose clearly linked to the related curriculum and provide valuable outcomes for students.
- Excursions are appropriately staffed.
- Excursions are inclusive and all students within a specific learning group are given the opportunity to participate.
- Excursions are conducted safely and are age/stage appropriate.
- Informed consent is obtained from parents/guardians for their child to participate in an excursion.
- Staff have up-to-date medical information about students participating in excursion.
- Students are adequately prepared for the excursion.

POLICY

1. The College will develop robust planning and approval procedures for all excursions.

- All proposed excursions must receive 'in principle' support from the appropriate Curriculum Leader (CL) prior to commencement of planning. Approval by the CL must take into account relevance to curriculum outcomes as well as cost.
- All excursion proposals must be reviewed for approval by the Deputy Principal - Community and Organisation. Excursion proposals must be accompanied by a detailed Excursion Risk Assessment that is inclusive of risk mitigation strategies. The Risk Assessment approval is the responsibility of the relevant CL or POL.
- All interstate and international travel needs to be approved by the Principal and meet VROA requirements.
- For new excursions or those with a significantly changed risk profile, the Risk Assessment may be referred to the College's Risk and Compliance Manager by the Deputy Principal - Community and Organisation.
- All excursions will be budgeted for with detailed and accurate costing.
- All key stakeholders including students, staff parents and where appropriate, external providers, are consulted as to the nature of the excursion, and any potential hazards which may be associated with the excursion. The Excursion Guidelines provide explicit requirements for the appointment of all external providers, including qualifications, insurance and risk assessments.
- Details of the excursion will be provided to each student and their parents/guardians
- Parents/guardians must consent for their student to attend the excursion via Paperly.
- Where a student is considered at a higher risk due to an existing medical condition, appropriate mitigation and inclusion strategies will be implemented where it is reasonable and financially viable.
- Excursion planning and approval must be consistent with:
 - a. Salesian College Sunbury Excursion and Incursion Procedures and Guidelines
 - b. Guidelines / regulations of the Catholic Education Commission of Victoria, Department of Education and Training Victoria. (Ref: Schools of the Future Reference Guide.)
- All excursions and must be undertaken in accordance with the Victorian Department of Education Excursions – Supervision staff to student ratio, detailed below.
Staff to student ratios for excursions:
 1. Local excursions: regular class teacher-student ratios with additional accompanying staff as required.
 2. Day Excursions: 1:20 staff-student ratio with a minimum of 2 staff.
 3. Overnight base camps: 1:10 staff-student ratio with a minimum of 2 staff.
 4. Overnight study camp: 1:15 s staff-student ratio with a minimum of 2 staff.
 5. Interstate Travel: 1:10 staff-student ratio with a minimum of 2 staff.

2. Excursions will have a clear education purpose

- Excursions will be directly related to course work being undertaken at the College and should be part of planned units of work.

3. The College will develop robust operational and reporting procedures, in line with Child Safe Standards and related legislation, to ensure student and staff safety for all excursions

- A Teacher in-Charge should be assigned responsibility for managing each excursion. It is the Teacher in-Charge's responsibility to update the Excursion Risk Assessment in the event that there is a significant change in the nature and/or location of the excursion. They must inform parents of any change.
- All excursions must have a First Aid kit or multiple kits depending on numbers of students and staff attending. If the Risk Assessment deems necessary, other equipment and/or medication may need to be taken in addition to the first aid kit. The teacher in-charge is responsible for liaising with the College Nurse on the individual requirements of the students in their care. It is the College's expectation that students who are known to be at risk of anaphylaxis, asthma or diabetes will carry their own medication on their person for the duration of the excursion. Additional student specific adrenalin autoinjectors and hard copy ASCIA action plans will be supplied by the College Nurse in consultation with the teacher in charge.
- In the event that an incident occurs during an excursion:
 - a. the incident must be reported to the Principal via an Incident Report Form, irrespective of whether or not the incident results in injury or illness to a student or staff member.
 - b. The College will coordinate a mandatory debriefing session which may include the Teacher In Charge, supervising adults on the excursion, the relevant Curriculum Leader, Health and Safety Officer and the Deputy Principals, as appropriate.
 - c. The College will offer wellbeing support to the students, families and staff that may be affected by the incident.

4. The College reserves the right to exclude students from an activity

In the event that, following a comprehensive risk assessment and after all reasonable accommodations have been considered, it is deemed that the medical risk of a student participating in any activity is too high, then the College reserves the right to exclude the student from the activity.

The College reserves the right to exclude students from an activity due to a failure to follow school rules and expectations. Parents will be notified in writing if a child is in danger of losing their invitation to participate in an activity.

The College reserves the right to exclude students from an excursion if they do not present in full formal school uniform. Students who present in HPE or with uniform items missing will remain at the College, attending normal classes and where they are cancelled, supervised study. Parents will be notified by the organising teacher. HPE uniform may only be worn to College sporting events and where Paperly stipulates that HPE uniform is required because of the risk that a formal uniform may be soiled due to the nature of the activity.

5. The Principal retains the right to modify or cancel any excursion

The Principal retains the right to modify or cancel any excursion where:

- The educational value/benefit is not clearly demonstrated.
- The health and safety procedures have not been adequately addressed.
- The cost to the school outweighs the education benefits for students.
- The student-teacher ratios do not comply with safety requirements.

6. The College will securely store original and/or copies of all records relating to each excursion for at least 7 years from the date of completion of the excursion.

Records to be maintained include:

- A copy of the Risk Assessment
- Names and contact details of the Teacher in Charge.
- Names and contact details of all supervisors, including non-teaching staff and parents.
- Names and contact details of all students.
- A copy of child protection declarations for non-teaching staff and parents (where required) who acted in a supervisory capacity during the excursion.

- A copy of any contracts that Salesian College may have entered into with third party organisations.
- A copy of any risk assessments.
- In the event that an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the particular incident.

RELATED DOCUMENTS

- Excursions Policy - Overseas Study Tours
- Excursion and Incursion Procedures and Guidelines
- Guidelines / regulations of the Catholic Education Commission of Victoria, Department of Education and Training. (Ref: Schools of the Future Reference Guide)
- Glossary of Terms

POLICY INFORMATION

Responsible director	DP - Community and Organisation
Policy owner	College Executive
Approving authority	College Executive
Assigned board committee	Governance and Policy
Committee Approval Date	15/05/2026
Executive Approval date	26/03/2026
Executive Next Review date	26/03/2028
Publication	Schoolbox

POLICY DATABASE INFORMATION	
Assigned framework	MS4-Student_Care; CA4-Student Care, Safety & Welfare
Superseded versions	2018 v1, 2019 v1.2, 2022 v1.3, 2024 v2.0, 2026 v2.1