



EXCURSION AND INCURSION PROCEDURE

PURPOSE

To ensure that excursions and incursions for by Salesian College Sunbury students are planned, implemented, and undertaken safely and in accordance with the Victorian Child Safe Standards and other relevant legislation and policies.

To ensure that Salesian College Sunbury's procedures maintain responsibility and accountability and that duty of care for staff and students is upheld on all excursions and incursions.

To ensure that all excursions and incursions follow a consistent and structured risk assessment and risk mitigation process.

These procedures ensure the College complies with the Excursions Policy, the Victorian Child Safe Standards and ensure the care, safety and welfare of all students when planning and conducting excursions and incursions.

SCOPE

These procedures are applicable to all excursions and incursions held by Salesian College Sunbury.

These procedures are to be upheld by all members representing Salesian College Sunbury - staff, parents/guardians/carers, family members and volunteers.

All excursions and must be undertaken in accordance with the Victorian Department of Education Excursions - Supervision staff to student ratios, 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.

Adventure activities. This includes adventure activities have individual staff-student ratios. Specific requirements for each activity can be found in Definitions below.

Staff to student ration for incursions

3. Incursions: regular class teacher-student ratios with additional staff as required.

PROCEDURES

1. Risk Management

- 1.1. The principal or delegate ensures that systematic risk assessment and risk mitigation processes as per the Risk Register are completed for all excursions and incursions. Risks rated:

Low or medium do not necessarily require further treatments and are considered acceptable - these risks should be reviewed periodically.

High or extreme will require further treatment to reduce their level of risk to a more acceptable level.

- 1.2. The risk for each excursion will be assessed and measures implemented to reduce reasonably foreseeable risk. The principal or delegate ensures that the risk assessment covers the entire excursion including, but not limited to:
 - 1.2.1. all activities to be undertaken
 - 1.2.2. where an excursion involves multiple adventure activities, a risk assessment will be conducted for each adventure activity.
 - 1.2.3. the excursion location or venue (including the environment, weather and bushfire risk)
 - 1.2.4. people (student behaviour, student/teacher safety or illness, and specific needs identified in those attending). This should include relevant skills required by staff attending and supervision ratios
 - 1.2.4.1. Consideration may be given to having less than the minimum supervision ratios for senior secondary students attending excursions and incursions only when student safety will not be compromised. Refer to 4.12 for supervision exemptions. The decision to alter the supervision ratios must be documented in the risk assessment and controls enacted accordingly
 - 1.2.5. own or third party provided equipment (e.g. sports equipment, safety gear, technology etc.)
 - 1.2.6. transportation (e.g. potential transport cancellations, travelling in hazardous areas, student behaviour, risks from the public, travel sickness)
 - 1.2.7. locations and contact details for the nearest doctor, hospital, and emergency services
 - 1.2.8. the impacts on student supervision in the event of an excursion staff member being required to assist an injured or ill student, being unwell themselves, or needing to leave to seek help
 - 1.2.9. support for students who may have difficulty communicating in an emergency due to age or disability and ways to manage any specific risks to these students in an emergency
 - 1.2.10. an emergency management plan
 - 1.2.11. a communication plan that is:
 - developed specifically for the location based on current and relevant information such as mobile phone coverage
 - enables staff to receive weather/fire forecasts, updates, and warnings, communicate with the school, outside parties and engage support in case of an accident or emergency
 - identifies equipment to be used
 - is clear to all staff involved in the excursion, including its limitations
 - does not rely on a single device
 - allows clear communications to exist between the school, parents/guardians/carers, students, staff, and volunteers attending the excursion, particularly in the event of an emergency
 - 1.2.12. Where appropriate, the risk assessment will also address:
 - risk to intended educational objectives
 - any significant financial risks to the school and/or parents/guardians/carers
 - the risk that the general community may lose confidence or trust in the school if a reasonably foreseeable risk is not identified or if insufficient steps are taken to minimise that risk and this results in injury, loss, or damage

- 1.3. The organising teacher ensures the risk assessment is completed during the planning of the excursion, reviewed before the commencement of the excursion and where appropriate and required, during the excursion.
- 1.4. The organising teacher ensures that all staff involved and attending will be part of the risk assessment planning and review.
- 1.5. The organising teacher ensures that consultation occurs with external providers during the preparation of the excursion risk assessment, including that risk assessments from third party providers are requested and reviewed to ensure they meet the standards required by the school and comply with relevant legislation.
- 1.6. The organising teacher ensures that all staff undertake relevant training specific to the excursion, including child safety and that:
- 1.7. The organising teacher ensures that responsibilities and processes for treating risks are communicated to all excursion staff (including volunteers) before departing for the excursion.
- 1.8. The organising teacher ensures that they check weather forecasts, fire danger and emergency warnings for the location in the days leading up to the excursion and on the day of the excursion and
 - they ensure that plans are in place to cancel or modify the excursion as needed
 - on days of forecast Catastrophic Fire Danger rating (FDR), that all excursions and incursions in the fire weather district of Catastrophic FDR will be cancelled.
 - has access to the Vic Emergency App for live updates of the excursion zone alerts
- 1.9. The organising teacher ensures that Emergency Management and Critical Incident Management is understood by staff attending the excursion prior to the departure of the excursion.
- 1.10. The organising teacher will ensure that excursion details are completed by the parent/guardian in Paperly prior to the excursion commencement.
- 1.11. At a minimum, the teacher-in-charge and the school-based contact person will have access to information (stored according to appropriate Privacy legislation) that may be required in an emergency such as:
 - itinerary and supervision plans (including travel)
 - relevant contact numbers for excursion staff and the school contact person
 - names and family contact details for all students
 - immediate access to medical and informed consent forms of students
 - any medical or contact details staff may have provided
 - a copy of the excursions or incursions risk assessment, emergency management plan including contacts for police, ambulance, nearest doctor, nearest hospital, fire brigade and 24-hour school-based contact number.

2. Third Party providers and venue selection

- 2.1. Before an external provider is selected to assist with the delivery of a program the principal ensures that the provider has a current public liability insurance certificate (minimum \$10 million) provided by an Australian Prudential Regulation Authority (APRA) approved insurer.
- 2.2. The organising teacher ensures that third party provider staff have appropriate qualifications and/or experience for their specific roles.

- 2.3. The organising teacher ensures that they communicate with the third-party provider about responsibilities for first aid, emergency communications and procedures, and the safety and wellbeing of students.
- 2.4. Providers will frequently seek a waiver and indemnity of liability as a condition of hire of a venue or participation in a planned activity.
 - 2.4.1. Schools must not agree to give a waiver and indemnity where the provider seeks to absolve itself and its personnel from liability for negligence
 - 2.4.2. Schools cannot, and must not, sign a waiver and indemnity on behalf of a student nor permit a student to sign a waiver and indemnity
 - 2.4.3. Schools must not ask parents/guardians/carers to sign a waiver and indemnity on behalf of a student if the waiver and indemnity seeks to absolve the provider and personnel from liability for negligence
- 2.5. The organising teacher ensures that all excursion venues are assessed and selected based on their safety and suitability for the activities proposed. This includes outdoor locations.
- 2.6. Venues are selected on recent and first-hand knowledge (for example, an inspection of the site). Factors considered include but are not limited to:
 - 2.6.1. accessibility and reasonable adjustments for all students
 - 2.6.2. level of access to resources, services and facilities that may be needed (e.g. toilets, first aid, shelter from extreme weather)
 - 2.6.3. appropriate levels of health and hygiene
 - 2.6.4. risks posed by other users of the site
 - 2.6.5. levels of access to communication equipment and networks for routine and emergency use
 - 2.6.6. external assistance available in event of an emergency
 - 2.6.7. potential exposure to environmental hazards.
- 2.7. Any activities conducted on public lands (e.g. State Forests or National Parks) must comply with current permit and access requirements
- 2.8. For any activity on Parks Victoria Land, the school is required to register their excursion on [ParkConnect](#).
- 2.9. Where vehicles are used to transport students, the organising teacher ensures that they comply with VicRoads registration requirements.
- 2.10. The organising teacher ensures that drivers comply with all licensing arrangements and have comprehensive insurance.
- 2.11. Wherever practicable, staff, volunteers and students should not use their personal vehicle to transport students.
- 2.12. Occupational Health and Safety laws require employers and employees to take all reasonably practicable steps to manage driver fatigue. For more information refer to [VicRoads Fatigue and Road Safety](#) information.

3. Consent

- 3.1.1. Staff must ensure that:
 - Only students with parental/caregiver consent are permitted to attend an excursion or participate in an excursion.
 - Consent records must be confirmed via Paperly 48hrs prior to departure.
 - No student may be taken off-campus or involved in an on-campus event without verified consent.
- 3.2. The organising teacher ensures that written/electronic consent is received from parents/guardians/carers prior to the excursion. This consent provides sufficient information about the excursion to enable them to make an informed decision. This includes:
 - 3.2.1. the educational purpose of the activity

- 3.2.2. the nature of the proposed activity/activities. Parents/guardians/carers must be aware of the activities students will be participating in on the excursion, and if these activities carry a degree of risk of harm, such as swimming, bike riding or any other adventure activities
- 3.2.3. parents/guardians/carers will be requested to provide information about their child's relevant abilities where necessary e.g. level of swimming ability, confidence riding a bike etc.
- 3.2.4. the location of the activity
- 3.2.5. the type of transport being utilised (if applicable)
- 3.2.6. any relevant information such as required clothing, food, sun protection etc.
- 3.2.7. who will be supervising the excursion e.g. teachers, staff from the venue, parent/guardian/carer volunteers
- 3.2.8. if the excursion will not be supervised by school staff; for example, where a principal has approved a small group of senior secondary age students to participate in an excursion without staff supervision and the methods of communication (including during an emergency) are communicated.
- 3.2.9. the financial cost (if any) and any limitations to refunds
- 3.2.10. the option to authorise the teacher to obtain emergency medical or surgical treatment or to administer first aid in the event of illness or accident
- 3.2.11. the school's Privacy Policy and what information may need to be shared with the venue or third party providers
- 3.2.12. the reasons that a student may be sent home from an excursion (e.g. illness or serious misbehaviour) and any related costs or requirements of parents/guardians/carers in these circumstances
- 3.2.13. that the excursion arrangements may need to be cancelled or altered at short notice to ensure the safety of students and/or due to circumstances beyond the control of the school. Parents/guardians/carers should be informed of the alternative arrangements that will be put in place
- 3.2.14. the telephone number for the designated school contact person in the event of an emergency or if the parent/guardian/carer needs to collect their child early from an excursion. This should not be a staff member's personal mobile number
- 3.2.15. any translation of documents and information required to ensure access by all relevant parents/guardian/carers.

4. Student Safety

- 4.1. It is the responsibility of all staff organizing and all staff attending the excursions or incursions must:
 - Understand and follow this procedure
 - Ensure a safe environment for students
 - Act in accordance with the College's duty of care and Child Safety obligations
 - Uphold all College behavioural, wellbeing, and emergency policies
- 4.2. The organising teacher ensures that parents/guardians/carers are provided with the opportunity to vary any medical, health or general information previously provided to the school before any excursion.
- 4.3. The organising teacher ensures:
 - 4.3.1. that all teachers on the excursion have immediate access to medical information forms for students (hard copy or electronic (which may include downloaded information) whilst on the excursion. Consideration must be given to accessing this information if there is no phone/Wi-Fi signal or power as well as preventing potential privacy breaches
 - 4.3.2. that copies of this information are also kept at school.
 - 4.3.3. Staff must check Paperly for each student's medical, psychological/emotional needs, and support requirements.

Particular attention must be given to:

Anaphylaxis plans

Asthma action plans

Diabetes plans

Allergies

Mental health considerations

Medication requirements

Adjustments or supervision needs

Any identified higher-risk students must be noted and prepared for accordingly.

4.3.4. Pre-Excursion Meeting with the College Nurse

The staff member leading the excursion or incursion must:

- Meet with the College Nurse at least 24 hours prior to the event.
- Discuss all student medical and psychological/emotional needs relevant to the activity.
- Receive a full briefing on:
 - Required medication
 - Administration instructions
 - Storage requirements
 - Emergency management plans
- Collect all necessary medication from the Nurse.

It is the responsibility of the excursion leader to safely store and transport all medications and brief all staff attending on student needs.

4.4. The organising teacher ensures that all staff and volunteers on the excursion will be aware of the requirements of the Medication Administration Policy and associated documents, the Medical Management Policy and associated documents, the Anaphylaxis Policy and associated documents (with a focus on the Anaphylaxis Risk Management Checklist for Off-site Activities), and the First Aid Policy and associated documents

4.5. First Aid Requirements

- Staff must collect (in person) a generic First Aid kit before departure or commencement of the incursion.
- The kit must be checked to ensure all necessary equipment is present before leaving campus.
- The excursion leader is responsible for ensuring the First Aid kit and student medications are kept secure, accessible, and taken to all activity locations.
- Return the First Aid Kit and all medications at the end of the excursion.

4.6. The organising teacher ensures that excursion staff have first aid and emergency response knowledge and qualifications appropriate to:

4.6.1. the environment in which the group will operate

4.6.2. the remoteness of the location

4.6.3. the likely length of time staff are required to provide patient support before medical help can arrive

4.6.4. known medical history of students and staff

4.6.5. the requirements of the First Aid Policy.

- 4.7. For excursions and incursions involving water activities, the organising teacher ensures that all staff are prepared for and able to cope with an emergency rescue and are able to identify which staff are qualified to conduct CPR. The DE guidelines should be followed and used in conducting the planning and risk assessment.
- 4.8. All excursion staff ensure that they take a first aid kit appropriate to the location, the activities undertaken and the specific needs of participating students with health and medical conditions.
- 4.9. All school staff and volunteers on an excursion ensure that they:
 - 4.9.1. understand the purpose of the program and its connection to student learning
 - 4.9.2. have the skills and knowledge required to meet the objectives of the excursion
 - 4.9.3. are aware of and understand their supervisory responsibilities throughout the excursion
 - 4.9.4. understand their child safety obligations, including the requirements and expectations in the Child Safety Code of Conduct
 - 4.9.5. know which staff can provide first aid and/or CPR if required
 - 4.9.6. know the location of students they are responsible for at all times on the excursion
 - 4.9.7. have attested that they have the physical capabilities for the requirements of the excursion and associated activities.
- 4.10. Where specialist instructors are employed, the organising teacher ensures that they:
 - 4.10.1. have the necessary skills or qualification for the activity.
 - 4.10.2. have the appropriate experience for the age and skill level of the students
 - 4.10.3. hold appropriate public liability insurance.
- 4.11. The organising teacher ensures all excursion staff and volunteers are familiar with the Child Safety and Wellbeing Policy.
- 4.12. Supervision ratios for all excursions and incursions, including local excursions and incursions and offsite activities, must comply with the minimum requirements outlined in the Excursions Policy, unless an exemption has been approved by the principal.
 - 4.12.1. Exemptions for unsupervised excursions and incursions or activities must only occur:
 - with prior principal approval
 - for secondary school aged students, considering behaviour and maturity levels of participants
 - for activities involving small groups of senior students
 - with clear methods of communication, including an emergency plan refer to 1.2.10 and 1.2.11.
- 4.13. Each type of activity has its own supervision ratio - refer to the Excursions, Camps and Travel Policy for specific ratios; additional considerations should be given to the specific needs of students and staff outlined in the relevant risk assessment - refer to 1.1.
- 4.14. A supervising teacher must always be visible and active.
- 4.15. Attending teachers must use a method of accounting for all students at any given point during the activity; all attending staff should be aware of the method for accounting and attendance recording expectations and procedures.
- 4.16. If students need to use public toilets, they should be accompanied to the toilet block by an adult to monitor their safety.
- 4.17. Students are to remain within the line of sight of the supervising teacher throughout the excursion or offsite activity; if the activity requires the students to be out of line of sight, the location of the teacher must be known to all students and a communication plan in place. If students are to be out of line of sight, consider:
 - 4.17.1. Age of students
 - 4.17.2. Maturity level

- 4.17.3. Location
- 4.17.4. Other members of the community
- 4.17.5. Communication options
- 4.17.6. Emergency plan
- 4.18. Students are briefed by the organising teacher and/or teacher-in-charge to ensure they understand what is required of them on the excursion. The organising teacher ensures that the briefing contains, at a minimum:
 - 4.18.1. the organisational arrangements
 - 4.18.2. the roles of each staff member supervising the activity or excursion
 - 4.18.3. the risks involved in the activity or excursion, and associated risk controls
 - 4.18.4. what they can expect in the behaviour of others (students, staff, and the public) and how to report their concerns
 - 4.18.5. the relevant safety arrangements and emergency procedures
 - 4.18.6. any specific skills or training students will need to undergo prior to the excursion.
- 4.19. The organising teacher ensures that reasonable adjustments are made for students requiring adjustments including as outlined in the *Disability Discrimination Act 1991* (Cth) as well as for NCCD funded students, students who are identified as culturally and linguistically diverse, including Aboriginal and Torres Strait Islander students, and specific cohorts as outlined in Ministerial Order No. 1359.
- 4.20. Where reasonable adjustments are made, the student and their parent/guardian/carer (as relevant), are involved in discussions regarding the adjustments.
- 4.21. In extreme cases, the excursion staff, following consultation with and approval from the school principal, may decide to return a student home from an excursion. Excursion staff are responsible for ensuring that they:
 - 4.21.1. advise the student's parent/guardian/carer of the circumstances associated with the decision to send the student home
 - 4.21.2. the time and location for the parent/guardian/carer to collect their child from the excursion
 - 4.21.3. or alternatively determine if an appropriate supervisor can escort the student home (with parent/guardian/carer consent), without detriment to the excursion
 - 4.21.4. consider the age and maturity of the student when making travelling arrangements.
 - 4.21.5. Responding to a Medical Emergency

If a student experiences a medical emergency during an excursion or incursion, staff must render First Aid and follow the steps below:

Step 1 - Ring for an Ambulance

Call 000 immediately.

Follow all instructions from emergency personnel.

Step 2 - Ring the Parent/Caregiver

Inform them of the situation, the steps taken, and the student's current condition.

Step 3 - Ring the College

Staff must contact the most relevant leader depending on the setting:

For Savio Campus excursions/incursions:

Assistant Principal - Savio Campus

For Bosco Campus excursions/incursions:

Assistant Principal – Bosco Campus

For any excursion or where leadership support is required:
Deputy Principal – Community & Organisation

In all cases the Principal, must be informed as soon as possible by the relevant leader.

5. Review and Record Keeping

5.1 The organising teacher ensures that all records related to the excursion (including but not limited to informed consent responses, medical records, incident reports, risk assessment, contracts, staff medical information etc.) are stored or destroyed as required by the *Public Records Act 1973 (Vic.)*.

5.2 After the event Staff must document the incident in the College’s incident reporting system.

All medication must be returned to the College Nurse immediately upon return to school.

Any hazards, injuries, or near misses must be reported in accordance with College policy.

5.2. The principal is responsible for ensuring after each excursion that a review will be conducted to determine:

5.2.1. if the educational outcomes were met

5.2.2. if there are additional requirements for future risk mitigation

5.2.3. if there are additional organisational requirements or planning aspects that would improve the running of excursions and incursions.

5.3. The organising teacher ensures that the review includes the voices of staff involved in planning and/or running the excursion, any volunteers involved, students attending the excursion, any relevant third party providers.

DEFINITIONS

See Glossary of Terms for comprehensive list of definitions.

Adventure activities

An adventure activity is an activity that involves greater than normal risk which may include:

- physical activities beyond the scope of the regular physical education curriculum
- travel into a relatively undeveloped area of the country in which vehicle contact is difficult and / or uncertain
- confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in normal day-to-day life
- less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life
- exposure to natural elements with less than the normal physical protection provided in day-to-day life
- theme parks, fun parks, and trampoline centres
- 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).

Local Excursion

These are excursions and incursions with walking distance of the school and do not involve adventure activities. Workplace learning and intercampus travel are not considered school excursions.

School environment

Means any of the following physical, online or virtual places used during or outside school/service hours:

- a campus of the school
- online or virtual school/service environments made available or authorised by the school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school/service 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 and incursions, competitions and other events) (Ministerial Order No. 1359).

Student Exchange

Programs where individual students or groups of students travel unaccompanied to or from a sister-school. Schools must operate student exchanges within the [VRQA's requirements for registration as an exchange organisation](#).

RELATED DOCUMENTS

Supporting documents

School Camps Procedures

Related policies

Medication Administration Policy

Anaphylaxis Policy

Child Safety and Wellbeing Policy

Child Safety Code of Conduct

Excursions Policy

First Aid Policy

Medical Management Policy (

Occupational Health and Safety Policy

Privacy Policy

Supervision Policy

Working with Children Check Policy

POLICY INFORMATION

Responsible director	DP - Community and Organisation
Policy owner	College Executive
Approving authority	College Executive
Assigned board committee	Child Safety
Approval date	26/03/2026
Next Review date	26/03/2028
Publication	Schoolbox

POLICY DATABASE INFORMATION	
Assigned framework	MS4-Student_Care; CA4-Student Care, Safety & Welfare
Superseded versions	2015 v1, 2016 v1.2, 2024 v1.3, 2026 v1.4