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La Trobe Melbourne

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# EXCURSION POLICY AND PROCEDURE

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## 1 PURPOSE

1. To enable students to further their learning and social skills in a variety of settings. Excursions complement and are an important extension of the educational programs offered by an education provider.
2. To develop an understanding that learning is not limited to on campus experiences, and that valuable learning takes place in other environments.

The National Code 2007 requires the provider must provide the opportunity for students to participate in services designed to assist students in meeting their course requirements. This excursion policy is in accordance with the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students* (The National Code 2007).

## 2 SCOPE

This policy applies to La Trobe Melbourne (LTM) and La Trobe Sydney University Campus (LTUSC).

## 3 RELATED DOCUMENTATION

- Form: Excursion form
- Form: Excursion Permission form for under 18 years of age students
- Form : Excursion notice
- Excursion guidelines for ELICOS teachers
- Checklist for teachers.

The above mentioned documents are located in the Excursions Folder in the ELICOS folder.

## 4 DEFINITIONS

### 4.1 EXCURSION

Any student-learning activity conducted off the site of the campus, at which the student is enrolled, that is organised or managed by a member(s) of teaching staff and has gained the appropriate approval(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of hours, but never more than one day. An excursion does not require overnight or long term accommodation.

### 4.2 TEACHER IN CHARGE

The member of the teaching staff who is authorised by the College Director (or his delegate) to manage an excursion.

### 4.3 VENUE

The building, grounds and facilities, external to the college, where planned activities occur during an excursion.

## 5 EXCURSIONS POLICY

LTM and LTUSC are committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are part of quality teaching and learning programs.

Excursions are a valuable teaching and learning vehicle, often integral to quality curriculum delivery in that they provide access to teaching content and learning experiences not available at the school.

## 6 OVERVIEW OF THE EXCURSIONS PROCEDURE

- 6.1 Any teacher planning an excursion must complete an **Excursion Notice**. If the excursion is being conducted to enhance the learning within a particular subject, the form will need to be signed by the appropriate head of program for that subject. Otherwise, if the excursion involves an entire year or level or is being conducted for recreational purposes and to encourage social interactions between students, then the

form needs to be signed by the Director of Studies or the Academic Director. When completing this form, the teacher planning the excursion must enter the date of the proposed excursion and class codes of those attending the excursion, so that it is known which students will be absent from the school due to the excursion. The teacher planning the excursion, who is also the teacher-in-charge, must complete a risk assessment.

- 6.2 The **Excursion Notice** is then submitted to the head of program or Director of Quality and Services as appropriate. He/ she will not approve of the excursion if it is to be conducted during the bush fire season in a region prone to bush fires. Approval will only be granted if the risk assessment has been completed and a mobile phone number has been included.
- 6.3 Each excursion must be supervised by a staff member. Emergency staff members need to be available in the event that staff assigned to the excursion is not available on the day of the excursion.
- 6.4 Once the form has been approved, the teachers of the students who will be missing from their class due to the excursion must be informed. Staff should be informed at least one week in advance. These students are to be marked as excused on the day of the excursion.
- 6.5 Excursions requiring a booking (refer to schedule) should be booked two weeks in advance of the visit. The approved venues will be asked to forward an invoice to the College
- 6.5 Excursions requiring a deposit must be signalled to finance and reception two weeks in advance. Students will be required to make payment by credit card at reception the Thursday prior to the outing. Finance makes its payments each Tuesday.
- 6.6 Payment from students for the excursion must be paid to the appropriate finance staff and a receipt issued. Payment must be by credit card to staff at reception. Staff must not retain or store cash.
- 6.7 **Under 18 years of age students. The Excursion Permission form for under 18 years of age students** must be sent to parents/guardians/carers/homestay provider and the Student Counsellor, containing the details of the excursion. The permission slips must be returned and kept by the teacher-in-charge. Students under 18 years of age, who have failed to obtain permission from their parent/guardian or the Student Counsellor cannot attend the excursion.
- 6.8 Emergency procedures pertaining to sites visited during excursions should be explained as soon as practicable upon arrival to the venue. Whenever possible, it is recommended that a trial evacuation exercise be carried out immediately to familiarise staff and students with emergency evacuation protocols.
- 6.9 The teacher-in-charge, or their delegate, must carry a mobile phone that is switched on during the excursion. The telephone number of this phone must be the number written on the **Excursion Notice**. The teacher-in-charge must ensure that attendance is recorded at least twice, i.e. recorded at the commencement and at the conclusion of the excursion. The teacher-in-charge is required to take a portable first aid kit with them to the excursion.
- 6.9a. On days of extreme fire danger, the College Director (or the CD's delegate) may need to cancel excursions at very short notice, especially if the staff and students are travelling to or through a region that is prone to bushfires.

## **SCHEDULE OF APPROVED EXCURSION VENUES (REQUIRING BOOKINGS)**

<b>1.</b>	<b>LATITUDE ( Indoor trampolines/ rock climbing)</b>
<b>2.</b>	<b>Immigration Museum</b>
<b>3.</b>	<b>Strike Bowling</b>
<b>4.</b>	<b>Williamstown Ferry</b>
<b>5.</b>	<b>NGV Art Gallery</b>
<b>6.</b>	<b>Melbourne Aquarium</b>
<b>7.</b>	<b>Melbourne Zoo</b>

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Navitas Bundoora Pty Ltd, trading as La Trobe Melbourne  
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<b>Procedure Title</b>	Excursion Policy and Procedure	
<b>Procedure Owners</b>	Director of Studies, Academic Director	
<b>Contact Persons</b>	Juliana Kendi, Jacqueline Tulk	
<b>Key Stakeholders</b>	Students and Staff of La Trobe Melbourne	
<b>Approval Body</b>	LTM Executive Committee	16 March 2016
<b>Relevant Legislation</b>		
<b>Related Policies</b>		
<b>Related Guidelines</b>		
<b>File information</b>	<b>File number</b>	<b>Version number</b> V1.0
<b>Date Effective</b>	<b>16 March 2016</b>	<b>Next Review Date</b> March 2018

#### AMENDMENT HISTORY

Revision Date	Version	Summary of changes

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