

## **Excursions Policy**

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### **1.0 Purpose**

To provide BKI staff and students a document that details the responsibilities of the Institute when requiring students to leave the campus in order to fulfil training requirements of a course, participate in student recreation or other activities organised by BKI.

### **2.0 Scope**

This policy applies to BKI staff, contractors and individuals assisting/supervising excursions as well as all BKI students including training delivered by third parties on behalf of BKI.

### **3.0 References**

Federal Discrimination Act 1992  
Standards and Disability Act 2006 (Vic)  
Disability Standards for Education 2005 (Vic)  
Equal Opportunity Act 2010 (Vic)  
Health Records Act 2001 (Vic)  
Working with Children Act 2005 (the Act)  
Working with Children Check, Victoria  
Child Wellbeing and Safety Act 2005  
Privacy Act  
Occupational Health & Safety Act 2004  
Occupational Health & Safety Regulations 2017  
Child Safety Policy  
Victorian Child Safe Standards  
National Principles for Child Safe Organisations

### **4.0 Policy Statement**

BKI seeks to ensure the safety of all students when attending excursions that are sanctioned by the institute and that relate to activities organised by BKI as part of a course requirement or student recreation. BKI expects that students will continue to abide by the Student Code of Conduct whilst engaging in BKI approved excursions and not tarnish in any manner the reputation of the institute.

As a Child Safe Organisation BKI is committed to the Victorian Child Safe Standards and the National Principles of Child Safety and as part of its commitment it ensures that students are supported and staff and volunteers are equipped with knowledge and skills to keep children and young people safe through on going education and training.

Participation in official student excursions endorsed by BKI must be approved in writing by the director/and or manager of the teaching department of which the excursion is taking place. An application for manager or director approval must be submitted and approved prior to the excursion taking place.

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Whilst all excursions require approval of the Education Manager of the teaching department, where an overnight excursion is proposed there needs to be approval from an Executive Director of the teaching department.

Whilst all excursions must have signed approval forms completed by the students participating in the official excursions- overnight excursions are considered to be those which commence on one given day and then finish on the following day or later. There is greater possibility of risk related to an overnight excursion given that students will be away from a BKI campus or site for a longer period of time.

### **4.1 Participation and Inclusion of all students**

All BKI students are eligible to participate on student excursions that are part of an approved BKI course of study. Students who have a disability will participate, enrol and be offered the use of the same services as all other students and where necessary reasonable adjustments will be made. This extends to excursions both during the day and overnight stays. BKI will comply with its obligations under the Federal Discrimination Act 1992 and the Standards and Disability Act 2006 (Vic) in order to ensure that all students are given access to the same opportunities in regards to their education and participation in all education related activities including excursions.

Students may also need to have the assistance of a carer/support person in order to participate in excursions, reasonable adjustments will be made in order to ensure this can occur.

Students who are under the age of 18 need to have permission and any other required documentation signed by parents or their guardian. Where this is not possible BKI will ensure that the executive director of the teaching department is informed and alternative arrangements will be considered on a case by case basis as per the excursion procedure. Where a student under 18 is attending an overnight excursion the Executive Director of the teaching department must be informed and appropriate measure put in place to ensure the safety of the young person. In this situation a minimum of two (2) BKI staff must be present for the overnight excursion.

### **4.2 Student Welfare on Excursions.**

BKI is committed to ensuring the welfare of its students whilst on excursions and overnight stays off campus. In order to ensure student welfare BKI will request that students complete forms in relation to participating in the excursion but also in relation to any health concerns that they may have which BKI needs to be aware of prior to them participating in the excursion.

Student privacy in relation to health will be strictly maintained as per the requirements of the Privacy Act. Students under the age of 18 will also need signed consent from parents/guardians for BKI staff to address any medical issues that may require emergency transportation or medication being administered if required. Students will need to provide and administer their own medications. BKI staff will not administer medications to students without signed consent, appropriate training (where relevant) and only in cases where this cannot be avoided.

First Aid kits will be carried on all excursions and risk assessments will be undertaken in order to ensure safety of students prior to attendance at excursions as per BKI procedures.

Further information regarding VCAL VETis student's welfare and supervision ratios is available in the VCAL policy and procedure. Younger students may require greater levels of supervision depending on excursion environments and excursion type.

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### 4.3 Incident Management and Cancellation of Excursions

BKI will advise students and/or their guardians of the cancellation of any planned excursions prior to the date of the proposed excursion. If students are in an area where there has been declared a Code Red (Catastrophic Risk of Fire Danger) region then the excursion will be cancelled or if the students are already in the region they will be immediately evacuated from the area and BKI management notified.

BKI will meet its requirements under legislative and regulatory requirements in relation to the management of incidents that may occur during the course of an excursion. Incidents that are reportable incidents pursuant to Child Safe Standards and reportable Conduct Scheme will be reported to the relevant authorities and the BKI Child Safety Officer as soon as possible. Where a student is injured or there is a near miss – the incident will be reviewed by the BKI OHS team as well as the relevant government agencies, in order to ensure the prevention of an incident in future.

### 4.4 Transportation

The transportation of BKI students to and from excursion sites may be undertaken by a variety of means, utilising both public and private transportation. Where students are using BKI approved transportation it is expected that this will be included in the excursion form and those students are aware of any transport requirements. If students plan to use private transport to an excursion they must sign an indemnity form that clearly states the student is not using a BKI endorsed or approved method of transportation.

Where students are under 18 years of age require transportation they must be transported using BKI approved transportation, by a parent/guardian or on public transport under the supervision of a staff member.

Under no circumstances are students under the age of 18 to be transported in private vehicles belonging to BKI staff or other students. If a student under 18 was to be transported by BKI staff there must always be a minimum of two (2) staff present at all times, unless traveling as part of a group of students.

This would not be a common situation and would only be considered in emergency situations.

When students with a disability are requiring transportation the Federal Discrimination Act 1992 and the Standards and Disability Act 2006 (Vic) must be considered. Reasonable adjustments must be made to transport arrangements allow the student to participate in the excursion.

### 5.0 Roles and Responsibilities

Role	Responsibilities
Manger of Teaching Departments	Responsible for the approval of any official student excursions in writing.
Executive Director of Teaching Departments	Approval of overnight and longer excursions.
Excursion Supervisor	Staff member in charge of planning, organising, conducting and managing an excursion on behalf of BKI

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Student	To provide excursion and health care related forms to BKI prior to the date of the excursion and to ensure that parents and/or guardians have signed any documentation if they are under the age of 18
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### 6.0 Definitions

Word/Term	Definition
Child Safe Organisation	BKI is a child safe organisation that promotes the protection and values all children and theirsafety
Child Safe Standards	The Standards are based on the findings of the Royal Commission into institutional child abuse. There are seven standards and they are mandated in Victoria. The Standards work by driving organisation changes in culture, highlighting that we have a role to keep children safe from abuse and that a minimum standard of child safety applies across all organisations.
Mandatory Reporting	Mandatory Reporting applies to particular classes of persons who are mandated to report sexual and physical abuse of a child under the age of 16 years. The Children Youth and Families Act 2005 outlines the classes of mandatory reporters.
Reportable Conduct	The onus of reporting child abuse and neglect by a worker or volunteer rests with the CEO of BKI. Such conduct is reportable to the Commission for Children and Young People pursuant to the CCYP Reportable conduct scheme.
Failure to Protect	This offence relates to a failure by any person in authority to protect a child from a sexual offence and has the power or responsibility to reduce or remove a substantial risk that a relevant child will become the victim of a sexual offence and negligently fails to do so.
Failure to disclose	This offence was introduced as part of the Crimes Amendment (Protection of Children Act 2014). This offence can carry a penalty of up to 3 years imprisonment. A failure to disclose applies to a failure to disclose a sexual offence committed against a child under the age of 16 years and applies to any person over the age of 18.
Reasonable Adjustment	A measure or action taken by the Institute that means balancing the interests of all without impacting too much on other people. To determine if an adjustment is reasonable, the Institute must consider: <ul style="list-style-type: none"> <li>• The students disability and its impact on learning</li> <li>• The views of the student or their associates</li> <li>• Whether an adjustment will impact on the course standards and requirements</li> <li>• What advantages or disadvantages the adjustments may create for the people affected by it</li> <li>• The cost of making the adjustment</li> </ul>

### 7.0 Supporting Procedures

Doc ID	Procedure name
	Child Safety Procedure
	Student Welfare and Accessibility Procedure

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	Student First Aid Procedure
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### 8.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1	Board of Studies	28/8/19	28/8/19	New policy	01/02/2023	Chief Learning Officer
1.1	Board of Studies	05/02/2020	06/02/2020	Amended to include greater oversight of younger students	01/02/2023	Chief Learning Officer

### 9.0 KI Policy and Procedure Portal / BT BMS Requirements

Category	Key Words
Teaching and Learning	Excursions, safety