



Safety of Children Learning Off-Site with an External Provider

Rationale

- Unsupervised excursions and travelling to and from external providers are a valuable part of a student's Vocational Education and Training (VET) educational program. Under this policy, a student may only attend unsupervised excursions if they are enrolled in an external VET course.
- The emergency management process of the college will be followed if required. The emergency plans should be revised regularly.

Purpose

- To provide unsupervised excursion opportunities for children so that they may:
 - travel to and from external providers of their VET course
 - work to support the workplace learning aspect of their VET program
 - further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
 - further develop their problem solving and life survival skills.
 - interact with adults and other children on a closer personal level than is normally achieved in the classroom situation.
 - extend understanding of their physical and cultural environment.
 - be involved in the decision making, planning, preparation and presentation processes associated with these opportunities.
- To ensure the College complies with the Child Safe Standards 1, 2 and 6.

Definitions

Vocational Education and Training (VET) in Schools is a vocationally oriented program that is part of either VCAL or VCE. It provides credit towards these certificates as well as the opportunity to undertake a nationally recognised VET qualification within the Australian Qualifications Framework.

VET in Schools (VETiS) is designed to expand opportunities and pathways for senior secondary children, and improve educational outcomes in line with the Victorian Government's objective to increase the number of young people completing Year 12 or equivalent. VETiS also addresses the skills and employment needs of industry in Victoria.

Children enrolled in VETiS may also combine study and employment through School Based Apprenticeships and Traineeships which allow children to do an apprenticeship or traineeship while they undertake their VCE or VCAL.

For the purposes of this policy, an excursion is defined as an activity organised by the College whereby children leave the College grounds for the purpose of engaging in vocational educational activities.

Implementation

- The wellbeing and safety of every child is our highest priority whether on-site or off-site.
- The DET's requirements and guidelines relating to preparation and safety must be observed in the conduct of all excursions. Teachers owe children a duty to take reasonable steps to protect them from any injury that the teacher should have reasonably foreseen. This requires teachers and Principals not just to react to situations as they arise but to engage in appropriate risk management to reduce the risks of injury.
- The Campus Principal will implement risk management processes for identifying and controlling hazards and risks.

- The Campus Principal or their nominee must ensure that full records are maintained regarding the unsupervised excursion.
- The Campus Principal or their nominee must ensure that adequate pre-excursion planning and preparation, including the preparation of children, takes place.
- The VET Coordinator must ensure each student has a completed signed unsupervised excursion permission form.
- Prior to conducting a VET program with an unsupervised excursion component, the approval of the College Council and the College Principal must be obtained.
- The emergency management process of the College will extend to and incorporate all unsupervised excursions.
- Prior to conducting an unsupervised excursion, the DET's requirements and guidelines relating to excursions or camps, will be rigorously observed.

[Risk management](#) website

[Emergency management](#) website

- The Campus Principal or their nominee must ensure that full records are submitted to the College Council regarding the unsupervised excursion well in advance of the starting date of the event and that no excursion occurs unless all the formal record keeping has been completed and approved.
- The VET Coordinator is responsible for ensuring all unsupervised permission forms are completed and signed
- A list of all unsupervised excursions, children and external provider addresses and contact details must be kept in the campus office.
- Prior to the excursion or camp parents/carers are to be made aware that the DET does not provide student accident cover and that they need to make their own arrangements for cover.
- Information will be provided to all parents/carers of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- Disciplinary measures apply to children on excursions consistent with the College's Student Code of Conduct Policy.
- The VET Coordinator will coordinate each excursion and ensure that all travel and unsupervised excursions, transport arrangements and excursion activities comply with Department of Education and Early Childhood Development guidelines. Copies of completed Permission forms, and signed "Confidential Medical Information for College Council Approved Excursions" forms must be maintained by the VET Coordinator at all times.
- Please refer also to the school's Safety of Children Working with External Providers Policy which is found under the *Incursions Policy*.

Evaluation

This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET reference early February 2015).

Reference:

www.education.vic.gov.au/school/principals/spag/curriculum/pages/seniorec.aspx