

## STUDENT EXCURSION RISK MANAGEMENT POLICY & PROCEDURE

### 1. Purpose

To ensure that all staff take necessary precautions prior to and during student excursions.

### 2. Scope

The Academic Manager, Student Services Staff, and teachers are implicated in this policy.

### 3. Policy

Sometimes a single, unanticipated event can have catastrophic consequences for a business and / or its staff and students. As such, SMART English expects staff to assess the risks of any excursion carefully prior to departure and to follow steps to ensure the safety of students while on an excursion. Any excursion with high risk possible scenarios that cannot be mitigated will not be approved.

No alcohol or drugs are to be consumed on any excursion by staff or students. Staff must also not smoke cigarettes while on an excursion.

All excursions must have an educational purpose.

Staff are expected to represent the College in a professional and polite manner at all times.

Students over 18 must not go on any excursion with a ratio of less than 18 students to 1 teacher.

#### Students under 18

Students under 18 must not go on any excursion with a ratio of less than 15 students to 1 teacher.

Students under 18 must be under direct supervision of the teacher at all times, and must be returned to campus by the teacher at the end of any excursion, regardless of where the student lives.

### 4. Procedure

1. At least one week prior to the excursion taking place, teachers must complete the Excursion Risk Assessment form (below), and submit to the Academic Manager for approval.
2. The Academic Manager will then either approve or reject the excursion.
3. If approved, the teacher should report to the Academic Manager prior to leaving for the excursion so that the Academic Manager can ensure the teacher is familiar with the steps to be taken in the case of a student injury, and that they have an adequately charged mobile phone and a small medical kit.
4. As above, students under 18 must be returned to campus by the teacher.

## Student Excursion Risk Assessment



1. Please fill out the below:

Destination / activity	
Date	
Arrival / return time	
Transport (if any)	
Class name	
Students under 18? (Y / N)	
Number of students	
Number of staff	
Cost for students (if any)	
Educational purpose	
Educational materials (please provide a brief description here and attach worksheets prior to submission)	
Risk assessment completed? (Y / N)	
I have read the procedure listed below regarding how to respond to a student injury or other health issue. (Y / N)	
If students under 18 will be present on the excursion, I understand that they must be returned to campus. (Y/ N)	

Signed (teacher): \_\_\_\_\_ Approved by: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



2. Please evaluate any possible risks associated with the excursion using the below template. When evaluating risks, try to consider ‘What if’ statements. If any risks fall in the Med Hi or High category and will be difficult to mitigate, please *do not* proceed with the excursion.

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

Potential Risk	Rating (Low – High)	Risk mitigation strategy
<i>eg. student slips on rocks</i>	<i>Med Hi</i>	<i>Ensure students are warned not to walk on rocky area, ensure adequate staff to monitor students.</i>
1.		
2.		
3.		
4.		
5.		
6.		

### Student injury while on excursion

- Teachers are to ensure they do not go on excursions without a mobile phone that is fully charged and has adequate data. Teachers should also take a simple medical kit with them that includes antiseptic, bandaids and bandages.
- In the event of a student injury or other serious medical issue, such as a severe allergic reaction or seizure, the teacher should immediately call 000. (Please do **not** call the college first.)
- The teacher should then call the college and alert the DoS and / or the Campus Manager.
- The Academic Manager / General Manager should then immediately alert the student’s agent and any next of kin / contact person the student has provided details for.
- If a teacher (or student) holds a current First Aid certificate, they may administer first aid.
- If more than one teacher is in attendance, the other teacher should either take the other students back to the college or on to the excursion destination, depending on the severity of the event.
- If only one teacher is in attendance, they should ask students to wait at a point nearby until the student has been attended to by medical staff. If there are no students under 18 present, the students may return to the college unsupervised if necessary (ie. if the teacher needs to go with the student in an ambulance).



8. If the student is hospitalised, the General Manager will relieve the teacher at the hospital as soon as possible.
9. In the event of a minor wound such as a shallow cut, teachers should administer antiseptic and bandage the injury. The student should then visit a GP.
10. The incident is to be recorded by the General Manager in the *Risk Register* and a *Critical Incident* form must be completed and logged.

