Melbourne Archdiocese
Catholic Schools

School Excursion Procedures

MAZENOD
COLLEGE

Purpose

To ensure that excursions by Melbourne Archdiocese Catholic Schools Ltd (MACS) schools are planned, implemented, and undertaken safely and in accordance with the Victorian Child Safe Standards and other relevant legislation and policies.

To ensure that MACS as a governing authority supports schools to maintain responsibility and accountability and that duty of care for staff and students is upheld on all excursions.

To ensure that all excursions by MACS schools follow a consistent and structured risk assessment and risk mitigation process.

These procedures ensure MACS schools comply with the Excursions, Camps and Travel Policy, the Victorian Child Safe Standards and ensure the care, safety and welfare of all students when planning and conducting excursions.

Scope

These procedures are applicable to all excursions held by MACS office, schools and subsidiaries.

These procedures are to be upheld by all members representing MACS inclusive of all MACS office staff, MACS school staff, parents/guardians/carers, family members and volunteers (MACS staff).

Procedures

1. Risk Management

1.1. The principal or delegate ensures that systematic risk assessment and risk mitigation processes as per the Risk Management Policy, matrix and register are completed for all excursions. 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. Support to conduct these risk assessments can be found in the Department of Education's Adventure Activity Guidelines

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 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 and volunteers undertake relevant training specific to the excursion, including child safety and that:

1.6.1. all volunteers are engaged with consideration of the CECV Guidelines on Engaging Volunteers in Catholic Schools

1.6.2. the engagement of volunteers and other non-school staff complies with the Working with Children Check Policy.

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 in the fire weather district of Catastrophic FDR will be cancelled.

1.9. The organising teacher ensures that Emergency Management and Critical Incident Management is understood by staff and volunteers attending the excursion prior to the departure of the excursion.

1.10. The organising teacher will ensure that excursion details are completed in the Student Activity Locator at least 3 weeks prior to the excursion.

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 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 and relevant supervising staff are familiar with all relevant aspects of the Engaging Workers through Labour Hire Providers Policy, CECV Guidelines on Engaging Volunteers in Catholic Schools, and Supervision Policy.

2.4. 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.

2.5. Providers will frequently seek a waiver and indemnity of liability as a condition of hire of a venue or participation in a planned activity.

2.5.1. Schools must not agree to give a waiver and indemnity where the provider seeks to absolve itself and its personnel from liability for negligence

2.5.2. 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

2.5.3. 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

2.5.4. Schools should contact MACS Legal (legal@macs.vic.edu.au) for further information or guidance as required.

2.6. 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.

2.7. Venues are selected on recent and first-hand knowledge (for example, an inspection of the site). Factors considered include but are not limited to:

2.7.1. accessibility and reasonable adjustments for all students

2.7.2. level of access to resources, services and facilities that may be needed (e.g. toilets, first aid, shelter from extreme weather)

2.7.3. appropriate levels of health and hygiene

2.7.4. risks posed by other users of the site

2.7.5. levels of access to communication equipment and networks for routine and emergency use

2.7.6. external assistance available in event of an emergency

2.7.7. potential exposure to environmental hazards.

2.8. Any activities conducted on public lands (e.g. State Forests or National Parks) must comply with current permit and access requirements

2.9. For any activity on Parks Victoria Land, the school is required to register their excursion on ParkConnect.

2.10. The principal ensures that relevant policies such the Modern Slavery Policy and the Procurement and Contract Management Policy are applied in the procurement of goods and services.

2.11. Where vehicles are used to transport students, the organising teacher ensures that they comply with VicRoads registration requirements.

2.12. The organising teacher ensures that drivers comply with all licensing arrangements and have comprehensive insurance.

2.13. Wherever practicable, staff, volunteers and students should not use their personal vehicle to transport students.

2.14. 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. 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:

3.1.1. the educational purpose of the activity

3.1.2. 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

3.1.3. 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.

3.1.4. the location of the activity

3.1.5. the type of transport being utilised (if applicable)

3.1.6. any relevant information such as required clothing, food, sun protection etc.

3.1.7. who will be supervising the excursion e.g. teachers, staff from the venue, parent/guardian/carer volunteers

3.1.8. 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.

3.1.9. the financial cost (if any) and any limitations to refunds

3.1.10. 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

3.1.11. the school's Privacy Policy and what information may need to be shared with the venue or third party providers

3.1.12. 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

3.1.13. 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

3.1.14. 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

3.1.15. any translation of documents and information required to ensure access by all relevant parents/guardian/carers.

4. Student Safety

4.1. 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.

4.2. The organising teacher ensures:

4.2.1. 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

4.2.2. that copies of this information are also kept at school.

4.3. The organising teacher ensures that all staff and volunteers on the excursion will be aware of the requirements of the school's Administration of Medication 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

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

4.4.1. the environment in which the group will operate

4.4.2. the remoteness of the location

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

4.4.4. known medical history of students and staff

4.4.5. the requirements of the First Aid Policy.

4.5. For excursions 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. There is at least one person at each water activity with relevant water qualifications (such as Life Saving Victoria Inland Waterway Life Saving Certificate or Royal Life Saving Bronze Medallion or Swimming and Water Safety Teacher or Pool Lifeguard). The DE guidelines should be followed and used in conducting the planning and risk assessment.

4.6. 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.

4.7. All school staff and volunteers on an excursion ensure that they:

4.7.1. understand the purpose of the program and its connection to student learning

4.7.2. have the skills and knowledge required to meet the objectives of the excursion

4.7.3. are aware of and understand their supervisory responsibilities throughout the excursion

4.7.4. understand their child safety obligations, including the requirements and expectations in the Child Safety Code of Conduct .

4.7.5. know which staff can provide first aid and/or CPR if required

4.7.6. know the location of students they are responsible for at all times on the excursion

4.7.7. have attested that they have the physical capabilities for the requirements of the excursion and associated activities.

4.8. Where volunteers are engaged, the organising teacher ensures that requirements outlined in the CECV Guidelines on Engaging Volunteers in Catholic Schools and the Working with Children Check Policy are addressed.

4.9. Volunteer names are recorded for the purposes of volunteer workers insurance.

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. Useful information can be found in the Department of Education Guide to equivalent qualifications and experience for adventure activities

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 Duty of Care Policy.

4.12. Supervision ratios for all excursions, including local excursions and offsite activities, must comply with the minimum requirements outlined in the Excursions, Camps and Travel Policy, unless an exemption has been approved by the principal.

4.12.1. Exemptions for unsupervised excursions or activities must only occur:

4.12.1.1. with prior principal approval

4.12.1.2. for secondary school aged students, considering behaviour and maturity levels of participants

4.12.1.3. for activities involving small groups of senior students

4.12.1.4. 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. expected standards of behaviour which will align with the Student Behaviour Policy and Bullying Prevention Policy
- 4.18.7. the management strategies for breaches of behavioural expectations, which will follow the Pastoral Care Policy; Student Behaviour Policy and Bullying Prevention Policy
- 4.18.8. 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. Reference to Guidance Note: Camps and Excursions – Students with Disabilities and the Pastoral Care of Students relating to Gender Policy may assist planning for many students in these cohorts.

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.

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.) and the school's Child Safety and Wellbeing Record Keeping 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.

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

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).

Approved

Authorised in writing, as evidenced by signature of principal or a nominated staff member.

Bullying

Bullying is repeated unreasonable behaviour directed towards a person that creates a risk to health and safety. It occurs when an individual or group deliberately upsets or hurts another person, their property, reputation or social acceptance on more than one occasion. Forms of bullying include physical, verbal, gesture, extortion, exclusion, visual, and sexual bullying and can be direct or indirect.

Camps

Camps are excursions involving at least one night's accommodation within Australia (including school sleepovers on school grounds).

Certificate of currency

A certificate of currency (also known as a certificate of insurance) is issued by an insurance company to confirm that insurance has been obtained for a business for a specific time. It summarises the most important provisions of the insurance policy (such as effective date of the policy, the type of insurance purchased and the amount of money which is applicable to liability). It confirms that the business (or individual) has obtained sufficient insurance to enter the premises or perform work/service.

Child abuse

Child abuse includes:

a) any act committed against a Child involving:
   i. a sexual offence

ii. an offence under section 49B(2) of the Crimes Act 1958 (grooming)

b) the infliction, on a Child, of:
   i. physical violence
   ii. serious emotional or psychological harm
c) serious neglect of a Child.

Child connected work

Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises defines child connected work:

a) Work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present; or
b) For the purposes of a school boarding premises, work authorised by the provider of school boarding services in a school boarding premises environment while children are present or reasonably expected to be present.

Child related work

Child related work is work that:

a) Involves an adult working with children under 18 years old (can be paid or unpaid work)
b) Usually involves direct contact with a child or children, including physical, face-to-face, written, oral or electronic contact
c) The contact with the child or children is a usual part of the person's duties and is not occasional direct contact which is incidental to their work.

Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).

Critical incident

An unplanned event (including dangerous occurrences, emergencies and systems failures) resulting in or having a potential for injury, ill health, damage or other loss.

Department of Education (DE)

Victorian government department that leads the delivery of education and development services to children, young people and adults.

Discrimination

Occurs when a person is treated unfavourably compared to another person/s. It can be either direct (i.e. a person is treated unfavourably because they have an attribute protected by law such as age, race or religion) or indirect (i.e. when a condition, requirement or practice has the effect of disadvantaging people with a particular attribute protected by law and that condition, practice or requirement is not reasonable).

Excursions

Activities organised by the school where the students:

- are taken out of the school grounds (e.g. day excursion or school approved event)
- undertake adventure activities, regardless of whether or not they occur outside the school grounds.

Hazard

A source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident

An incident is an actual or alleged event or situation that:

- causes harm or creates a risk of causing harm to a student's health, safety or wellbeing either directly or indirectly while under the care or supervision of the school, including international students
- impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment
- causes harm or creates a risk of causing harm to an employee's health, safety or wellbeing either directly or indirectly in the work setting
- affects or risks affecting the continuity of school operations, including matters of security (including cyber security), property damage and emergencies
- requires police notification or involves matters of serious conduct
- is a WorkSafe notifiable incident.

Critical incidents requiring planning include, but are not limited to:

- child abuse
- medical emergency
- mental stress
- data or privacy breach
- missing student/person.

International student program

Non-reciprocal program where international students are enrolled at a Victorian School to undertake full time study as an international student at a Victorian School for a single term through to a number of years. There are various visa categories. Most students hold a subclass 500 Student – School visa.

Local excursion

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

Mandatory reporting

Mandatory reporting is the legal requirement under the *Children, Youth and Families Act 2005* (Vic.) to protect children from harm relating to physical and sexual abuse. The principal, registered teachers and early childhood teachers, school counsellors, religious clergy, medical practitioners and nurses at a school/service are mandatory reporters under this Act (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

Organising teacher

Refers to a staff member assigned tasks to complete the pre-planning and organisation of any excursion, camp or travel. This person may or may not be the designated Teacher in Charge.

Principal

Individual appointed as principal by MACS in MACS schools.

Reportable conduct

Reportable conduct for the purposes of the Reportable Conduct Scheme is:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded
- sexual misconduct, committed against, with or in the presence of, a child
- physical violence committed against, with or in the presence of, a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child as defined in the *Child Wellbeing and Safety Act 2005* (Vic.).

School environment

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

- a campus of the school
- online or virtual school 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 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, competitions and other events) (Ministerial Order No. 1359).

School staff

Means an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a contracted service provider engaged by MACS (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for the school;
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

Short term study tour programs

Non-reciprocal program where students undertake a mix of structured classroom learning, interaction with local students and excursions. This usually involves a Visitor Visa and a fee structure.

Sister school partnership

Reciprocal visits negotiated between sister schools where visits include a school experience combined with a cultural tour. This usually involves Visitor Visa and costs are recovered between sister schools on a cost recovery basis only.

Student

Student means a person who is enrolled at or attends a MACS school.

Study tour

A study tour is a short-term, teacher or adult accompanied group travel program, sometimes called a cultural visit, language immersion, school mission.

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.

Teacher in charge

Refers to a teacher who has been designated by the principal to provide supervision, leadership and oversight while attending any excursion, camp or travel. This person may or may not be the approved Organising Teacher.

Volunteer

A person who performs work without remuneration or reward for a MACS school in the school environment.

Related policies and resources

Supporting documents

School Camps Checklist

School Camps Procedures
School Excursions Checklist
School International Travel Procedures
School International Travel Checklist

Related MACS policies

Administration of Medication Policy
Anaphylaxis Policy
Bullying Prevention Policy
School Child Safety and Wellbeing Policy
School Child Safety and Wellbeing Recordkeeping Policy
Child Safety Code of Conduct
Code of Conduct (student)
Duty of Care Policy
Emergency and Critical Incident Management Policy
Engaging Families in Child Safety Policy
Engaging Worker through Labour Hire Providers Policy
Excursions, Camps and Travel Policy
First Aid Policy
Health, Safety and Wellbeing Policy
School Medical Management Policy
Modern Slavery Policy
Pastoral Care Policy
Pastoral Care of Students relating to Gender Policy
Privacy Policy
Procurement and Contract Management Policy
Risk Management Policy
Student Behaviour Policy
Supervision Policy
Working with Children Check Policy

Resources

CECV Guidelines for the Engagement of Volunteers in Catholic Schools
Department of Education Excursions Policy and Resources
MACS School Events and Activity Risk Assessment template and sample

Policy information table

Approval authority	Director, Education Excellence
Approval date	5 Jun 2024
Review by	November 2027
Publication details	CEVN