



# Excursions Policy and Risk Management Procedures

Lambert School bases the Excursion Policy and Risk Management Procedures on the Tasmanian Education Department's [Off-Campus Activities Planning Procedures](#) and the [National Quality Framework for Excursions](#).

Excursions will be conducted with the children's [safety](#) and wellbeing in mind at all times. We adhere to the [National Regulation and Service](#) policies and procedures to plan and manage an experience that is safe, enjoyable and educational for children. This policy relates to excursions that may be a camp, regular outing or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our school.

## Aims:

- To consolidate children's learning through the provision of appropriate first-hand experiences and links to classroom learning
- To increase knowledge and understanding of, and an appreciation and concern for the environment
- To increase knowledge, understanding and appreciation of local, national and international areas
- To provide opportunities for social skills development
- To foster the development of confidence, leadership skills, independence, cooperation and responsibility
- To foster student/teacher relationships
- To develop knowledge and skills in relation to outdoor life for later use whether for work, sport, recreation or survival
- To provide a variety of experiences which may not be available locally or in the surrounding district.

## Duty of care

### Teacher in Charge Responsibilities:

- All camps and excursions must be under the leadership and control of a 'teacher-in-charge' – who will be supported by a leadership team of Lambert School teaching staff.
- It is the Principal's role to approve the team and be satisfied that the team has the necessary skills and experience.
- A Risk Assessment must be completed during the planning process. A Risk Assessment will determine if there are particular students who could cause potential problems and help to decide whether an extra staff/leadership member will need to go on camp.
- The 'teacher- in-charge' has a responsibility to fully brief and train members of the team so that they are prepared for their responsibilities on camp/excursions.
- Healthy, attractive food based on the school food policy will be provided if necessary, and students are expected to respond positively.

### Team Responsibilities:

- The team could consist of – teachers, trainee teachers, appointed instructors, and parents.
- Members of the team who assume a supervisory responsibility owe a duty of care to the students under their control. However, the primary duty of care rests with the teacher-in-charge.
- Members of the team must have a clear understanding of:
  - the program, its purpose, the itinerary and any contingency plans
  - the relative skills of team members
  - Their role and responsibilities in regard to any relevant OHS&W issues
- Members of the team must also:
  - have knowledge of the environment where the camp or excursion will take place and be skilled at traversing such environments
  - have knowledge of any hazard, including those associated with predictable weather conditions

- institute safety precautions specific to the planned activities and the nature of the student group
- know contingency procedures, including when and how to call for emergency assistance
- observe strict health and hygiene practices
- be aware of safe work practices on the site and safe operating procedures that may be applicable.

While supervisors will not generally need the same expertise and experience expected of a teacher-in-charge or an instructor, it is important that they have a sufficient level of competence and experience in a particular activity to actively support the supervision, instruction and safety of students and not increase the burden on the teacher-in-charge.

#### **Curriculum links:**

- Each activity planned for the curriculum should be designed to meet a range of student learning outcomes related to the curriculum framework.
- When planning activities for camps and excursions, the educational purpose must be considered.
- A brief outline of outcomes and links to the curriculum is required. The principal will oversee the program for evidence of links to the curriculum and how these relate to activities being undertaken on camps/excursions.

#### **Parent/student responsibilities:**

- Prompt return of all forms relating to the camp/excursion. Particular attention needs to be paid to Medical Information.
- All medications need to be clearly labelled if being sent on a camp/excursion and include instructions for use. A health support plan or medication plan needs to accompany the medication.
- Advise any change of circumstances to the teacher as soon as possible, early pick up from camp etc.
- Ensure deposits and money is paid by the due date.

- Label all clothing and ensure student responsibility for valuables and belongings. Valuables and belongings are taken at students' own risk and are not the responsibility of the leadership team present on camp.
- If students are not taking part in camps/excursions they are still expected to attend school and will be provided with an alternate program.
- No dangerous or illegal items are permitted.

### **Safeguarding**

Lambert School recognises that excursions, camps and off-campus activities form part of its broader safeguarding responsibilities. All off-campus activities are planned and delivered through a child-safe lens, with particular attention to student supervision, professional boundaries, peer interactions, risk of harm, and the safety and wellbeing of all participants. Safeguarding considerations sit alongside physical safety, medical needs and environmental risks and inform decision-making at all stages of excursion planning, approval and delivery.

Risks identified through excursion planning, delivery and post-activity review contribute to the School's broader risk management processes. Significant incidents, near misses or emerging patterns identified through excursions are reviewed by school leadership and inform ongoing risk mitigation, supervision practices and planning for future activities. This ensures that learning from off-campus activities supports continuous improvement in student safety and welfare.

### **Interstate & overseas trips:**

Lambert School intermittently embarks on an interstate or overseas trip, at the discretion of the Principal. These can be academically, mentally and physically demanding but extremely rewarding for students. Students are welcome to put in an expression of interest and the teachers will decide if students are ready for the demands of these trips. Students will not automatically be accepted.