



Off-site Activities Policy

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Purpose

To specify safe and careful practices for staff to comply with during the planning and conduct of off-site educational and/or recreational activities.

Scope

Applies to all staff during the organisation and conduct of off-site educational and/or recreational activities NOT including students travelling abroad (refer to BHI Students Travelling Abroad Guidelines).

Policy

The Institute will organise and conduct off-site educational and/or recreational activities with the required duty of care, so that hazards associated with the activity are satisfactorily identified and controlled and appropriate communication and emergency arrangements are in place.

Definitions

“Off-site activities” are any activities carried out by students or staff of the Institute at a location external to the Box Hill campuses of Box Hill Institute within Australia and arranged under the auspices or control of the Institute. They include but are not restricted to excursions, field trips and sporting or tourist activities organised under the auspices or control of the Institute for students and/or staff.

“Duty of care” requires everything ‘reasonably practicable’ to be done to protect the health and safety of those others at the workplace, including while those others are participating in off-site activities. This duty is placed on:

- All employers;
- Their employees; and
- Any others who have an influence on the hazards in a workplace.

Moreover, whenever a student-teacher relationship exists, the teacher has a special duty of care defined as:

“A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” (*Richards v State of Victoria* [1969] VR136 at p. 141)

“Reasonably practicable” means that the requirements of the law vary with the degree of risk in a particular activity or environment which must be balanced against the time, trouble and cost of taking measures to control the risk. It allows the duty holder to choose the most efficient means for controlling a particular risk from the range of feasible possibilities.

Principles

Off-site activities will be organised and conducted in such a manner as to

- Ensure the health and safety of the students of the Institute
- Ensure the health and safety of the staff of the Institute
- Adequately manage identified risks
- Optimise the cost/benefits of the activities
- Ensure that appropriate procedures are in place should an accident or emergency occur
- Demonstrate commitment to equity and inclusive participation.

Responsibilities

Activity Organisers are responsible for initiating discussion with their Centre Manager regarding the activity, making all necessary arrangements relating to the activity, preparing all required paperwork, submitting required forms to the Centre Manager for approval and ensuring the safe and successful conduct of the activity.

Centre Managers are responsible for discussing the activity with the Activity Organiser, assessing the relevance of the activity to the core business of the Institute, perusing all Institute forms required to be completed in accordance with the Institute’s Health and Safety during Off-site Activities Procedure, assessing the adequacy of both strategies put in place to control identified hazards as well as all other arrangements made for the activity, and deciding whether or not to approve the conduct of the activity.

Staff (including specialist external staff) participating in the activity are responsible for supervising students and adhering to the Institute’s Staff Code of Conduct throughout the conduct of the activity. They have added responsibilities *in loco parentis* for students under the age of 18 years while such students are participating in off-site activities.

Students participating in the activity are required to adhere to the Institute’s Student Code of Conduct throughout the conduct of the activity.

Records

All Institute forms required to be completed must be retained by the Centre Manager for a period of 5 years, in accordance with the institute’s Storage and Disposal of Records Procedure.

References and Compliance Requirements

Victorian Government Schools Reference Guide, published by the Department of Education and Early Childhood Development.

Safety Guidelines for Education Outdoors, published by the Department of Education and Early Childhood Development and available at

<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/>

[The link to their flowchart is available at](#)

<http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/schops/edoutdoors/flowchart.pdf>

[The link to their Risk Management guidelines is available at](#)

<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/risk.htm>

<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/surfing/people.htm>

[The Outdoor Recreation Centre of Victoria Inc. has the Standards for all Adventure Activities, available at](#)

<http://orc.org.au>

Related Documents

[Off-site Activities Procedure](#)

[BHI Students Travelling Abroad Guidelines](#)

Review

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

DOCUMENT CONTROL

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