

Student Excursion and Field Trips Procedures

1. Governing policy

The Student Excursion and Field Trips Procedures implement the policy for planning, approving, conducting, and reviewing excursions and field trips to ensure student safety, educational value and legal compliance.

2. Scope

This policy applies to all students, staff and approved external parties involved in the organisation and participation of extracurricular, co-curricular or curricular activities such as excursions and field trips (hereinafter referred to as “activity”) which take place at any time throughout a calendar year, under the authority of the Institution.

3. Definitions

See *Glossary of Terms* in the Policy Library.

4. Procedures

Planning and Approval

4.1 Proposed Activity

- The lecturer or activity coordinator submits for approval an “Activity Proposal Form” for the proposed activity at least four weeks prior to the anticipated activity date.
- The Activity Proposal should include objectives, activity details, location, method of transportation, approximate participant numbers, course and subject name (if applicable), participation fees, budget and names of staff involved.
- The lecturer or activity coordinator needs to consider the implications on the academic calendar and avoid clashes with other activities already scheduled when planning the activity.
- If the proposed activity is identified as a higher-risk activity, a risk

assessment must be completed and submitted with the “Activity Proposal Form” for approval.

4.2 Risk Assessment

- All staff are required to use the Institutions “Risk Assessment Form” to identify and mitigate risks associated with the proposed activity.
- The risk assessment needs to be conducted in line with the work health and safety (WHS) duty of care requirements and institutional risk management framework and guidelines.
- Lecturers or activity coordinators must complete a risk assessment with stakeholder consultation for all higher-risk activities and revise, and update it when necessary (e.g., public health orders, natural disasters, changes to activity location or itinerary).

4.3 Approval Levels

- Lower-risk activities (e.g., a site-visit to a business or event in the local region with no risk of distress or harm to the students) are approved by the relevant Department Head or Program Manager.
- Higher-risk activities (e.g., water-based, sport competitions, remote or isolated areas, inter-state or international trips) are approved by the Deputy Vice Chancellor (DVC) (Learning and Teaching) for academic-related activities, the Chief Operations Officer for extracurricular activities or the President for interstate or international activities.

Student Consent and Communication

4.4 After the lecturer or activity coordinator has obtained approval for the proposed activity, all registered students are required to complete the “Student Information and Consent Form” before the activity date. The form must clearly outline the expectations, objectives and associated risks with the activity for students to make an informed decision to attend.

4.5 Students participating in higher-risk activities involving sport events are also required to complete a “Student Pre-activity Health Screening Form” as early as possible. The lecturer or activity coordinator must review the results of the screening to ensure students with a pre-existing health condition are identified and associated risks for participating in the activity are mitigated.

4.6 The lecturer or activity coordinator organises and delivers pre-activity briefings to participating students outlining:

- itinerary of activities;
- learning objectives and expectations;
- safety protocols before, during and after the activity;
- expected student conduct, personal equipment and appropriate attire;
- contact details of key personnel; and
- emergency response procedures.

During the Activity

4.7 The lecturer or activity coordinator maintains attendance records of students on arrival and departure of the activity.

4.8 The lecturer or activity coordinator ensures the staff-student ratio complies with best practice supervision guidelines relevant to the type of the activity (e.g., 1:20 typical, 1:10 for higher-risk activities).

4.9 Supervisors are required to be suitably qualified, first-aid trained and have valid Working With Children Checks for any attending students under 18 years of age.

4.10 Supervisors continuously monitor safety and wellbeing of students and respond to any incidents immediately.

Incident Reporting

4.11 The lecturer or activity coordinator reports any incident, injury, or breach of conduct using the Incident and Hazard Report Form (available in Sharepoint at Assembly>Workplace Health and Safety (WHS) within 24 hours.

4.12 For serious incidents, the lecturer or activity coordinator notifies the Manager on Duty on 0429 994 590 in accordance with the Critical Incident Policy.

4.13 In emergency situations requiring police, fire or ambulance assistance, students or staff should immediately dial Emergency Services on 000 or the appropriate local emergency services number if overseas.

Post-Activity Review

4.14 Conduct a debrief and complete an Activity Evaluation Report within 10 days.

4.15 The activity evaluation report should include student and stakeholder feedback, incident reviews, and recommendations for future improvements.

4.16 Reporting of critical incidents is undertaken in accordance with the Critical Incident Response Procedures.

5. Insurance and Legal Considerations

5.1 The lecturer or activity coordinator must confirm with the Group Finance Manager in advance of the activity that students are covered under the Institution's student insurance for the proposed activity.

5.2 All third-party providers engaged to deliver activities, services, or events must maintain current and adequate public liability and professional indemnity insurance coverage. Evidence of such insurance, including certificates of currency, must be provided to Institution prior to the commencement of any activity.

5.3 For overseas travel, students are required to obtain their own travel insurance.

5.4 Activities must not involve any illegal or unethical conduct.

5.5 International trips must comply with the Department and Foreign Affairs and Trade (DFAT) travel advisories and institutional international travel policies.

6. Records Management

6.1 All documentation including approvals, risk assessments, consent forms, and reports must be retained in accordance with the Institution's Records Management Policy.

7. Related Documents

- *Risk Assessment Framework*
- *Risk Management Policy*
- *Critical Incident Policy*
- *Critical Incident Management Procedures*

- *Student Code of Conduct*
- *Employee Handbook*
- *Health and Safety Policy*
- *Incident Reporting Procedures*
- *Diversity, Equity and Inclusion Policy*
- *Records Management Policy*
- [*Student Excursions and Field Trips Process Flowchart_Nov 25*](#)

8. Version History

Summary of changes	Approved by	Approval date
Created	Learning and Teaching Committee	17 October 2025