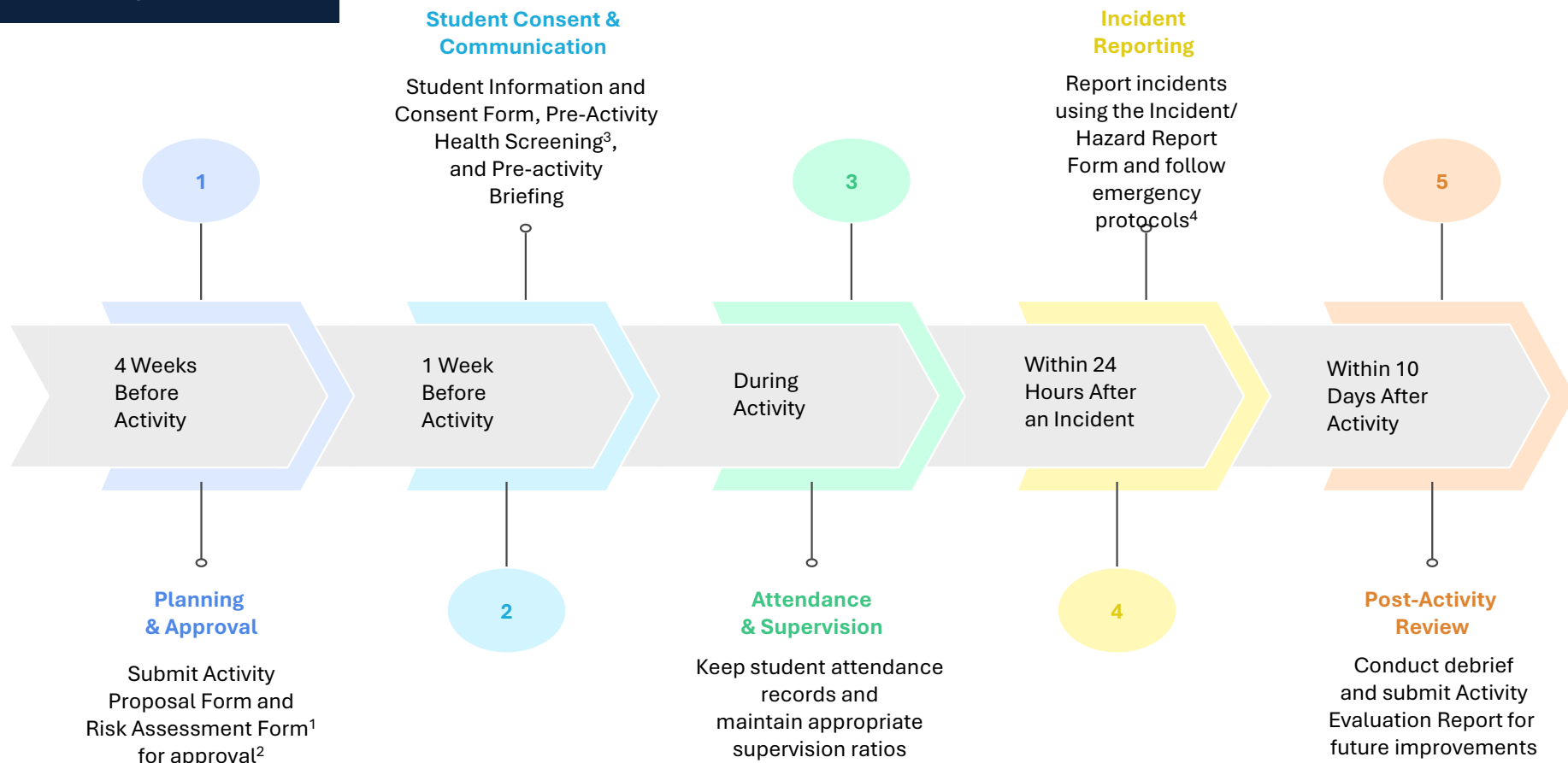


STUDENT EXCURSION AND FIELD TRIPS PROCESS FLOWCHART



1. A risk assessment is required for all higher-risk activities. The risk assessment should be revised and updated at least once a year or when necessary (e.g., public health orders, natural disasters, changes to activity location or itinerary).
2. Lower-risk activities (i.e., activities with no risk of distress or harm to the students) are approved by the relevant Department Head or Program Manager. Higher-risk activities (i.e., activities with any foreseeable risk of harm or distress to students, and travel to remote or isolated areas, inter-state or international trips) are approved by the Deputy Vice Chancellor (Learning & Teaching) for academic-related activities, the Chief Operations Officer for extracurricular activities or the President for interstate or international activities.
3. A Pre-Activity Health Screening Form is required to be completed by all students participating in a sport event as early as possible. The results must be reviewed to identify and mitigate health risks to students.
4. For serious incidents, notify the Manager on Duty on 0429 994 590 in accordance with the Critical Incident Policy. 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.