



UNSUPERVISED VCE/VCAL EXCURSIONS POLICY

Rationale:

The College environment does not always provide all the learning situations required by students to successfully complete their studies. This means that students are required to complete excursion activities, in order to satisfactorily complete VCE/VCAL courses of study. These course activities, due to their nature, also vary in structure. Sometimes individual or small groups of students may be required to work independently. To ensure the direct teacher supervision for all of these activities would be beyond the resource capacity of the college. An unsupervised excursion is one where the numbers of VCE/VCAL students involved is beyond the capacity of the College to provide ongoing direct teacher supervision. During these excursions, there will be periods of time when students work independently without direct staff supervision.

Objectives:

- To enable students to complete particular Work Requirements of VCE/VCAL studies.
- To enable the college administration to establish processes which will meet legal requirements regarding the safety of students.

Implementation:

- The organising teacher of the activity will follow the CESC Excursion and Incursion Process.
- The organising teacher will provide the Principal and Management Committee with all relevant information regarding the proposed activity.
- The degree of supervision, if any, to be exercised will be determined by the Principal according to the nature of the activity, the age and maturity of the students, the size of the group and the degree of risk involved in the environment in which the activity will take place.
- Documentation will be completed to provide the Principal with evidence that due care and responsibility is taken for off-campus activities.
- The Principal will ensure that the teacher responsible for any unsupervised excursions, maintains formal records that include:
 - a description of the activity to be undertaken, including location;
 - names and ages of students involved;
 - time of leaving and returning to the College, if applicable.
 - Prior written approval of parent or guardian will be required before students are allowed to leave the College without direct supervision of a teacher or other adult.

Evaluation

The effectiveness of this policy will be reviewed as part of the college's four year review cycle.