

Excursion Supervision Ratios Policy

Rationale:

The Principal must ensure that all excursions are appropriately planned and approved in accordance with Departmental policy and requirements. All excursions requiring school council approval must meet the requirements of the Safety Guidelines for Education Outdoors.

Implementation:

Excursions requiring school council approval;

- overnight excursions
- camps
- interstate and international visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

The department guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety. To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities; and
- any other relevant factors.

The following describes the minimum staff-student ratios for excursions:

- **Day excursions** - 1 teacher : 20 students
 - The Principal may extend this ratio for senior secondary students only, if student safety will not be compromised.
 - The Mac.Robertson Girls' High School has extended this ratio to **1 Teacher : 25 students** within a 5km radius of the school.
 - This increase in teacher student ratio allows greater access to city activities such as Parliament House, National Gallery Victoria (NGV), Federation Square and numerous other educational facilities within the city and surrounding areas.
- Adventure activities - specific guidelines for the activity
 - See: Safety Guidelines for Education Outdoors within Department resources
- Overnight excursions
 - Base camps in residential premises or under canvas - **1 teacher : 10 students**
 - Study camps in residential premises - **1 teacher : 15 students**
 - Example: Year 12 Camp
- Local and interstate tours - **1 teacher : 15 students**
- Overseas tours - **1 teacher : 10 students**

Resources

DET Policy: Excursions – [Staffing and Supervision](#)

Safety Guidelines for Education Outdoors

Evaluation:

This policy was last ratified by School Council: May 2015

School Council President Signature:

Date: