



# Safety Guidelines for Education Outdoors

Briefings 2007

Delivered by:



## Safety Guidelines for Education Outdoors

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### About the Safety Guidelines for Education Outdoors

Safety Guidelines for Education Outdoors provides guidelines for local planning and decision making relating to the preparation and conduct of outdoor and adventure activities for government schools.

The web site is in place to support the planning and approval of: overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities. These excursions all require the approval of the school council.

### Getting started

To begin planning for education in the outdoors select your role in the planning process:

- [Principals](#)
- [Teachers](#)
- [School Councils](#)
- [External Providers](#)

### Implementation

Where school councils have already approved excursions for 2007 these guidelines do not need to be applied.

These guidelines should be applied for any excursions requiring school council approval that are scheduled for approval in Term 4, 2007.

All excursions requiring school council approval must apply these guidelines from January 1, 2008.

### More information

For more information about:

- the excursion planning process, see: [Safety Guidelines for Education Outdoors - How to Use these Guidelines](#)



Notes:

•130+ pages.

•Found within DEECD site.

•Search for “Safety Guidelines” if you can’t find it.

# Safety Guidelines for Education Outdoors

- The web site is in place to support the planning and approval of:
  - overnight excursions;
  - camps;
  - interstate and overseas visits;
  - excursions requiring sea or air travel;
  - excursions involving weekends or vacations; and
  - adventure activities.
- For government schools

# Background

- *Safety Guidelines for Education Outdoors* replace the *Guidelines for Outdoor & Adventure Activities*
- From printed booklets to an integrated online website with downloadable forms and templates supporting the advice
- More than just advice for activities – they support all school council approved excursions

# Who should use the site?

- teachers
- excursion or camp coordinators
- principals
- school councillors
- parents/students
- external providers
- campsite operators
- land managers

# Development process

- Five member Review Panel
- Consultation with targeted individuals and organisations
- Open invitation to participate in the review
- Briefings for key stakeholders

# Why online?

- Responsive to new developments
- Easier to update
- Links to other sources of information (eg. Schools Reference Guide)
- Available to a wider audience

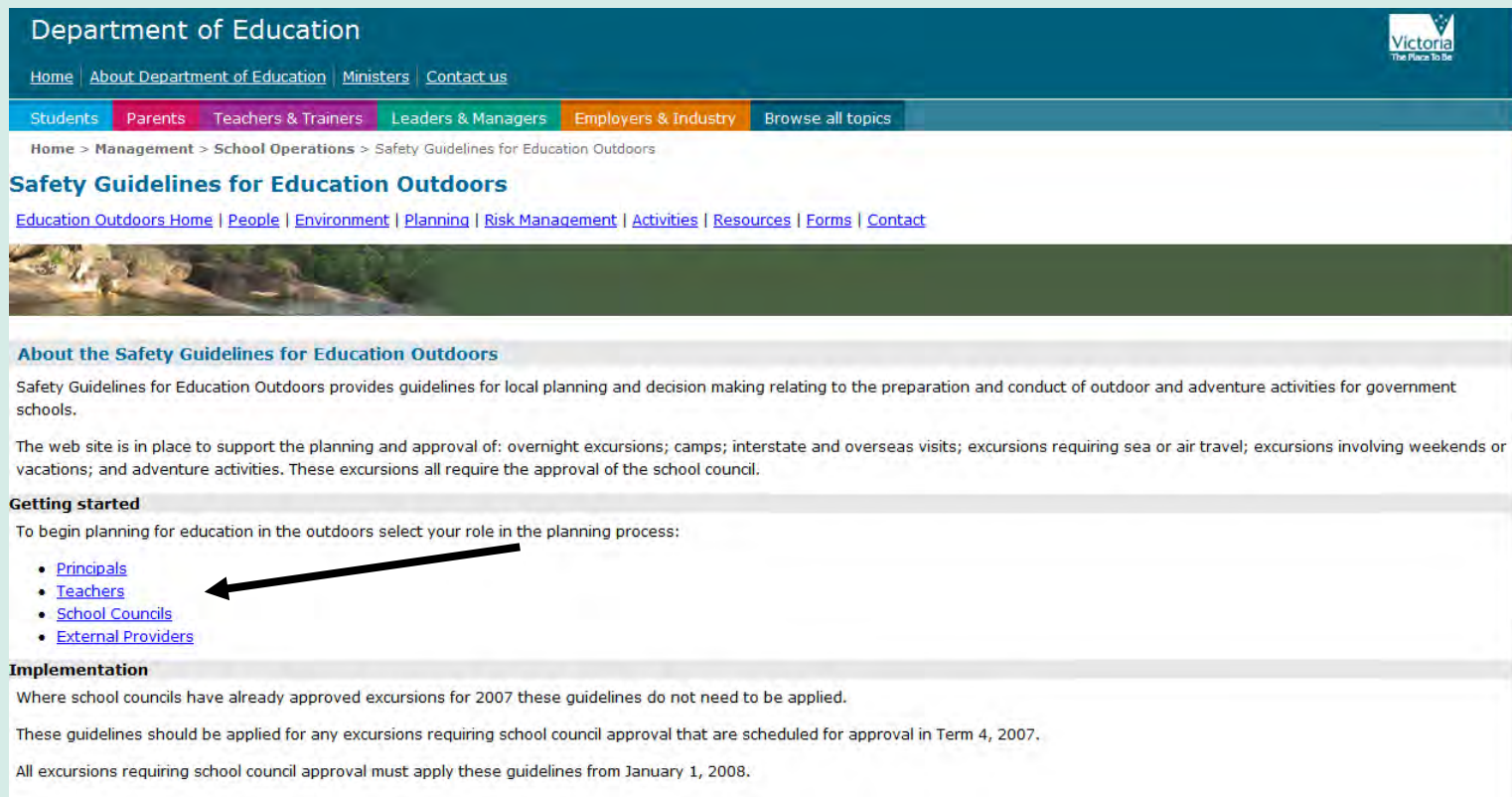


# Project principles

- Encourage active decision making and the application of professional judgement
- Use clear, unambiguous language
- **Not** a training manual or “how-to” for adventure activities

# Navigating the site

- Start with your role



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←

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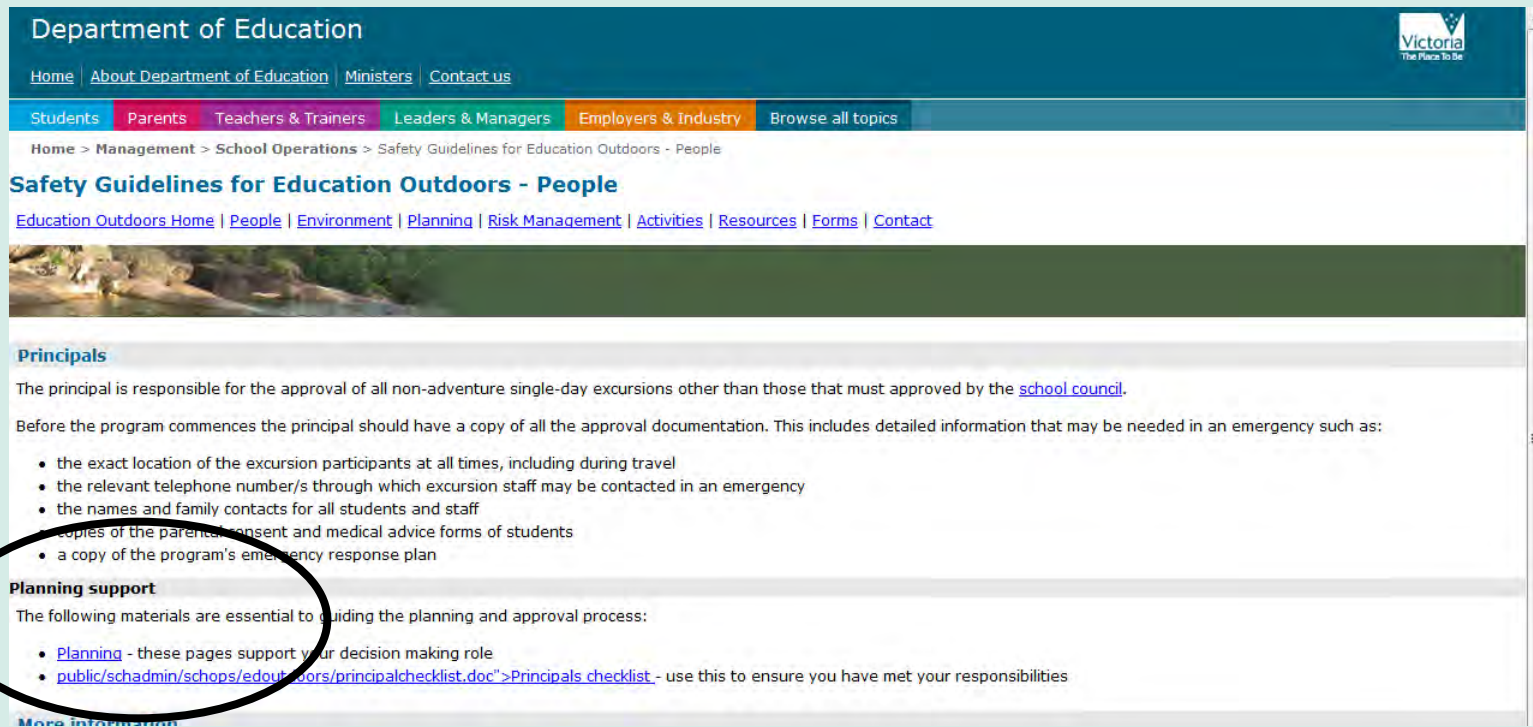
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# Navigating the site

- Understand your responsibilities
- Review the support materials



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## Safety Guidelines for Education Outdoors - People

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### Principals

The principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the [school council](#).

Before the program commences the principal should have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:

- the exact location of the excursion participants at all times, including during travel
- the relevant telephone number/s through which excursion staff may be contacted in an emergency
- the names and family contacts for all students and staff
- copies of the parental consent and medical advice forms of students
- a copy of the program's emergency response plan

### Planning support

The following materials are essential to guiding the planning and approval process:

- [Planning](#) - these pages support your decision making role
- [public/schadmin/schops/edoutdoors/principalchecklist.doc">Principals checklist](#) - use this to ensure you have met your responsibilities

More information

# Planning process

- Seeks to prompt active thinking in the planning of an excursion
- Uses generic questions to be applied to
  - a school excursion
  - in specific location(s)
  - with a unique student group
  - to identify potential opportunities and foreseeable hazards

# Planning pages

- Planning summary
  - an overview of the four main issues to consider before undertaking detailed planning
  - especially useful for graduate teachers or new excursions
- Planning questions
  - use the following questions to begin the detailed planning of your program
  - supports the risk management process
- Approval process
  - steps to having your excursion approved
  - **essential page to view\***
- The planning summary and planning questions can be downloaded as word documents.

*Documenting the planning process is essential. This provides a record of the thinking behind the excursion.*

# The 'gatekeeper' document

- „First among equals' is the *Proforma for school council approval*
- Must be submitted to school council and approved before the excursion can proceed
- Lists several other documents that also need to be submitted
- May be complemented by other school-specific documents

# Risk management

- Expanded section
- Integrated approach uses other documents from the planning process
- Based on the Australian Standard for Risk Management
- Consistent with the Department's approach to risk management in other areas



# Risk management (cont.)

- Should be applied to the whole excursion not only adventure activities
- The templates given provide one way to document the risk management process
- Other approaches may be valid ways to document the risk management process
- [Risk Management](#)

# Adventure activities

- New format
- Adventure Activity Standards and the Safety Guidelines. Schools must operate within the Safety Guidelines; external providers may be required to operate within the AAS. This is not mutually exclusive.
- [Activities](#)

# Resources

- [Forms](#)
- [Checklists](#)
- [Links](#)
- [References](#)
- [Environment](#)
- [Legal Liability](#)

# External providers

- Thorough and clear communication
- Understand the requirements of the guidelines including the planning and approval process
- Acknowledge that teachers retain overall responsibility for students at all times
- Do not have to re-write their procedures

# Tips for navigating the site

The screenshot displays the Department of Education website interface. At the top, the navigation bar includes links for Home, About Department of Education, Ministers, and Contact us, along with a search box labeled 'Search DoE'. Below this is a horizontal menu with categories: Students, Parents, Teachers & Trainers, Leaders & Managers, Employers & Industry, and Browse all topics. A left-hand sidebar lists various management topics under the heading 'Management', including Emergency & Security Management, Human Resources, Governance, Financial Management, School Improvement & Accountability, School Operations, eLearning Support & Services, ICT Support & Services, Facility & Asset Management, and Ultranet. The main content area is titled 'Safety Guidelines for Education Outdoors' and includes a breadcrumb trail: Home > Management > School Operations > Safety Guidelines for Education Outdoors. Below the title are links for Education Outdoors Home, People, Environment, Planning, Risk Management, Activities, Resources, Forms, and Contact. A large white arrow points to the 'School Operations' link in the breadcrumb. Another large white arrow points to the 'Safety Guidelines for Education Outdoors' title. A third large white arrow points to the 'Getting started' section, which contains a list of roles: Principals, Teachers, School Councils, and External Providers. A black arrow points to the 'Management' sidebar, and a black arrow with an 'X' points to the 'School Operations' link in the sidebar.

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#### Implementation

Where school councils have already approved excursions for 2007

# Tips ...

- From the homepage go to [Safety Guidelines for Education Outdoors - How to Use these Guidelines](#)
- Scroll down the page
- Read don't skim (print the screen if it helps)
- Don't try to print the whole website
- Revisit the site regularly

# Contacts

## Victorian Outdoor Education Association

03 9349 4311

[education@voea.vic.edu.au](mailto:education@voea.vic.edu.au)

[www.voea.vic.edu.au](http://www.voea.vic.edu.au)

## Community & Stakeholder Relations

[community.stakeholders@edumail.vic.gov.au](mailto:community.stakeholders@edumail.vic.gov.au)