

Off-Site Activities Procedure – Box Hill Institute

Related Policy	Off –Site Activities Policy	
Procedure: N.B. This procedure should be read in consultation with Off-Site Activities Guidelines		Responsibility
1. Obtain In-Principle Support		
a) The activity organiser should discuss the concept of the activity with their accountable manager		Activity organiser
b) If the Manager/Centre Manager gives verbal in principle support the activity organiser should proceed with organising the activity		Manager/Centre Manager
c) Where high risk or extreme activities listed in the attached guidelines are contemplated, the support of the accountable General Manager/ Executive Director should be sought		General Manager/Executive Manager
2. Organising Activity		
The activity organiser will:		Activity Organiser
a) determine the number of learners to be involved in the activity		
b) Determines the number of staff and/or external specialist personnel are required by referring to guidelines		
c) Decides itinerary for the activity		
d) Considers accessibility of the activity to all learners and makes any reasonable adjustment indicated to support participation by liaising with Learner Support Services as appropriate		
e) Considers and decides on the most appropriate transport arrangements for the activity including consideration of the following: <ul style="list-style-type: none"> • Learners making their own way to the activity • Hired transport such as buses or Institute owned vehicles. • Private vehicles are NOT to be used in except in a medical emergency where no hired or Institute vehicle is available 		
f) For adventure, and/or high risk activities identify and engage appropriately qualified and accredited instructors as stipulated in the Off-Site Activities Guidelines, giving consideration to the particular details of the event in that the ratios are minimum standards.		Manager/Centre Manager
g) For adventure and/or high risk activities consult with the Executive Manager, Risk Management		EM Risk Management
h) Prepare and have endorsed by Manager: <ul style="list-style-type: none"> • Off-Site Request Form • Safety Management Plan 		Activity organiser
i) When preparing Safety Management Plan for adventure/high risk activities the following should be included: <ul style="list-style-type: none"> • The whereabouts and contact details of the emergency services • Provision for providing local police and/or park rangers with an itinerary and emergency contact details • Emergency plans for contingencies. E.g. Bush fire, avalanche, etc 		Activity Organiser
j) Ensure all learners complete and submit Off-Site Activity		

<p>Consent Form at least five working days prior to the scheduled activity. Where learners are under 18 and living with a parent/guardian, the parent/guardian consent should be obtained.</p> <ul style="list-style-type: none"> k) Bring to the attention of their manager any medical issue (allergies, medication, etc) which may need to be included in the Safety Management Plan l) Ensures that their manager has copies of the Learner Consent form, and additional medical details and Safety Management Plan in case of emergencies. 	<p>Manager/Centre Manager</p>
<p>3. Conducting the Activity When conducting the activity:</p> <ul style="list-style-type: none"> a) All reasonable steps should be taken to protect the safety of staff, learners and the general public by ensuring staff are fully briefed on possible risks including learner allergies and/or medication requirements. b) Requisite staff are deployed to supervise learners throughout the activity keeping to the staff/learner ratios in the Safety Management Plan c) Staff should adhere to the Institute Staff Code of Conduct d) Learners are made aware that they are required to adhere to the Learner Code of Conduct during the duration of the activity e) The activity organiser will ensure they take copies of all relevant documentation including Learner Consent forms, and medical information and Safety Management Plan on the activity 	<p>Activity organiser/leader</p>
<p>4. Emergency Management In the event of an emergency including but not limited to an accident, natural disaster, substantial change of plans or lengthy delay:</p> <ul style="list-style-type: none"> a) Call 000 if appropriate to alert emergency authorities b) Implement relevant sections of Safety Management Plan c) Contact accountable Manager who will inform their manager depending on circumstances of the enforceable event. The General Manager Health Sciences, Access & Students (BHI) or the General Manager Program Delivery should be notified if the issue is of a serious nature such as major injury, death or where a learner is missing. d) Where necessary, parent/guardians or emergency contacts should be contacted. e) Staff should <u>not</u> comment directly to the media if requested. All media enquiries should be referred to the Executive Director, Student Recruitment and Marketing 	<p>Activity organiser/leader</p> <p>Manager/Centre Manager</p> <p>GM, Health Science, Access & Students/GM Program Delivery ED Student Recruitment and Marketing</p>
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