

Off-Site Activities Policy – BHI

Purpose: To specify safe and careful practice during the planning and conduct of off-site activities.

Scope: Applies to the organisation and conduct of off-site educational and/or recreational activities conducted within Australia. Activities include but are not restricted to excursions, field trips and sporting or tourist activities.

Note: for travel overseas refer to Learners Travelling Abroad Guidelines

Policy Statement: The Institute will organise and conduct off-site activities with required duty of care relevant to the particular activity.

Off-site activities will be organised and conducted in such a manner as to:

- Ensure the health and safety of learners, staff and the general public involved in the activity
- Identify and manage hazards and risks
- Optimise the cost/benefit of the activity
- Ensure appropriate procedures are in place should an unforeseen event occur
- Demonstrate commitment to equity and inclusive participation

Code of Conduct

All learners are expected to conduct themselves in a manner consistent with the Institute's Learner Code of Conduct.

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.

Definitions

Off-site activities: are any activity carried out by learners or staff of the Institute as a location to the Box Hill or CBD campus. This does not include Practical Placements or Structured Workplace Learning

Duty of Care: requires everything "reasonably practicable" to be done to protect the health and safety of self and others. Whenever a learner/teacher relationship exists, the teacher has a special duty of care defined as follows: "A teacher is to take such measures as are reasonable in the circumstances to protect the learner under the teacher's charge from risks of injury that the teacher should have reasonably have foreseen." (Richards v State of Victoria, (1969)

The younger the learner the greater the duty of care.

Reasonably practicable: Section 20(2) of the Victorian Work safe Act provides that regard must be had to the following matters in determining what is (or was at a particular time) reasonably practicable in relation to ensuring health and safety:

- (a) the likelihood of the hazard or risk concerned eventuating;
- (b) the degree of harm that would result if the hazard or risk eventuated;
- (c) what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;
- (d) the availability and suitability of ways to eliminate or reduce the hazard or risk;
- (e) the cost of eliminating or reducing the hazard or risk

Adventure activities: are those which involved a greater than normal risk which may involve travel into a relatively undeveloped area of the country in which vehicle contact is difficult or uncertain, or where access to normal services such as telephone and or medical attention is unavailable or limited. Adventure activities may also be characterised as exposure to the natural environment requiring greater reliance on personal resources than would normally be required in day to day life. They may include but are not limited to base camping, bushwalking canoeing, snow activities, orienteering, cycling horse riding,

	<p>swimming, surf activities, snorkelling, scuba diving, and sail boarding</p> <p>High Risk, Extreme Risk Adventure Activities: are defined as activities where there is a high degree of risk to the participant. Participants in these sports need a certain skill-set, although under the guidance of an experienced instructor it is not uncommon for novices to participate in extreme sports. There is no defined list of sports that make up the extreme sports, although they may include but are not limited to bungee jumping, paragliding, kite boarding, land yachting, hang-gliding, caving, white-water rafting.</p>
Related Procedures	The following procedures are linked below: Off-Site Activities Procedure
Related Operating Guidelines	Off-Site Activities Guidelines
Related Forms	See linked forms below: Off-Site Activities Request Form Off-Site Activities Consent Form Off-Site Activities Management Plan.
Related Policy, Legislation and Regulation	Department of Education and Early Childhood Outdoor Recreation Guidelines http://www.education.vic.gov.au/management/schooloperations/outdoors/activities/surfing/people.htm
Records	Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.
Review	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re- approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
Approval Body	CEO
Endorsement Body	Executive Management Team
Document ID	POLSA19
Date Approved	30 January 2013
Owner	General Manager, Health Sciences, Access & Students
Author	Centre Manager, Learner Support Services
Amendment	10 May 2019 by Academic Quality Assurance Officer – Minor administrative changes to remove reference to 'BHIG' and 'CAE'

Associated Files

1. Off-Site Activities Request Form
2. Off-Site Activities Consent Form
3. Off-Site Activities Management Plan