



Policy: Trinity College Pathways School Excursions
identification and control of risk associated

Policy Type:

3.1 Excursions are an integral and important part of the programs delivered by Trinity College Pathways School for the following purposes.4 (o (i)-31.4 r)15.9 (ar)16 T

- 3.13 The Pathways School does not accept responsibility for any unauthorized or privately arranged extracurricular activities.
- 3.14 Staff within TCFS must report to the Deputy Dean any risks or situations that arise during an excursion that had the potential to cause harm to students. This will assist the Pathways School to better identify hazards and risks for future excursions.
- 3.15 Hazards that pose a serious risk to students at any stage during an excursion must be reported immediately by telephone to the Trinity College emergency contact number.

Steps to obtain consent and approval

- 3.16 To gain approval for an excursion, the responsible staff member must complete the required form and submit it to the Deputy Dean for approval and sign off.

- 3.17 The Form is in three parts:

Part A - Excursion Details

Part B - Risk Assessment

Role / Decision / Action	Responsibility	Conditions and limitations
Associate Dean Teaching and Learning assesses the application for an excursion and either approves or denies	Director (Teaching and Learning)	
Nurse assesses Medical Forms and notifies relevant staff of medical risk factors	Trinity College Nurse	Regional and interstate excursions only
Nurse provides first aid kit	Trinity College Nurse	Regional and interstate excursions only
Ensures the safety of students during the excursion	Trinity College staff in attendance	
Cancels excursion in the event of a threat to student and staff safety. Ensures students reach safety.	Trinity College staff in attendance	

7 DEFINITIONS

TCAEP- Trinity College Academic English Program

TCFS- Trinity College Foundation Studies

8 RELATED DOCUMENTS

- *Student Code of Conduct*
- *Staff Code of Conduct*
- *Child Safe Policy*

9 POLICY OWNER

The Dean of the Pathways School is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

10 REVIEW

This Policy is to be reviewed by 1 December 2024

11 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
Version 2	Dean Pathways School	24 April 2024	26 April 2024	Moved to new template. Roles and Responsibilities added. Reporting requirements added. Sign off requirements changed