It is essential that all staff participating in the Blackwood Alpine Ride are familiar with The Victorian Government Schools Reference Guide.

In particular staff need to understand Section 4 – Environment of The Schools Reference Guide with a specific comprehension of:-

4.4 Student safety & Risk Management.

4.4.2 School Excursions

4.4.2.1 General policy
Principals must ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

All staff and students must wear appropriate and suitable clothing and protective apparel. Equipment must be in good condition and be suitable for each activity undertaken.

4.4.2.2 Approval for excursions
Prior to the conduct of an excursion, the approval of the school council must be obtained. In approving the excursion, consideration should include:

- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision (see 4.4.2.6)

4.4.2.2.3 Approval for joint excursions
Each school involved in a joint excursion must receive the approval of its own school council and complete an on-line notification to the Emergency and Security Management Unit. In such circumstances:

- supervision is adequate and that normal procedures for the conduct of the excursion are carried out
- parents/guardians are informed that their children may be supervised by teachers and other approved adults from the other school(s) during the excursion.

4.4.2.3.2 Notification of school activity
Relevant details about school council approved excursions should be provided to the Department’s Emergency and Security Management Branch using the online notification form available at: (edumail password required).

This notification should be provided at least three weeks prior to the activity. The information will be used to provide initial information to the emergency services during an emergency. Where additional information is required during an emergency, schools will be expected to provide it from the documentation prepared for the activity.

4.4.2.3.4 Communication during an emergency
In the event of an emergency, an accident or an injury to a participant, staff on the excursion should, in addition to undertaking appropriate emergency action, immediately notify the school principal. The principal should make arrangements for the Department’s Emergency and Security Management Branch to be telephoned on 9589 6266. This is a twenty-four-hour service.

For excursions held outside school hours, parents/guardians should be advised of the telephone numbers (both during and outside of school hours) of the designated school contact person. While the students are on the excursion, if parents/guardians have reason to believe that an emergency may have occurred (for example, a media report) they should in the first instance contact the school contact person and not personnel on the excursion. This will ensure that the telephone lines are kept free at the excursion site.

4.4.2.3.5 First-aid
Principals and teachers have a legal duty to protect students in their charge from the risks of injury that are reasonably foreseeable. They must also assist students who may be injured or ill. As the range of activities undertaken on excursions is extensive, principals need to ensure that excursion staff have levels of first-aid training which are appropriate to the excursion activities and location.

Teachers and other school staff who are responsible for the care of students at risk of anaphylaxis should receive training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.

4.4.2.4 Parental/guardian approval and information
Parents/guardians must provide written approval for their child(ren) to take part in an excursion and in any particular adventure activities that will be undertaken during the excursion.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours (for overnight excursions)
- to authorise the school to consent to emergency medical treatment for the student
- to enable the parent/guardian to alert the school to any medical condition or allergies of the student
- to provide the process for the parent/guardian to consent to any financial cost of the excursion
- to provide the process for the parent/guardian to consent to the student being sent home from the excursion in the event of serious misbehaviour.

Parents/guardians asked to sign consent forms must be given sufficient information about the nature of the proposed activity and the risks involved, and the degree of supervision, to enable them to make an informed decision and to ensure the school obtains a proper consent.
Consent forms are to remain at the school and a copy to be taken on the excursion by the teacher in charge. A list of participants and contacts in the case of an emergency should be held by the designated school contact person.

4.4.2.5 Student medical information
It is essential that excursion staff have adequate and up-to-date medical information about students who are participating in each excursion.

These forms must be taken on the excursion by the teacher-in-charge and be accessible by other excursion staff in emergency situations.

4.4.2.6 Guidelines for supervision
Sufficient excursion staff to ensure appropriate and effective supervision must be provided. What constitutes sufficient excursion staff:

- the qualifications and previous experience of the excursion staff
- the age, maturity, experience and sex of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- any other relevant factors of which they are aware.

In addition to more specific Department of Education and Early Childhood Development guidelines, the following general guidelines for supervision apply:

- for the great majority of excursions, including those types of excursions for which school council approval is required, the excursion must be under the direct control of a teacher employed by the Department of Education and Early Childhood Development or the school council and at least one other excursion staff member must be present
- where excursions involve overnight stays for mixed groups, excursion staff should include at least one person of each sex.

4.4.2.7 Excursion staff
In addition to teachers employed by the Department of Education and Early Childhood Development or the school council, excursion staff may include other adults on a volunteer or paid worker basis such as parents/guardians, school services officers, community members, specialist instructors, campsite staff and trainee teachers. All approved excursion staff can be included in the staff–student ratio. School students cannot be used as excursion staff.

In approving excursion staff prior to the excursion, the principal or school council must:

- be satisfied that each excursion staff member is able to provide effective supervision of the activities involved
- ensure that there are sufficient excursion staff to provide effective supervision of students. In general, teachers should comprise at least half of the excursion staff.
- ensure that the names of volunteer workers are recorded for the purposes of volunteer workers insurance.
- ensure that excursion staff members who will provide supervision of students and who are not registered teachers have a Working with Children check.

4.4.5.5.1 Cycling programs
In addition to the requirements and guidelines in this section schools conducting cycling activities should refer to:
While the general requirements and guidelines for excursions and adventure activities apply, the following specific details apply to cycling activities:

- at least one staff member is to be qualified in bicycle education
- all staff involved in cycling programs are to be suitably experienced for the activity and preferably be qualified in bicycle education
- at least two staff are to be present with each group of students
- the minimum overall ratio is to be at least one staff member for every ten students or part thereof
- all cyclists need to wear an approved bicycle helmet
- helmets must be fitted and positioned correctly with the chin strap adjusted correctly and secured firmly
- each cyclist should wear a conspicuous vest, a bright top, or have a bright flag attached to the bicycle
- all cyclists should wear closed toe footwear.

Prior to the participation of students in school cycling activities, teachers should ensure that the bicycles are of an appropriate size for each student and in good mechanical condition.

It is recommended that teachers responsible for conducting cycling programs should be qualified in bicycle education through an accredited training course in Bike Ed and/or Cycle On.

4.4.7.1.3 Bicycle and foot races on public thoroughfares

While instructors have the technical knowledge and expertise to instruct the students, the teachers have the overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.
## RESPONSIBILITIES

<table>
<thead>
<tr>
<th>RIDE ORGANISATIONAL TASK</th>
<th>BLACKWOOD STAFF</th>
<th>SCHOOL RIDE CO-ORDINATOR</th>
<th>PRINCIPAL</th>
<th>SCHOOL COUNCIL</th>
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<tbody>
<tr>
<td>Issue Staff &amp; Parent Manuals</td>
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<td>Publish Risk Management Plan</td>
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<td>Police, DSE, VicRoads &amp; Councils Permits</td>
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<tr>
<td>Read Manuals</td>
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<tr>
<td>Read Risk Management Plan</td>
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<tr>
<td>Distribute Manual to participating staff</td>
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<td>Distribute Parent Manual</td>
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<tr>
<td>Complete DEECD Camp Forms</td>
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<td>Approve school’s participation</td>
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<td>Complete DEECD online Camp Register</td>
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<td>Approve the suitability of Staff</td>
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<tr>
<td>Select participating Students &amp; Staff</td>
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<td>Adequately train Students &amp; Staff</td>
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<tr>
<td>Sign &amp; Return Staff &amp; Principal Form</td>
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<td>Sign &amp; Return Staff Qualification Form</td>
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<tr>
<td>Ensure the Roadworthiness of every bike</td>
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<td>Ensure everyone has an appropriate helmet</td>
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<td>Everyone has suitable clothing</td>
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<td>Suitability of Tents (for Schools Camping)</td>
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<td><strong>Full Student Supervision at ALL TIMES</strong></td>
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</table>

*IT IS THE FULL RESPONSIBILITY OF EACH INDIVIDUAL SCHOOL PARTICIPATING IN THE RIDE TO ENSURE THAT THE APPROPRIATE DEPARTMENT of EDUCATION & EARLY CHILDHOOD DEVELOPMENT (DEECD) CAMP/EXCURSION FORMS ARE APPROVED BY YOUR SCHOOL COUNCIL & SUBMITTED TO THE DEPARTMENT of EDUCATION & EARLY CHILDHOOD DEVELOPMENT (DEECD).*

*It is very important that parents/guardians and your School Council have complete details of this camp including the skill and fitness levels required, road conditions, etc.*

*Information – re: the route, itinerary, etc. – included in this booklet should form the basis of details presented to parents/guardians and School Council.*

*It is also recommended that schools keep a detailed training log so that you can prove that the students were adequately prepared for the ride.*