Safety Guidelines
for Education Outdoors

Briefings 2007
Delivered by:

Victorian Outdoor Education Association
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
Navigating the site

- Understand your responsibilities
- Review the support materials
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
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
www.voea.vic.edu.au

Community & Stakeholder Relations
community.stakeholders@edumail.vic.gov.au