

Site Visits / Excursions Procedure

Procedure Statement

This procedure outlines the steps to follow when education staff take or send UTS College students on site visits or excursions and details how to obtain Certificates of Currency (public liability and personal accident) requested by some organisations to allow the admission of students to their premises.

Insearch Limited (UTS College) is included in the University of Technology Sydney's (UTS) insurance policy in the classes of "Public and Products Liability" and "Personal Accident". Compliance with this procedure is important to ensure that all staff and students are covered.

SCOPE

This procedure applies to all UTS College education staff who take or send UTS College students on site visits or excursions, and to the Program Managers and Director of Studies ELP, who approves such events.

Students' personal property is not covered by insurance.
Students Work experience is not covered in this procedure.

DEFINITIONS are set out at the end of this procedure.

PROCEDURE STEPS

Activity	Description	Responsible
Select the organisation / place to visit	<ol style="list-style-type: none"> 1. Identify where to take or send students. Some of the pre-approved organisations/places to visit are listed below: <ol style="list-style-type: none"> a) Tourist and leisure destinations – museums, galleries, parks, gardens, zoos, animal parks, Blue Mountains, Darling Harbour, Harbour Bridge, The Rocks, Opera House, beach (no swimming). b) Public buildings – parliament, hospitals, shopping centres, churches, libraries, Government Departments (DIAC, Medicare etc.), Stock Exchange. c) Public transport grids and lines. d) Workplaces – including someone's work office, a newspaper, radio, or TV studio. 2. If the destination chosen is not included here, discuss first with your manager, if it is deemed appropriate to take or send students there. Only organisations/places approved by Managers can be selected. 	Teacher/ Academic

<p>Complete the indemnity Form for site visits / excursions</p>	<ol style="list-style-type: none"> 3. Advise students about the purpose of the site visit/excursion and the behaviour expected of them while there. Also, explain what they should do if an accident or incident occurs. 4. Complete the Indemnity Form for the Site Visits/Excursions per group or class. You are required to complete the form at least 1 week before the visit's date. 5. Ensure ALL students and teachers/academics going on the site visit/excursion are included in the list and have signed the consent form section to validate that they understand the conditions of the activity. 6. Ensure students under the age of 18 bring a 'Consent Form' signed by their guardian/carer to be able to go on the site visit/excursion. 7. Forward the completed form and respective attachments to the relevant Program Manager or Director of Studies ELP for approval. 	<p>Teacher/ Academic</p>
<p>Assess the site visit / excursion request</p>	<ol style="list-style-type: none"> 8. Check that the indemnity form is complete and that the Consent Form section is signed by all students planning to go on the site visit/excursion. Check that students under the age of 18 have presented their guardian/carer's approval to attend the site visit/excursion. 8. Assess the site visit/excursion request considering factors such as relevance to the program, risk involved, cost of the visit, who pays for it, staff–student ratio, suitability for students under 18, etc. New arrangements can be proposed or required in order for the request to be approved. 	<p>Program Manager / Director of Studies ELP</p>

Confirm the decision	10. Is the request approved?		Program Manager / Director of Studies ELP Education Services Officer
	IF YES	IF NO	
	11. Sign the Indemnity Form for the Site Visits/ Excursions and note any comments if required.	<p>12. The Program Manager, Director of Studies ELP or the Dean of Studies may deny the request if they find any potential risks or if they consider it not to be in the best interest of the students. If the site visit/excursion is not approved, note the reasons on the Indemnity Form and explain the reasons to the teacher/academic in charge.</p> <p>13. Send the form to the Education Services Officer to the Dean of Studies who will keep all Indemnity Forms for a minimum of 7 years from the date of the rejection.</p>	
Download certificates of currency	14. Does the receiving organisation require a Certificate of Currency (public liability and/or personal accident)?		Program Manager / Director of Studies ELP
	IF YES	IF NO	
	15. Request a copy of the Certificates of Currency (public liability and/or personal accident) to the Governance department.	End of procedure	

<p>Organise documents for the visit/ excursion</p>	<p>16. Inform the teacher/academic in charge that the site visit/excursion has been approved.</p> <p>17. Give one copy of the 'Consent Form' to teachers/academics (two copies to English teachers) and include the Certificates of Currency (public liability and/or personal accident) if applicable.</p> <p>18. Send the original form to the Executive Services Officer to the Dean of Studies who will keep all Indemnity Forms for a minimum of 7 years from the date of the site visit/excursion. Documents will be retained for longer if an incident occurs.</p>	<p>Program Manager / Director of Studies ELP</p>
<p>Coordinate visit/excursion</p>	<p>19. Present documents to the contact person at the receiving organisation to guarantee authorisation for entry, if applicable.</p> <p>The day of the visit:</p> <p>20. Remind students about the purpose of the site visit/excursion and the behaviour expected of them while there.</p> <p>21. Use the copy of the "Consent Form" to call attendance and verify all students are present.</p> <p>22. In cases where fees are payable by UTS College, collect the invoice or confirmation of attendance generated by the organisation and hand it to the Program Manager, Director of Studies ELP after the event to approve payment.</p>	<p>Teacher/ Academic</p>

Report incidents	24. Did any accident/incident occur going to, during or after the site visit/excursion?		Teacher/ Academic
	IF YES	IF NO	
	25. Act as necessary to guarantee the health and well-being of persons involved. 26. Report the accident/incident to the Student Centre as soon as possible. 27. Upon your return to UTS College, complete the Accident/ Incident Report Form with all the details of the accident/incident and copy the relevant Program Manager or Director of Studies ELP 28. Send the completed Accident/Incident Report Form to: <ul style="list-style-type: none"> a) People adviser in case of staff injury, or b) Governance department in any other case. End of procedure	End of procedure	

DEFINITIONS

Site visits/excursions	<p>External visits organised for students as part of the usual activities within their study program, i.e. museums, art galleries, theatres, government buildings, parks, outdoor activities, etc.</p> <p>Please note that UTS College does not approve students' participation in any high-risk outdoor activities, including swimming or other water sports.</p>
Fees	<p>Entry fees charged by the site being visited or destination of the excursion.</p> <p>UTS College may cover the fees for academic students but in general, English students will pay for fees involved in their site visits or excursions, as they are often related to sightseeing or recreational activities.</p>
Personal Property	<p>Personal property of students or staff is not covered by insurance at any time. Students and staff must look after their own belongings.</p>
Insurance Cover	<p>UTS College, through UTS, has insurance cover for academic activities including site visits/excursions approved by the relevant Program Manager or ELT Manager.</p> <p>The Public Liability Policy covers the negligent actions of an enrolled student which may cause either injury to others or damage to property owned by others.</p>
Indemnity Forms	<p>The Indemnity Form for Site Visits/Excursions (completed by the staff in charge of the event) does not limit the obligations/liabilities of the receiving organisation, nor does it increase UTS College's liabilities/obligations.</p> <p>The "Indemnity Forms" may be required in the event of litigation, and they should be retained for seven years. Importantly these records should be obtained PRIOR to the activity.</p>

SUPPORTING DOCUMENTS

- Indemnity Form for Site Visits/Excursions
- Site Visit/Excursion Permission for Under 18
- Certificates of Currency (public liability and personal accident)
- Accident/ Incident Report Form
- Critical Incident Policy and Procedure

ADMIN USE ONLY

APPROVAL	
Signature:	<i>Executed on original</i>
Name:	Sally Payne, Dean of Studies Date: 13/02/2023
Policy Title:	Site Visits / Excursions Procedure
Policy Owner:	Dean of Studies
Policy ID:	PROC/EDUC/01/23
Effective Date:	February 2023