



High School Excursion Management Plan

1. Excursion Details

Item	Details
Excursion Title	Australian Agricultural Centre – High School Programs
Program Type (tick all that apply)	<input type="checkbox"/> AgVet <input type="checkbox"/> Wool Harvesting <input type="checkbox"/> Animal Handling <input type="checkbox"/> AgTech <input type="checkbox"/> Drones <input type="checkbox"/> Welding <input type="checkbox"/> Work Placement / Industry Exposure
Location	Australian Agricultural Centre and/or approved host worksites
Dates
School
Year Group(s)
Number of Students
Teacher in Charge
AAC Program Coordinator	Jo Marshall

2. Educational Purpose of the Excursion

This excursion supports curriculum outcomes and career pathway exploration by providing students with hands-on exposure to agricultural industries, Ag-STEM careers, vocational skills and workplace environments. Programs are designed to align with curriculum, VET and work placement requirements while prioritising student safety and wellbeing.



3. Supervision & Child Safety Controls

- Staff-to-student ratios meet or exceed NSW Department of Education guidelines
- At least two adults present where practicable
- All staff and volunteers hold valid **Working With Children Checks**
- Students remain under active supervision at all times
- Clear group allocations and boundaries and communicated

4. Student Medical & Welfare Needs

- Student medical details obtained prior to the excursion
- Individual **Medical Action Plans** followed
- First aid kits are available at all activity locations
- Qualified first aiders present
- Students briefed on safety expectations and behaviour standards

5. Risk Assessment Summary

Risks have been identified and controlled in accordance with:

- WHS Act 2011 (NSW)
- NSW DoE Excursion Policy
- Industry safety standards

Controls follow the **Hierarchy of Controls**.

6. Identified Risks & Control Measures

A. General Risks (All Programs)

Risk	Controls
Slips, trips and falls	Safety briefing, suitable footwear, marked pathways
Weather exposure	Program modified, protective clothing required
Fatigue	Regular breaks, hydration
Behaviour issues	Student Code of Conduct enforced



B. Program-Specific Risks

AgVet / Animal Handling

- Low-stress animal handling only
- Trained supervision
- PPE worn
- No unsupervised animal contact

Wool Harvesting

- Observation-first approach
- Equipment operated by experienced staff
- Gloves and safety footwear are required

AgTech

- Tagged and tested equipment
- Supervised use only

Drones

- CASA-compliant operations
- Flights conducted by trained operators
- Students positioned outside exclusion zones

Welding

- PPE mandatory (helmets, gloves, protective clothing)
- Fire safety equipment on-site
- One-on-one supervision is required

Work Placement

- Host workplace risk assessment completed
- Students are restricted from high-risk tasks
- Clear supervision arrangements in place

7. Transport Arrangements

- Transport organised and approved by the school
- Boarding and unloading are supervised
- Farm traffic is managed through designated walkways
- No students permitted to drive vehicles or machinery

8. Emergency Procedures

- Emergency contacts carried by supervising staff
- AAC Emergency Management Plan in place
- Emergency Quick Guide provided to staff
- Evacuation routes and assembly areas identified
- Incident reporting procedures followed



9. Communication Plan

- Mobile phones carried by supervising staff
- Emergency communication via AAC Program Coordinator
- Parents contacted through school protocols
- Media enquiries managed by AAC management only

10. Child Protection

- All AAC staff and volunteers comply with Child Safe Standards
- No one-on-one unsupervised interactions
- Clear reporting pathways for concerns
- Students are supported in culturally safe and respectful environments

11. Student Behaviour Management

- School Code of Conduct applies
- Unsafe behaviour results in removal from the activity
- Zero tolerance for bullying, harassment or unsafe conduct

12. Insurance & Compliance

- AAC holds appropriate public liability insurance
- Activities comply with WHS and industry standards
- Notifiable incidents reported to SafeWork NSW where required

13. Approval & Sign-off

Prepared by: Jo Marshall

Position: CEO

Date: _____

Approved by Principal: _____

Signature: _____

Date: _____

14. Review

This EMP will be reviewed:

- Prior to each excursion
- Following any incident
- When program or site conditions change