

## Planning summary

The following planning summary provides an overview of four issues that should be considered before undertaking detailed planning of an outdoor or adventure-based program. This summary is most useful when used in the initial stages of planning for the proposed activity or program, and before bookings are made and dates are confirmed. It can also be applied as a final check before the program commences.

It is strongly recommended that you obtain the support of your principal for the proposed program before undertaking detailed planning.

### **Purpose**

You will need to explain the educational benefits that your students will gain, and how they relate to your school's curriculum.

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### **Environment**

The environment in which an activity is conducted is one of the most dynamic elements of the excursion. You will need to assess the opportunities and challenges that are reasonably foreseeable in the environment in which you will be operating.

You will need to consider how to manage the impact your program will have on the environment. You will need to contact land managers/owners, well in advance, to check for usage requirements or constraints.

Transport arrangements should comply with the [School Policy and Advisory Guide - Transporting Students](#) and [VicRoads regulations](#).

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### **Activities**

The activities undertaken as part of your program should support the educational purpose.

You will need to follow the specific guidelines for any activity you will be offering students, and to carefully develop detailed risk management plans.

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### **People**

Your students must have the capacity to manage the range of challenges that your proposed experience may present. You will need to prepare them adequately, and provide information that will allow for informed consent to be provided.

Ultimately it is the staff responsible for the planning, instruction and supervision of students who will contribute to the learning and wellbeing of students.

You must be able to supply a safe and effective supervision and instruction framework.

The school council must give formal approval for your detailed plans.

Prior to departure, prepared documentation that might assist with emergency management must be lodged with the Principal and the designated 24-hour school contact person.

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