FV-13 | School Excursion and Incursion Policy

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

School bookings, school staff, Fishcare staff and volunteers.

Purpose

Provide safe, inclusive fishing education with clear responsibilities agreed between Fishcare and the school before delivery. Fishcare and the school retain their respective legal duties; neither can disclaim all responsibility through a booking condition.

Planning and risk management

The school completes its required excursion/incursion approvals, consent, medical and supervision arrangements. Fishcare completes its own site and activity risk assessment and shares relevant hazards and controls with the teacher-in-charge. Agree the site, participant numbers and needs, learning activities, weather contingency, first aid, emergency access, toilet arrangements, accessibility, safeguarding and how the group will be supervised.

Do not permit students to enter the water. Select safe land-based positions, appropriate casting zones and equipment. Use the Working Around Water, Inclement Weather and Knife Use policies. Check fishing licence requirements and any applicable education exemption rather than assuming all school activities are exempt.

Supervision and behaviour

The school's supervisory team accompanies students throughout and remains responsible for its agreed student supervision, behaviour, medical and attendance duties. Fishcare staff and volunteers lead instruction, monitor safety within their roles and intervene to protect a child; they do not replace the school's required supervisory team. Agree adequate staffing based on age, needs, activity and location; there is no single ratio established by this policy.

Brief everyone before starting, identify safe boundaries and adults, maintain headcounts and a clear handover procedure. Do not isolate children or provide unplanned intimate care or private transport. Arrange support needs with the school and carers beforehand. Protect each child's dignity and right to stop participating.

If supervision, behaviour, weather or other controls are inadequate, pause and ask the teacher-in-charge to address the issue. Modify or conclude the session if safe

controls cannot be restored. Review future bookings fairly based on safety, not a child's disability or other protected attribute.

Screening, consent and safeguarding

Verify Fishcare workers' clearance or documented exemption under the Working with Children Policy and ensure induction and suitable supervision. Image consent is separate from activity consent; obtain school/parent permissions as applicable and the child's assent. The school must tell Fishcare about restrictions without sharing unnecessary sensitive information.

Any adult who hears or observes a child safety concern follows the Child Safe Reporting Policy; informing the teacher does not replace Fishcare's own reporting duties. Call 000 for immediate danger. Record incidents, decisions and partner communications securely and review controls together after delivery.

Activity staffing cross-reference

Apply the Hazard Management Policy and Activity Risk Assessment: the 5:1 participant-to-Fishcare-volunteer ratio applies as an organisational maximum for ordinary clinics, with more support where risks or participant needs require it. No lone participant delivery is permitted. Agree teachers' and carers' separate duties; they do not automatically count as assigned Fishcare volunteers.

References and review

Reviewed November 2026.

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards

Worker Screening Act 2020 (Vic); WWC Connect requirements
https://www.vic.gov.au/working-children-connect

Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004