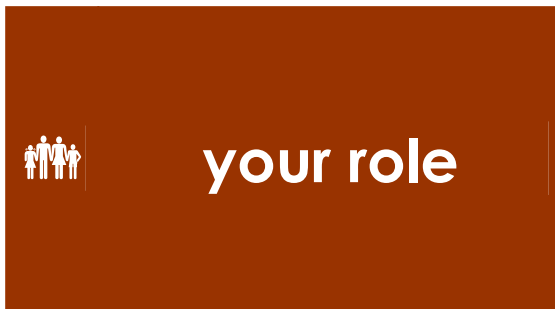


Safety Guidelines for Education Outdoors – User Guide

www.education.vic.gov.au/management/schooloperations/eduoutdoors



People

- [Teacher](#)
- [Principal](#)
- [School councillor](#)
- [External provider](#)

- ✓ Understand the responsibilities of your role
- ✓ Read and complete the checklist relevant to your role



Planning

- ✓ Review the webpages that support the planning process:
 - [Planning summary](#)
 - [Planning questions](#)
- ✓ Ensure you document the planning process.



Approval Process

- ✓ Complete the approval proforma. This **must** be submitted for all programs which require school council approval.

(The submission must be approved by the school council prior to the excursion commencing.)



Risk Management

- ✓ Read the step-by-step guide to risk assessment
- ✓ Document your risk management plan and submit it with the submission for school council approval. (Templates can be downloaded from the site or you can choose to use your own format.)



Adventure activities

- ✓ Where adventure activities form part of the program read the relevant adventure activity guidelines included on the site. (If the activity does not have guidelines, apply the recommendations for activities without guidelines.)
- ✓ Ensure that activity instructors read and comply with the relevant activity guidelines



Contact

If you require further support contact the Community and Stakeholder Relations Branch or the Victorian Outdoor Education Association.