EXCURSION RISK MANAGEMENT PLAN

Under 18 Short-Term Study Tours and Summer Camp Programs

1. Purpose

The purpose of this Excursion Risk Management Plan is to establish a structured framework for The Lan-Grove Office Training Centre Pty Ltd, trading as The Sydney Business and Travel Academy, SBTA Culinary Institute, SBTA Community Care and The Sydney English Language Academy (collectively referred to as "The Academy"), to identify, assess and manage risks associated with excursions involving students under 18 participating in short-term study tours and Junior Programs.

The Academy recognises that excursions outside the classroom environment present increased exposure to environmental, behavioural and logistical risks. This plan ensures that all reasonable steps are taken to protect students from foreseeable harm in accordance with duty of care obligations under Queensland and New South Wales legislation.

This plan applies to all excursions conducted in:

- Brisbane
- Gold Coast
- Sydney

2. Legal and Duty of Care Framework

The Academy owes a common law duty of care to take reasonable precautions to protect students from foreseeable harm while they are participating in Academy-organised activities.

When conducting excursions in Queensland and New South Wales, the Academy operates within the framework of:

- Queensland Work Health and Safety Act 2011
- NSW Work Health and Safety Act 2011
- Child protection legislation in QLD and NSW
- General negligence principles under Australian law

The standard applied is one of reasonable supervision and risk management in the circumstances, taking into account the age of students, location, activity type and environmental conditions.

3. Scope

This plan applies to all excursions conducted as part of short-term study tours and summer camps involving students aged 12–17, including but not limited to:

- City orientation tours
- Cultural and historical site visits
- Tourist attractions
- Recreational facilities
- Shopping centres
- Restaurants and dining venues
- Public transport travel
- Evening supervised activities

This plan applies to all Academy staff, contractors and approved group leaders responsible for supervising minors.

4. Risk Management Process

All excursions must follow a documented risk management process prior to approval.

Step 1 – Hazard Identification

The Program Coordinator and supervising staff must identify foreseeable hazards associated with the activity and location. These may include traffic exposure, crowd density, weather conditions, terrain, water proximity, transport complexity or behavioural factors.

Step 2 – Risk Assessment

Each identified hazard must be assessed in terms of likelihood and consequence. Particular consideration must be given to:

- Age and maturity of students
- English language proficiency
- First-time travel experience
- Medical conditions
- Time of day (including evening activities)

Step 3 – Risk Control Measures

Control measures must be identified and implemented to eliminate or minimise risk. Controls may include increased supervision ratios, restricted movement zones, buddy systems, structured meeting points, enhanced communication procedures or cancellation of the activity if risks cannot be adequately mitigated.

Step 4 – Monitoring During Excursion

Risk controls must be actively monitored during the excursion. Supervisors must remain vigilant and responsive to changing circumstances such as weather changes, crowd surges or behavioural concerns.

No excursion may proceed without documented approval from the Program Coordinator.

5. Pre-Excursion Planning Requirements

Before departure, the following requirements must be satisfied:

- A written risk assessment form must be completed and retained
- Supervision allocation must be confirmed in writing
- Emergency contact list must be prepared
- Student medical information must be accessible
- At least one supervisor must hold current First Aid certification
- Transport logistics must be reviewed and confirmed
- Weather conditions must be checked

Students must receive a structured pre-excursion safety briefing covering behavioural expectations, emergency procedures and designated meeting points.

6. Supervision Controls During Excursions

Supervision must be active, continuous and structured.

Supervisors must:

- Position themselves strategically within the group
- Maintain visual oversight of students
- Conduct head counts at departure, arrival and transition points
- Enforce buddy system requirements
- Monitor student behaviour and intervene early where required

Students are not permitted to separate from the group unless under direct supervision and with explicit approval.

In high-density environments such as CBD areas, major tourist attractions or public transport hubs, supervisors must reduce roaming range and maintain tighter formation.

7. Transport Risk Management

When public or chartered transport is used:

- Head counts must occur before boarding and after disembarking
- Supervisors must supervise boarding and exiting
- Students must remain within designated areas
- Students must not move between train carriages or vehicles unsupervised
- Clear meeting procedures must be established in case of separation

Private vehicle transport is not permitted unless specifically approved and covered by insurance and clearance requirements.

8. Health and Medical Risk Management

Prior to excursions, supervisors must review:

- Known allergies
- Medical conditions
- Medication requirements
- Emergency contact details

Students requiring medication must either carry it personally (where appropriate) or it must be held by a designated supervisor.

In the event of a medical emergency:

- Emergency services must be contacted immediately (000)
- First aid must be administered
- The Program Coordinator must be notified
- Parents or guardians must be contacted as soon as practicable

All medical incidents must be documented.

9. Missing Student Procedure During Excursions

If a student under 18 cannot be accounted for, supervising staff must take immediate action:

1. Conduct an immediate head count and confirm the student's last known location.
2. Notify the Program Coordinator immediately.
3. Check the immediate vicinity and attempt to contact the student directly, while maintaining adequate supervision of all remaining students.
4. Contact relevant venue staff, transport operators or other responsible adults where appropriate.
5. Contact Police immediately where there are concerns for the student's safety or welfare. There is no mandatory waiting period before reporting a missing child.
6. Notify the Chief Executive Officer and the student's parent/legal guardian promptly, taking into account any instructions from Police.
7. Continue coordinating appropriate protective and search arrangements until the student is located and their welfare is confirmed.
8. Record all actions, communications and outcomes in an Incident Report.

Internal searches and notifications must not delay urgent Police assistance.

10. Behavioural Risk Management

Students must comply with Academy behavioural expectations during excursions.

Where a student:
- Engages in unsafe behaviour
- Refuses supervision instructions
- Attempts to abscond
- Poses risk to others

Supervision levels must be increased and the Program Coordinator must be notified immediately.

The Program Coordinator must promptly notify the student's parent/legal guardian of serious behavioural concerns, where appropriate, and arrange any necessary additional supervision or safeguarding measures.

11. Post-Excursion Review

After each excursion, supervising staff must:
- Report any incidents or near misses
- Identify any weaknesses in risk controls
- Recommend improvements for future activities

Where a serious incident occurs, a formal review must be conducted by the Program Coordinator and Chief Executive Officer.

12. Documentation and Record Keeping

The Academy must retain the following records for each excursion:
- Completed risk assessment form
- Supervisor allocation documentation
- Attendance and head count logs
- Incident reports
- Parental consent documentation

These records demonstrate compliance with duty of care and risk management obligations.

13. Policy Review

This plan will be reviewed annually or earlier if:
- A critical incident occurs
- Legislative changes occur
- A risk review identifies deficiencies

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Title: Chief Executive officer

Signature: *Jane Koch*

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Version Control Table

Version No.	Author	Date developed/ updated	Approved by:	Effective date	Summary of changes
1.0	Jane Koch, CEO	13/05/2026	Marcela Haddad, PEO	13/05/2026	Initial creation
1.1	Jane Koch, CEO	26/10/2026	Marcela Haddad, PEO	26/10/2026	Minor corrections and formatting change

UNDER 18 STUDY TOUR RISK MANAGEMENT MATRIX

RISK MANAGEMENT MATRIX

This Risk Register provides specific guidance on relevant issues that may arise in relation to our course delivery program in Australia.

Risk Level	Meaning	Common Colour
Low (L)	Acceptable risk, monitor only	Green
Medium (M)	Manage actively, monitor closely	Amber/Yellow
High (H)	Significant risk, urgent action	Red

Risk Ref.	Risk	Description/Comments Describe risk	Inherent Risk			Risk Treatment How will you manage this risk to reduce SBTA/SELA's exposure?	Responsibility
			Likelihood	Consequence	Risk Level		
Operational Risks							
1	Inadequate supervision	Students separated from group or unsupervised during class or excursions.	**M**	**H**	4	• Minimum supervision ratio 1:10–15 • Attendance checks throughout day • Group movement procedures • Dedicated Junior Zone classrooms • Escort between activities	Program Coordinator / Teaching Staff / Group Leaders
Health and Safety Risks							
2	Excursion incidents	Unsupervised contact between minors and adult learners.	**M**	**H**	4	• Separate junior classrooms • Controlled break areas • Staff monitoring during transitions • Student behaviour expectations communicated	Campus Management / Teaching Staff
	Excursion incidents	Student lost, transport accident, environmental hazards.	**M**	**H**	4	• Pre-excursion risk assessment • Head counts before/after transport • Clearly defined meeting points	Program Coordinator / Group Leaders

Risk Ref.	Risk	Description/Comments Describe risk	Inherent Risk			Risk Treatment How will you manage this risk to reduce SBTA/SELA's exposure?	Responsibility
			Likelihood	Consequence	Risk Level		
						• Emergency contact procedures • Low-risk activities only for junior groups	
Medical incidents or injuries							
	Illness, allergic reaction or injury.		**M**	**H**	**4**	• Medical consent forms collected • First aid trained staff available • Emergency contact details accessible • Incident reporting procedures followed	All staff
Child Safety Risks							
	Safeguarding concerns	Inappropriate interaction or child safety incident	**L**	**H**	**4**	• Continuous supervision • Staff awareness of child-safe practices • Separate youth learning areas • Immediate reporting procedures	Directors / Program Coordinator / Staff
Behavioural Risks							
	Student misconduct or disruption	Behaviour affecting group safety or program delivery.	**M**	**M**	**3**	• Orientation and behaviour guidelines • Clear consequences communicated • Escalation to group leader and coordinator	Teaching staff / Group Leaders
Emergency & External Risks							
	Emergency events	Fire, evacuation, natural event or critical incident.	**L**	**H**	**4**	• Emergency evacuation briefings • Staff familiar with emergency procedures • Student head count during evacuation • Emergency contact protocols •	All Staff / Directors