

SCHOOL EXCURSIONS POLICY

An Excursion is any student learning activity conducted outside the school site that is organised and supervised by Educator(s) in charge. Excursions provide children with authentic learning experiences that are real, meaningful and deep. Children will be exploring the local environment and community frequently.

Procedures for Excursions:

1. The educator- in- charge must take reasonable steps to foresee the potential for injuries and areas of danger in the itinerary of the excursion and then take those precautions that minimise the risks to excursion participants. (Risk Management) The educator- in- charge needs to fill in an Excursion Management Plan and go through with Senior Educator and Administrator prior to the excursion taking place and giving information to parents.
2. The educator- in- charge must consider:
 - A - supervision requirements
 - B- communication requirements
 - C- emergency response plan

A – Supervision:

- Each excursion must have a educator- in- charge
- Each excursion must have an appropriate number of supervisory staff with at least 2 staff for any size group
- Educators are responsible for student safety and welfare as part of their Duty of Care. The educator- in- charge must be aware that teaching staff cannot delegate their primary responsibility for the safety and welfare of students to adults who are not educators.
- Adults who are not educators but who possess the appropriate competencies/qualifications can be used as supervisors who act under the direction of the educator(s). The roles of the supervisors will be determined by the educator- in- charge.
- Excursions may involve use of services of Government agencies or private companies. In such cases staff must NOT sign indemnities or other documents provided by the agencies or companies absolving them from liability for any negligent acts or omissions.
- The educator- in- charge must be satisfied that the excursion activities do not exceed the capabilities of the students and that the medical condition of each student has been considered.
- The educator- in- charge must ask parents for details of student skills and medical conditions relevant to the excursion and gain their written consent for their son/daughter's participation.
- The educator- in- charge must ensure that arrangements for the safe transportation of excursion participants have been made. (Refer and adhere to Transport to Excursions Policy)

- Parents are responsible for transporting their own children on school excursions, or organising their transportation if they are personally unable to transport them, where commercial transportation has not been organised by the Educator-in-charge.

B- Communication Requirements:

- Before an excursion the educator in charge must ensure that all supervisors and students are aware of their responsibilities and have received instruction regarding their roles and the Emergency Response Plan.
- Parent consent and student health details are required for each student participating in an excursion. (Excursion Consent Form used)
- Parents must be given information related to any proposed excursion. (Excursion Information Form used)
- Copies of forms of all participating students must remain with the school.
- Parents must be reminded to provide information about any changes to their child's health or fitness prior to the commencement of an excursion.
- An emergency signal (whistle blown 3 times) must be selected and explained to all participants, and responses to it rehearsed both before and immediately prior to commencement of the excursion.

C-Emergency Response Plan

- The educator in charge must devise a suitable emergency response plan that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.
- The educator in charge must make sure that emergency equipment is easily accessible eg, mobile phone, whistle, first aid kit.
- The educator in charge is to ensure that the emergency procedures, including emergency signals, are clearly understood by all students and supervisors.
- The educator in charge is to ensure that a copy of student contact details are taken on the excursion as well as a copy left at school.
- The educator in charge is to ensure that they have phone numbers of nearest hospital and emergency services.

WATER BASED EXCURSIONS

Responsibility for the welfare and safety of students lies with the teaching staff at all times while the students are in their care during aquatic activities. While instructors and/or assisting adults may also be involved in the activity, this duty of care remains with the teacher and can not be passed on to others.

The duty of care provided by the educator-in-charge of the aquatic activity extends to the following:

- Student capabilities
- Qualifications of adults involved
- Adult/student ratio
- Assessing the risk
- Establishing guidelines for the activity

STUDENTS CAPABILITIES

The educator-in-charge needs to refer to the “**Water Safety Framework**” provided by The Royal Life Saving Society Australia which lists the skills the Society believes are desirable when allowing children to participate in aquatic activities before organising an excursion. The Framework provides **minimum** targets for achievement that are aligned to years of schooling.

Depending on the location of the aquatic activity, the educator in charge must insist that all students involved be able to complete the minimum targets set.

It is also necessary for the educator –in –charge to identify any students with medical or physical conditions before the excursion commences. The inclusion of such children may alter staffing ratios, the location of the excursion, limiting the child’s participation in the excursion to selected activities etc

QUALIFICATIONS

Due to the high-risk nature of the activity, it is essential that at least one adult involved hold current life saving qualifications.

Closed-water activities: (swimming pool, dam, water-hole or inland water body, sheltered river or coastal area with still or slow moving water)

RLSSA BRONZE MEDALLION
SLSWA BRONZE MEDALLION
SLSWA SURF RESCUE CERTIFICATE

Open-water activities: (fast moving or turbulent uncontrolled water environment, surf beach, flowing river or waterway, tidal coastal waters)

SLSWA BRONZE MEDALLION
SLSWA SURF RESCUE CERTIFICATE
RLSSA BRONZE MEDALLION (for flowing river or waterway)

ADULT/STUDENT RATIO

For all water-based activities it is recommended that there should be at least 2 supervisors at all times and that one supervisor will be appropriately qualified.

The ratio of adult to student will depend on many factors, all of which need to be taken into consideration when planning the excursion. The following factors need to be considered by the educator-in-charge when planning the excursion:

- Student’s ability
- Medical or physical conditions of students
- Supervisor’s ability and experience
- Age of students
- Location and type of activity being undertaken
- Weather (allowing for changes during the activity)
- Lifeguards on duty at a public facility are not considered as part of the supervisory team.

The following are guidelines set by the Department of Education of Western Australia for water-based activities.

Closed water

Taking into account the minimum requirement of 2 supervisors, one of whom is a qualified supervisor, the following minimum supervision levels are required:

- One qualified supervisor for every 32 students or part thereof, and
- For every 12 students or part thereof, there will be one supervisor (inclusive of the qualified

Example number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
9	2	1	2
14	2	1	2
26	3	1	3
33	3	2	3
52	5	2	5
73	7	3	7

supervisor)

Open water

Taking into account the minimum requirement for 2 supervisors, one of whom is a qualified supervisor, the following minimum supervision levels are required:

- One qualified supervisor for every 16 students or part thereof, and
- For every 8 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor)

Example of number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
7	2	1	2
12	2	1	2
20	3	2	3
29	4	2	4
35	5	3	5
46	6	3	6

Many popular venues have various levels of lifeguard services, depending on the time of the year.

Lifeguards on duty are not to be considered part of the supervisory team unless they have been engaged formally as an external provider.

ASSESSING THE RISK

Preparation for the aquatic activity is as important as the activity itself. Adequate and thorough preparation is necessary to ensure all safety aspects are covered. The educator-in-charge where possible should visit the area prior to the excursion in order to gain first hand knowledge and carry out the **'Schools Safety Checklist'** developed by the Royal Life Saving Society to measure the level of risk the activity presents to teachers and students. It also measures the level of controls to determine how the risk will be managed. **The educator-in-charge needs to complete this checklist and discuss it with the Senior Educator and Administrator before issuing excursion details to parents and students.**

ESTABLISHING GUIDELINES FOR THE ACTIVITY

It is essential that all participants are aware of all guidelines before an activity commences.

The supervisors should be made aware of their individual supervisory role including where they are to be positioned, which area is theirs when scanning for students and what the safety check systems are eg. Buddy system where swimmers are paired and regularly checked

- Educator/assisting adult to test the area prior to students being allowed to enter;
- Continually evaluate the area for changes eg. Weather conditions, rips etc
- Ensure that the staff member responsible for safety is ready to enter the water;
- Carry out regular roll calls/head counts;
- Ensure the area is in clear view of staff member responsible for safety
- Clearly mark the activity area for all open water activities;
- Describe to students the communication methods to be used eg. Whistle
- Ensure that the emergency plan is able to be executed at all times eg. Mobile phone, flotation devices.

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
2	October 2011	March 2012	Transportation for excursions updated	KM
3	April 2015		Name changes- 'educators' Reference to Transport policy, Forms all added as appendix to policy	KM

Excursion Management Plan

Child Side School

Excursion Title:
Educator in Charge:
Date:

PURPOSE FOR THE EXCURSION
ASSESSING THE RISKS
Environment <ul style="list-style-type: none">• Where are you going?• How have you assessed the suitability of venue (e.g. visit, website, phone call)• For overnight stays what are the accommodation arrangements?• What risks have you identified in the environment?• How will you minimise these risks?• Please add any other information you think necessary
Transport arrangements <ul style="list-style-type: none">• How will the children be transported to, from and during the excursion?• If applicable how have you determined that drivers and vehicles are appropriately licensed?• Please add any other relevant information
Student's Capacity <ul style="list-style-type: none">• Which children are participating in the excursion (attach list)• Which children have identified special needs• What activities will the children be doing?• What specific skills, if any, do the children need to participate safely• Please add any other relevant information
Supervisors <ul style="list-style-type: none">• What specific skills or qualifications if any do supervisors need for this excursion?• Who will be supervising the children? (names and positions e.g. teacher/parent)• How have you ascertained if supervisors have any reasons that might preclude them from working with children (e.g. working with children check, confidential declaration)• Please add any other relevant information

External Providers

- Who is the external provider?
- What are their responsibilities for this excursion?
- How have you ascertained if the external provider has any reasons that might preclude them from working with children (e.g. working with children check, confidential declaration)
- How have you established the competency of the external providers working with children? (e.g. recent experience reported on website, qualifications)
- What level of Public Liability Insurance is held by the external provider?
- Please add any other relevant information

SUPERVISION STRATEGIES

- What is the supervisor to student ration?
- What strategies need to be used to supervise the children?
- For excursions involving overnight stays what is the gender balance between students and supervisors?
- What strategies are in place to limit the potential for allegations of improper conduct against supervisors?
- Please add any other relevant information

IDENTIFICATION OF EXCURSION PARTICIPANTS

- How will children and supervisors be identified during the excursion?

INFORMATION TO PARENTS FOR THEIR CONSENT

- What consent information will be provided to parents for their consent? (complete parent consent form)

COMMUNICATION STRATEGIES

- How will you communicate with all members of the group during this excursion?
- What is the communication strategy in the event of an emergency?
- Please add any other relevant information

EMERGENCY RESPONSE PLANNING

- What is your emergency response plan?
- What provision have you made for children with identified health care needs?
- Which child/supervisor details will you take with you?
- Please add any other relevant information

BRIEFING STUDENTS AND SUPERVISORS

- How will all relevant information be communicated to the students and supervisors? (e.g. roles and responsibilities, standards of acceptable behaviour)

EXCURSION RECORDS

- Where will relevant details of the excursion be retained?

APPROVALS
<ul style="list-style-type: none">• What level of approval is required for this excursion?

CHILD SIDE SCHOOL

CONFIDENTIAL DECLARATION

This form is for persons requiring access to the school who are **not** employees of Child Side School.

Please place a tick in one of the boxes below.

(1)	I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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(2)	I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below. <hr/> <hr/> <hr/>	<input type="checkbox"/>
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I certify that the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: _____
(BLOCK LETTERS PLEASE)

Date: _____

Signature: _____

Company: _____

Address: _____

Telephone: _____

CHILD SIDE SCHOOL

EXCURSION INFORMATION FORM

REASON FOR EXCURION

ACTIVITIES TO BE CONDUCTED

DATE

COST

LOCATION

TRANSPORT ARRANGEMENTS & ROUTE

ITINERARY

Location
School
Venue
School

Arrive

Depart

Student contact arrangements during excursion

Note:

Liability for loss or damage to students property and medical costs incurred in case of accident or illness any costs incurred as a result of accident or illness are parents responsibility. School staff is not responsible for any loss or damage to your child's personal property that may occur during the course of the excursion.

If you are bringing siblings, due to developmental levels of children on excursion you will unfortunately not be able to be counted as a supervisor.

CHILD SIDE SCHOOL
PARENT/GUARDIAN EXCURSION CONSENT FORM

CONSENT FORM FOR EXCURSION
TO BE RETURNED SIGNED TO THE SCHOOL BY:

I am aware that any costs incurred as a result of accident or illness are my responsibility and that school staff are not responsible for any loss or damage to my child's personal property that may occur during the course of the excursion.

I agree to inform the organisers well before the scheduled excursion departure of any change to my child's health and fitness so that appropriate supervision may be arranged. I acknowledge that, should it be considered necessary, school staff will arrange to present my child for medical assessment and treatment.

Information

Home Ph: _____ Work Ph: _____
Mobile: _____ Other: _____

I have read and understood the information regarding the excursion on _____ and give my consent for my child/children: _____

To attend: _____

I give consent for my child/children to be transported in a private vehicle according to the Transport in Private Vehicle Policy

Signature of parent/guardian: _____ date: _____

*The following details have changed from those recorded on my child's medical information form.