

Excursions Policy

Introduction

An Excursion is any children's 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.

Scope and Application

This policy applies to all employees, parents, children, volunteers, practicum students and community members of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- School Education Act 1999
- School Education Regulations 2000
- Working with Children (Criminal Record Checking) Act 2004

Related Policies

- Access to Students Policy and Procedure
- Anti-Discrimination and Harassment Policy
- Asthma Care Policy
- Attempted Child Abduction and Child Abduction Response Procedure
- Anti-Bullying Behaviour Policy
- Child Protection Policy
- Critical and Emergency Incident and Crisis Management Policy
- Code of Conduct Policy
- General Duty of Care Policy
- Employee Injury Management Policy
- Guiding Children's Behaviour Policy
- Protective Behaviours Curriculum Policy
- Risk Management Policy
- School Incursions Procedure
- Sickness and Accident Policy
- Snake Safety Plan
- Staff Code of Conduct Policy
- Sun Protection Policy
- Volunteers Policy and Guidelines for Engaging Volunteers

Policy Statement

Excursions are initiated and organised by Educators at point of need in line with the school's leaving school to learn approach.

The approach incorporates the Big Picture Education Australia BPEA principles and practices where learning is approached as a continuous lifelong process and one that promotes 'education as everyone's business'. It is contextualised to the Child Side approach where our intentional learning culture of personalised learning within a community of learners is developed through intellectual

interactions and collaboratively constructed knowledge and skills. BPEA approach develops personal accountability along with ethical workplace protocols, skills and knowledge that enable learners to operate in the complex 21st Century world. Children experience real-world situations with the WA Curriculum unpacked with learners across all curriculum areas through an integrated approach.

Leaving school to learn activities may be facilitated by a qualified instructor contracted by the school for the duration of the specific activity.

Children's safety and welling is of primary concern on any excursion conducted outside the school site. The attached Appendices including the Procedures for Excursions and Excursion Management Plan are used in conjunction with risk management practices to ensure the health and safety of all, while gaining the maximum learning opportunities the experience can offer.

Appendices

Appendix 1	Procedures for Excursions
Appendix 2	Excursion Management Plan
Appendix 3	Confidential Declaration
Appendix 5	Parent/Guardian Excursion Consent Form

Version Management

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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 is to complete an Excursion Management Plan for approval from Senior Educator and Administrator **4 weeks prior** to the excursion taking place.

On approval the educator-in-charge must ensure the following are in place and valid:

1	Certificate of Currency for Public Liability Insurance – 3 rd party	See Administrator
2	Working With Children Checks	https://workingwithchildren.wa.gov.au/card-validation
3	Qualifications of 3 rd party participants/volunteers	Copies of qualifications for specific activities
4	Communication to Parents	<ul style="list-style-type: none"> - Excursion Consent Form and information issued to parents 2 weeks prior - Notice on whiteboard one week prior to excursion - Notice on facebook and communication app one week prior

2. The educator- in- charge must consider:

- A - supervision requirements
- B - communication requirements
- C - emergency response plan
- D - cultural understanding

A – Supervision

- Each excursion must have an educator- in- charge
- Each excursion must have an appropriate number of supervisory staff with at least 2 supervisors for any size group
- Educators are responsible for children 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 children 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 children 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 Transportation 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 children 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 children 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 and all adult representatives of Child Side School wear the Emergency Response/Authorised Representative lanyard.
- The educator in charge is to ensure that the emergency procedures, including emergency signals, are clearly understood by all children and supervisors.
- The educator is aware of current health and medical management plans of children attending the excursion.
- The educator in charge is to ensure that a copy of parent 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.

D-Cultural Understanding

From the perspective of cultural understanding and respect, when planning an excursion, consider the following:

- whether or not it is appropriate to acknowledge the traditional lands being visited; and
- is the site culturally significant to Aboriginal people, and does this mean Aboriginal students may not be able to visit dependent on gender or if they have gone through lore.

WATER BASED EXCURSIONS

Responsibility for the welfare and safety of children lies with the teaching staff at all times while the children 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:

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

CHILDRENS 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 children involved be able to complete the minimum targets set.

It is also necessary for the educator –in –charge to identify any children 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 children
- Supervisor's ability and experience
- Age of children
- 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 children or part thereof, and
- For every 12 children or part thereof, there will be one supervisor (inclusive of the qualified

Example number of children	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 children or part thereof, and
- For every 8 children or part thereof, there will be one supervisor (inclusive of the qualified supervisor)

Example of number of children	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 children. 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 children.**

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 children 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 children 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 children 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.

Excursion Management Plan

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 hiring a bus the bus company must provide certificate of currency for public liability insurance. 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 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

<p>External Providers</p> <ul style="list-style-type: none"> • 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
<p>SUPERVISION STRATEGIES</p> <ul style="list-style-type: none"> • What is the supervisor to student ratio? • What strategies need to be used to supervise the children? • For excursions involving overnight stays what is the gender balance between children and supervisors? • What strategies are in place to limit the potential for allegations of improper conduct against supervisors? • Please add any other relevant information
<p>IDENTIFICATION OF EXCURSION PARTICIPANTS</p> <ul style="list-style-type: none"> • How will children and supervisors be identified during the excursion?
<p>INFORMATION TO PARENTS FOR THEIR CONSENT</p> <ul style="list-style-type: none"> • What consent information will be provided to parents for their consent? (complete parent consent form)
<p>COMMUNICATION STRATEGIES</p> <ul style="list-style-type: none"> • 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
<p>EMERGENCY RESPONSE PLANNING</p> <ul style="list-style-type: none"> • 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
<p>BRIEFING CHILDREN AND SUPERVISORS</p> <ul style="list-style-type: none"> • How will all relevant information be communicated to the children and supervisors? (e.g. roles and responsibilities, standards of acceptable behaviour)
<p>EXCURSION RECORDS</p> <ul style="list-style-type: none"> • 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? CO-PRINCIPALS

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"/>
(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"/>

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 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.