



EXCURSION POLICY



The Karuah Public School Excursion Policy provides guidelines and procedures regarding the implementation and organisation of school excursions that enhance and support classroom studies.

Rationale:

Excursions are designed to support and add to the educational experiences students are offered. They are additional to the educational programs set down for the students at our school. Students benefit through the things they see, do and learn as well as benefit from the social skills that are experienced, including travelling together in a large group, working together in groups, sometimes eating in formal settings and on overnight excursions, sleeping away from home.

Aims:

The aim of this document is to provide information on the process of planning and organising an excursion at Karuah Public School and includes samples of the wording needed to create an information form and permission slip for use with a range of excursions. Depending on the nature and specific activities of each excursion, further advice and details may need to be included.

Implementation:

Organising teachers must first consult with the Principal during the planning stage. All excursions must have the approval of the Principal. Participating staff members must accept responsibility for the students in their care for the duration of the excursion. Organising teachers must complete the appropriate documentation.

Inclusion:

Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate. If a student has been displaying at-risk behavior in school then an individual risk assessment will be devised to ensure the safety of all parties, including the student, peers, teachers, support teachers and additional staff. The excursion co-ordinator or student's classroom teacher will consult with the parents/caregivers of the student and will decide whether the student should participate and/or the parent/caregiver also attend. Please note the department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.

A risk assessment must be conducted and developed before seeking approval for any excursion.

Parents must be informed of details of the excursion, including details of the planned activities, their educational value, method of transport and the level of supervision. Signed consent forms must be obtained from parents. The use of public transport will be accessed wherever possible. Seatbelts will be used where available on buses. Private transport may be used for small groups (Refer section 16.7, Issue 8 of the School Manual on Financial Management). A specific permission note is included in the appendix. Students will generally wear full school uniform and behave in a manner that reflects positively on Karuah Public School. If full school uniform is not required, the appropriate dress code will be advised on the information note.

Supervision:

The number of teachers to accompany the students for each excursion is to be determined by the principal. Numbers will not exceed current staffing ratios.

Teachers have ultimate responsibility for supervision and cannot delegate duty of care to parents, volunteers or employees from external organisations. Parent volunteers must complete the working with children check (WWCC.)

Accommodation on overnight excursions must ensure that no staff member is placed in a position where there is potential for allegations of improper conduct to be made.

Excursions involving swimming and or overnight stays must be accompanied by a member of staff, who possesses current training in CPR and Emergency Care. Parents must be asked to indicate the swimming ability of their children, when consenting to swimming activities.

Current medical information must be requested for students attending overnight excursions. Health care plans need to be discussed and developed for students with health care needs. Collection of personal information will be consistent with *Privacy and Personal Information Protection Act*.

Child Protection obligations to report suspected risk of harm for children and young people applies to all stages of an excursion, as it does in schools.

Students may only participate in activities as scheduled. No alternative activities can be included where parental approval would normally have been necessary.

Documentation:

All documentation must be provided to the principal prior to advising parents of excursion details. All documentation will be stored by the office and a placed copy on the shared faulty drive. In the event of an injury or third party or property damage during the course of an excursion all records relating to this will be retained.

- Risk Assessment
- Excursion Checklist
- Permission note
- Advice to parents / caregivers

Costs:

Costs will be kept to a minimum. Excursions will generally be cost neutral to the school. Families experiencing financial hardship will be offered support through the use of Student Assistance funds. Overnight excursions will be advised as far ahead as possible, with the opportunity to pay off the excursion using “a lay by” system.

A strict cut-off date will be adhered to. This will be well known through notes by the parents/caregivers.

School Organisation:

It is important to ensure that school routines run smoothly in a supervising teacher’s absence. Teachers will need to alert executive to any needs to changes in routines - this may involve swapping duties, advising Principal regarding duties, catering for the needs of students not attending, advising the Principal of RFF implications.

Composite Classes:

If a student is in a composite class they will attend the excursion appropriate for their grade. The school will endeavor to assist the class teacher to accompany each grade excursion, if at all possible. In special circumstances it will be appropriate for the whole class to attend the same excursion.

Parent Selection:

The teachers and the principal are responsible for all decisions regarding the organisation of the excursion. Teachers choose the supervision team to accompany the excursion. This decision is made by

considering the departmental requirements in regards to student/teacher ratios. Such issues as gender, expertise level of parents, special needs of student, etc. will also be considered. Generally, the number of parents attending will be limited to only the number required to ensure levels of staffing set out by the department. Parents are required to attend the school's parent volunteer workshop prior to the excursion.

Student Behaviour:

Excursions are an additional activity and as such are a privilege. In line with our Student Wellbeing policy students who disobey the school rules and cause difficulties whilst at school need to be able to prove they are suitable to be taken on any activity outside of the school. If a child disobeys a teacher or is causing problems whilst on an excursion this can affect the excursion for several or all children and indeed can result in the safety of others being jeopardised.

If a child has shown that there may be cause for concern, the following procedures will be followed:

1. The class teacher has an interview with the parents/carers about the concerns regarding the child's behaviour and their possible exclusion from the excursion.
2. If inappropriate behaviour continues the class teacher obtains a formal warning to send home to the parent/guardian.
3. If the child's behaviour doesn't improve, the class teacher discusses the continued misbehaviour with the supervisor and the Principal (at least two weeks in advance for a major excursion and one week in advance for a minor excursion). A letter is posted home informing the parent/guardian that the child will not be permitted to participate in the excursion.

Special Education Students:

Students with special educational needs are encouraged to attend all excursion appropriate to their age. Relevant planning will need to be made to best support the students needs. Each student will be considered as an individual case

Evaluation:

This policy will be reviewed annually by the Excursion coordinator in consultation with supervisors and school principal.

These processes will be evaluated after a 12 months of implementation.

Appendix 1: Excursion Flow Chart

Appendix 2: Application for Approval and mandatory excursion checklist

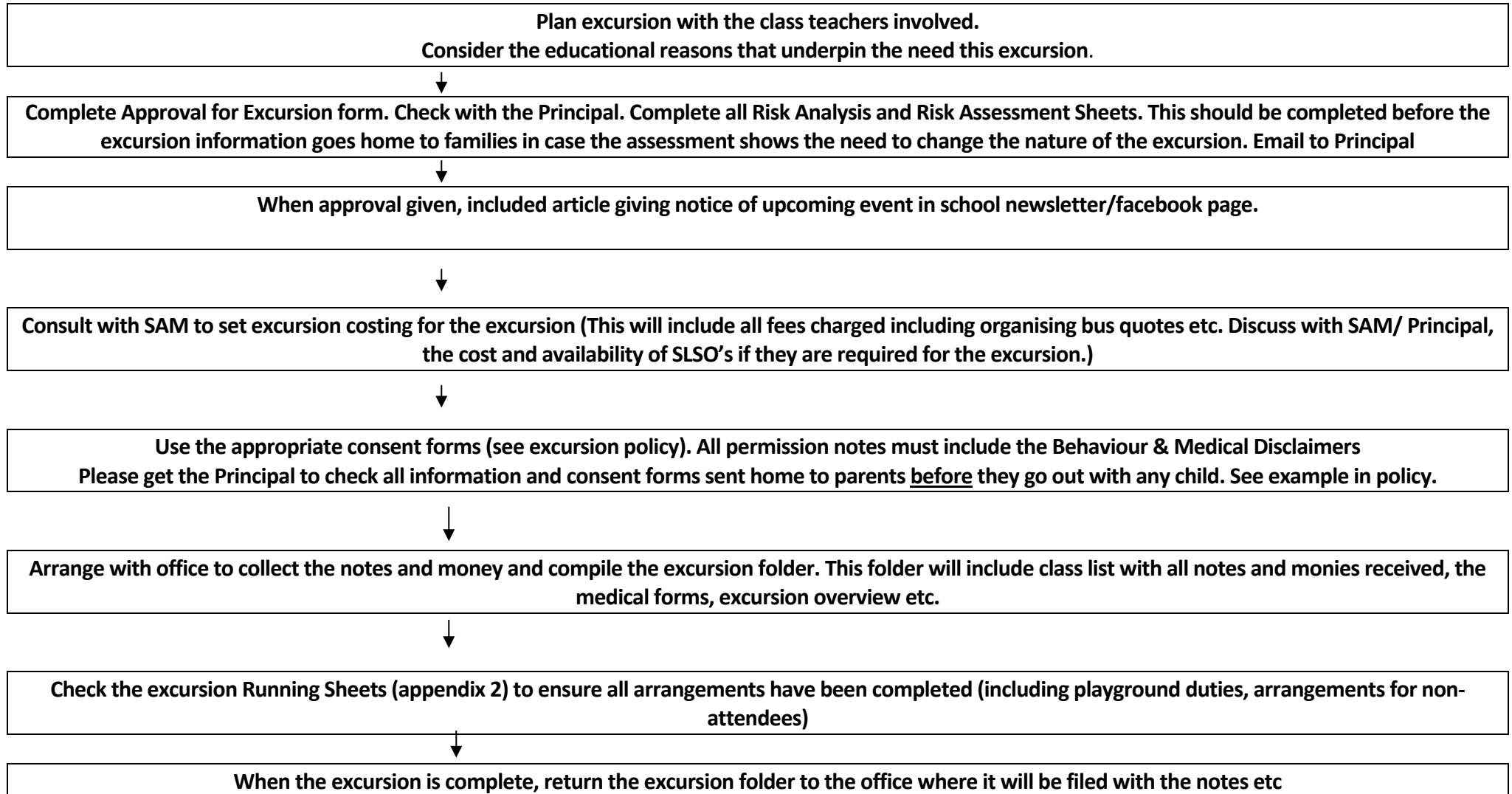
Appendix 3: Excursion Risk Assessment Plan

Appendix 4: Permission note proforma and mandatory medical note

Appendix 1

Excursion Flow Chart

Please follow the flow chart below when you are planning an excursion. All excursions should be considered in this context including sport activities and swimming schools.



Appendix 2



Karuah Public School Application for approval of excursion

To be completed by Organising Teacher at least 2 days prior to excursion

Organising Teacher		<p style="text-align: center;"><i>Have you arranged</i></p> <ol style="list-style-type: none"> 1. SLSO support with SLSO Supervisor 2. Playground Duty 3. Permission notes 4. Newsletter notification 5. Included on Sentral 6. Arranged medication + first aid kit 7. Booked Bus 8. Advised Parent helpers / scripture teachers 9. Names of attending students – copy to office 10. Names of students not attending – copy to office 11. Arrangements and work for non-attenders
Classes Involved		
Excursion to		
Date of excursion		
Departure from School (time) Return to School (time)		
Minimum number of students		
Maximum number of students		
Names of Teachers		
Number / Names of SLSOs		
Number of Parents		
Costing of Excursion Transport Entry Other Add on costs Final Cost per Student Final cost per Adult	\$ \$	
Signed By SAM		
Copy of permission & information letter		
Risk Management Plan completed		
Authorised by Principal	<i>Signature</i>	

Appendix 3

Karuah Public School Excursion Risk Assessment Plan

Description and location of excursion

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When

*Venue and safety information reviewed and attached: **Yes / No***
Plan prepared by:

Date: Prepared in consultation with:

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

Hazard Identification

The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses.

Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue

Venue – Consider aspects of the excursion venue that may present a hazard such as location near water, cliffs, crowds, slippery floors

Excursion Program Activity – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing

Equipment – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue

Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or

Risk Assessment

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious?			
	very likely	likely	unlikely	very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

storms, the nature of the terrain, plants and animals

People – Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities

Accommodation – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues

Other – Consider other hazards related to specific excursions.

Severity – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.

Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

Legend

1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.

3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk

5 and 6 Low risk; manage by routine procedures.

Elimination or Control Measures

Hierarchy of Controls

Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.

Eliminate the hazard: Remove the hazard. Change the activity or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.

Substitute the hazard: Replace the activity, material, or equipment with a less hazardous one e.g. choose an easier bushwalk.

Isolate the hazard: Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.

Use engineering controls: Consider hiring coaches with seatbelts and ensure these are worn if available

Use administrative controls: Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.

Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.

Risk management process

The purpose of excursion risk management is to make excursions as safe as possible. Risk management processes are used to identify hazards, assess and then eliminate or control risks associated with excursions.

The degree of planning required is influenced by the nature of the excursion, the level of risk and the student group. For excursions that have previously been planned and conducted, previous risk management plans may be reviewed and reused.

To support schools, a [database of venue and safety information](#) from common excursion sites will progressively be made available by the OHS Directorate. These should be considered and attached to the excursion risk management plan.

An important component of the risk management process is consultation, which should include staff, and where appropriate external venue providers and parents.

Steps in developing the excursion risk management plan

1. List the activities of the excursion

List the activities of the excursion, that is, break the whole excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.

2. Identify the hazards

Determine the hazards associated with the activities. Consider hazards associated with travel, the venue, activities at the venue, equipment used in the activities, the environment, people (e.g. behaviour and medical conditions), and accommodation.

3. Assess the level of risk

Using the [risk assessment matrix](#), determine the seriousness of the risks associated with the hazards by considering both the likelihood and severity of risks. This gives you a risk ranking from 1 being the most serious to 6 being the least serious.

4. Eliminate or control the risks

Consider the most suitable control strategies for each of the identified hazards using the [hierarchy of controls](#).

5. Document plan

Document the excursion risk management plan.

6. Communicate the plan

Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.

7. Monitor and review

Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

Checklist

Is a previous risk assessment for the excursion available? If so, review and update, considering such issues as changes to the student group, the effectiveness of the controls and any previous incidents; then go to Step 8. If not, proceed to Step 2.

Step 2 [Obtain venue information](#) To assist in planning excursions, information is available on the [OHS website](#) for frequently used venues. If no venue and safety information is available on the database, contact the venue. Depending on the nature of the excursion and the proposed activities, enquire about:

- Public liability cover
- Accreditation of the venue and its staff for the task/activity
- Access and special requirements e.g. for students with special needs
- Emergency procedures and relevant training of venue staff
- Known hazards and controls related to proposed activities
- Equipment available; ask venue to confirm that equipment and machinery are maintained, repaired and in good working order with safety features operational
- Use of licensed personnel for construction, maintenance and repairs
- Availability of appropriate facilities e.g. showers, refreshments, toilets.

Step 3 Assess venue and safety information for your student group. Note this on the proforma and attach the venue and safety information to your risk assessment plan.

Step 4 In consultation with key stakeholders, analyse the excursion and list the activities, that is, break the excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.

Step 5 Identify the hazards associated with the activities and the potential risks associated with these hazards. Take account of previous incidents and venue and safety information. See Guidance in completing the Excursion Risk Assessment Plan Proforma for categories of hazards and the Sample Excursion Risk Assessment Plan for examples.

Step 6 Assess the risks associated with the hazards using the risk assessment matrix in the Guidance in completing the Excursion Risk Assessment Plan Proforma. This gives a risk ranking and thus a priority order for managing the hazards.

Step 7 Develop appropriate strategies to eliminate or control the risks using the hierarchy of controls on the Guidance in completing the Excursion Risk Assessment Plan Proforma sheet. See also the Sample Excursion Risk Assessment Plan for examples.

Step 8 Document the risk assessment plan. The attached proforma may be used.

Step 9 Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.

Step 10 Review the excursion risk assessment plan on completion



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Appendix 4

Name of excursion

The ***name of excursion*** will be competing in a debating round robin competition. ***Date and information.***

We will leave school at 9.15am and students will return by 3pm. Students need to be at **school by 9:00 am.**

There is ???cost

Students will need to take

The group will be supervised by

Staff Name

Staff role

-----✂----- Please detach and return -----

I do / do not consent to _____ participating in an excursion to _____ on _____ (date). I understand that the students will be travelling by _____.

My son / daughter has the following special needs (please provide full details and include any relevant medical details)

I give / do not give permission for my child to receive medical treatment in case of emergency.

Signature

Date

PTO for medical disclaimer

Appendix 4

I do / do not consent to _____ in _____ (class) participating in an excursion to *(type excursion in here)* on _____ (date).

I understand travel is by *(type in here)* and the cost is \$

I give/do not give permission for my child to receive medical treatment in case of emergency.

Signed _____

Date: _____

Medical information form

The information provided is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who is currently enrolled at the school and is participating in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Karuah Public School.

It will be used by officers of the NSW Department of Education and Training to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in a particular excursion or school activity. In such circumstances the school will make available a sound alternative educational experience.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

Student name: _____ Medicare number _____

Class: _____

Parent or caregiver contact details

1. Name _____ Phone _____

2. Name _____ Phone _____

Emergency contact(s) details (nominated by the parent or caregiver as alternate contact)

1. Name: _____ Phone _____

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.). Outline the treatment for each

Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions

Signature: _____ Date: _____