



Clifton Hills PS Excursion / Incursion Policy and Guidelines

DOE: LOCAL AREA EXCURSIONS

EFFECTIVE: 28 APRIL 2020

VERSION: 1.1 FINAL

Last Updated: 5 August 20

CLIFTON HILLS: EFFECTIVE: 28 January 2021

VERSION: 1.0

RATIFIED by BOARD: 23/2/21

CONTENTS:

3	Local Excursion	8	Detailed Costing
	Completing the Excursion Proposal	9	Information to Parents / Carers for Consent
	Educational Purpose		Record Keeping
	Risk Assessment	10	Appendix A – Risk Assessment Matrix
4	Students’ Capacity and Health Care	11	Risk Assessment example
	Supervisory Team	12	Risk Assessment Proforma
5	Supervising Strategies	13- 15	Appendix B - Outdoor Ed – Abseiling / Climbing
	Identification of Excursion Participants	16	Appendix B - Outdoor Ed - Bushwalking
	Communication strategies	17 -18	Appendix B - Outdoor Ed – Cycling / Cycle Touring / Mountain Bike Riding
6	Briefing Students and Supervisors	19	Appendix B - Outdoor Ed – Ropes Courses and Bouldering
	Transport Arrangements	20 - 23	Appendix B – Swimming and Water Based Activities
7	Location and Venue	24- 29	Excursion / Incursion Proposal Package
	External Providers	30	Risk Management Plan Proforma
	Insurance Cover for External Providers	31	Risk Assessment Plan Proforma
	Emergency Response Planning		

SECTION 1. LOCAL AREA EXCURSIONS

Local Area Excursions contains information for planning and preparing of documentation, required forms and letter templates and must be read in conjunction with the *Excursions in Public Schools Procedures*.

1.0 LOCAL EXCURSION

1.1 The Principal is the Excursion Approval Authority for all local area excursions.

1.2 Recurring excursions are regularly timetabled classes that occur offsite, and may be approved for the same group of students, through one *Proposal for Local Area Excursion*. These can be prepared at the beginning of the year, semester or term, or at the commencement of a unit of study as relevant (e.g. walking to a local oval, activities such as Local History Walk or daily In Term Swimming Lessons). An updated list of excursion participants should be provided for each occasion.

2.0 COMPLETING THE PROPOSAL FOR EXCURSION

2.1 The authorised excursion leader enters information in each section of the Proposal for Local Area Excursion (**Appendix C**) in accordance with this Local Area Excursions document. Principals are to clearly check each aspect of the proposal forms, ticking the appropriate box only when each satisfies all requirements outlined in this document.

2.2 Additional documents can be listed and attached where applicable.

3.0 EDUCATIONAL PURPOSE

3.1 The Proposal for Local Area Excursion needs to demonstrate how planned activities will contribute to and/or enhance curriculum outcomes.

4.0 RISK ASSESSMENT: *The Risk Assessment Matrix is contained in this document as Appendix A*

4.1 Undertaking a risk assessment, prior to approval, will provide the necessary information for many of the sections of the Proposal for Local Area Excursion form and is an essential part of planning any excursion. The excursion leader assesses risks that the excursion may pose to the safety, health or wellbeing of any student or staff, and propose strategies for minimizing and managing those risks.

4.2 The risk assessment considers and documents:

1. the number of students, their age range, and the students' experience, capacity and behaviour;
2. the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;
3. the method of transport to the excursion venue and all activities;
4. issues that might arise due to the length of time of the excursion and/or possible weather events;
5. any medical or behavioural conditions that need to be managed; and
6. any special clothing or required items that should be taken on the excursion by students and supervisors.

4.3 Excursions involving residual high risk activities will NOT be approved.

4.4 The excursion leader obtains information and familiarise themselves with the venue before undertaking the excursion to determine the suitability of the venue and proposed activities, check safety procedures and investigate details such as mobile phone coverage and access for emergency services. It is acceptable to use information from other sources and Department staff who have used the venue/s. Staff do not necessarily need to visit the site.

4.5 The risk assessment informs the decision regarding the staff to student ratios that will provide adequate supervision for the duration of the excursion. The *Outdoor Education and Recreation Activities for Public Schools Policy (2019)* mandates supervision ratios for some activities and is to be read in conjunction with this document. Ratios are contained within this document as **Appendix B**

5.0 STUDENTS’ CAPACITY AND HEALTH CARE

- 5.1 Refer to the *Student Health Care in Public Schools Policy and Procedures* for advice on managing student health care needs. Prior to an excursion, parents/carers/guardians will be requested to confirm the health information on the Information and Consent form held by the school, is current.
- 5.2 Current health care information for every student attending the excursion is to be attached to the *Proposal for Local Area Excursion* form and taken on the excursion. A *Student Update Form* is available on SIS to facilitate the updating of health care information.
- 5.3 Additional health care information provided by parents/carers/guardians is attached to the Student Health Care Summary and associated health care plans.
- 5.4 Taking into consideration the **Risk Assessment**, each student’s capacity is reassessed if any circumstances surrounding the excursion activity change. This includes any change in the condition of the environment or medical fitness (e.g. conditions such as asthma, diabetes or epilepsy) or capacity of the student to undertake the activity.
- 5.4 There should be alternative activities or extra support for those students who wish to take part in the excursion, but do not have the prerequisite skills for the planned activity.
- 5.5 There should be alternative arrangements for any student who does not participate in an excursion and a meaningful work package provided.
- 5.6 All excursions take into consideration each students’ cultural and/or personal requirements, intellectual and mental capacity, and/or degree of disability.
- 5.6 Participants who have special needs will need a Risk Management Plan (**APPENDIX D**) completed by their class teacher to participate in the planned activities

6.0 SUPERVISORY TEAM

- 6.1 The information contained in the **Risk Assessment** will be used to inform the decision regarding the number of adults required for the supervisory team and the experience and skills necessary to provide adequate supervision and manage identified risks.
- 6.2 The excursion leader confirms that parents/carers/guardians are provided with full details of the excursion well in advance of the date to enable them to make an informed decision about their child’s participation. (see *Information and Consent to Participate: Instructions within this document* for list of information to be provided to parents/carers/guardians).
- 6.3 The excursion leader confirms, in writing, during the consent seeking process, that parents/carers/guardians are fully aware of all supervisory arrangements throughout the excursion.
- 6.4 Supervisory arrangements will include details about the number of supervisors present at activities and the roles they will perform.
- 6.5 All teachers are required to be available to supervise students at all times.
- 6.6 Duty of care always rests with the teacher/s even if parents/carers/guardians are acting as supervisors.
- 6.7 In the absence of a teacher, adults who are not teachers, can be supervisors if they possess appropriate skills, experience, competencies and/or qualifications to personally care for the relevant student group and manage risks.
- 6.8 Supervisors need to made aware that they are required to supervise students at all times for the duration of an excursion.
- 6.9 Supervisors need to advise the excursion leader of any medical condition or requirement that may impact their supervision responsibilities.
- 6.10 Collectively, the supervisory team needs to have the experience, knowledge and skills to:
 - identify and establish a safe environment for the activity;
 - monitor and respond to weather and environmental conditions before and during excursion activities;
 - monitor and assess the physical wellbeing of the students; and
 - effect a rescue and render emergency care.

- ▶ For outdoor education and recreation activities, including general water-based activities, the supervisory team must hold the qualification(s) specified in the relevant section of the *Outdoor Education and Recreation Activities for Public Schools Policy (2019)*.
- ▶ For outdoor education and recreation activities, including general water-based activities, the level of supervision must comply with the relevant section of the *Outdoor Education and Recreation Activities for Public Schools Policy (2019)*.
- ▶ Principals are to confirm compliance with the Department's *Working with Children Checks in Public Schools Policy* with regard to excursion supervisors, including volunteers if relevant. It should be noted that some volunteers may be exempt from having a Working with Children Check. Principals are to refer to the Policy to determine mandatory requirements.

7.0 SUPERVISION STRATEGIES

7.1 The *Proposal for Local Area Excursion* explains the supervision strategies that will maintain the safety and wellbeing of students at all times, such as walking in small groups, who will accompany students to the toilet, methods to keep students in view of the supervisors, emergency evacuation procedures etc.

7.2 Supervision strategies are to address the circumstance where students are not in clear view of the supervisor/s.

7.3 It is recommended supervisors not be permitted to take their own children on an excursion, unless the children are members of the student group for whom the excursion is intended. Where the viability of the excursion is impacted, the principal determines whether the supervisor is able to meet the duty of care requirements while supervising their own child.

7.4 Volunteers and external providers have a right to refuse a request to personally care for students and to have their decision respected by members of the teaching staff. Non-teaching staff may also refuse a request from a member of the teaching staff to care personally for students, unless the request relates to a task that they are required to perform as part of their normal duties.

8.0 IDENTIFICATION OF EXCURSION PARTICIPANTS

- ▶ A system for the identification of excursion participants should be developed. This should take into account information from the **Risk Assessment** such as an assessment of the environment, students' capacity, the type of activities to be undertaken, the number of students, necessity for photo identification and the student-to-supervisor ratio. The *Proposal for Local Area Excursion* includes a brief description of the system.
- ▶ All documentation is to be taken on the excursion including participant lists, parent consents, medical information and emergency contact information. Records may be carried by excursion supervisors on electronic devices.

9.0 COMMUNICATION STRATEGIES

9.1 A communication strategy is developed that enables regular communication among all members of the group may include public address systems, megaphones, mobile phones, air horns, whistles and scheduling regular group meetings.

9.2 The communication strategy needs to be explained to all participants and clearly identify:

- ▶ a signal for gaining the group's attention;
- ▶ an emergency signal and response that has been rehearsed prior to the commencement of the excursion; and
- ▶ an alternative mode of communication should the primary communication method be unavailable
- ▶ Mobile telephones should not be relied on as the sole method of communication. In remote rural locations, consideration is to be given to other means of emergency communication, such as an Emergency Position Indicating Radio Beacon (EPIRB), a satellite telephone or a pre-determined schedule of check-ins with a nominated contact at the school.

10.0 BRIEFING STUDENTS AND SUPERVISORS

10.1 The excursion leader needs to clearly communicate all relevant information about respective responsibilities and obligations to students and supervisors including:

- ▶ emergency procedures and signals;
- ▶ methods of communication;
- ▶ appropriate use of any equipment;
- ▶ roles of supervisors;
- ▶ the system for identifying students and supervisors;
- ▶ areas demarcated specifically for identified student groups; and
- ▶ standards of acceptable behaviour.

10.2 Special information sessions need to be arranged for students who were absent from preparatory excursion briefings.

10.3 Alcohol and other drugs that impair judgment are prohibited from consumption by supervisors during an excursion.

11.0 TRANSPORT ARRANGEMENTS

11.1 Transport by air is to be confined to recognized commercial operators.

11.2 Vehicles used to transport students on school excursions must comply with relevant laws regarding the restraint of children.

11.3 Excursion leaders must confirm that students are wearing any seat belts that are available. If anchor points (for child restraints) or lap sash seat belts (for booster seats) are available in the bus, the use of a restraint that is appropriate to the age and size of the child should be encouraged, where feasible.

11.4 Principals verify any bus drivers contacted by the school have a current Working with Children Check.

11.5 Principals verify school staff who drive vehicles with a seating capacity in excess of 12 persons have a valid 'F' extension on their licence.

11.6 All Department vehicles, including buses, shall only be driven by Department employees or other authorised people engaged in school education programs. Parents/carers/guardians or other people licensed to drive a bus are not permitted to drive Department vehicles.

11.7 The use of private vehicles can only be authorised by the principal where there is no other reasonable option. Vehicles used to transport students are required to have comprehensive motor vehicle insurance cover and be suitable for such use. Principals are to sight a current valid driver's licence for all drivers.

11.8 Where parents/carers/guardians have given approval for their child to make their own transport arrangements to and/or from a venue, a member of the supervisory team needs to acknowledge the arrival and approve the departure of the student from the venue.

11.9 If a student is required to leave an excursion prior to the scheduled time, a member of the supervisory team needs to be satisfied that appropriate arrangements are in place for the student to safely reach their destination.

11.10 If a transport related accident occurs, the principal is required to submit a claim to RiskCover. Forms can be downloaded from the Department's [*Finance for Schools*](#) website.

12.0 LOCATION AND VENUES

12.1 The *Proposal for Local Area Excursion* specifies the name and address of the venue, and provides an explanation of the venue's suitability and why it is the preferred venue.

12.2 Information on the suitability of the location and venue/s relative to the students' skills and experience, the planned activities and the supervision required may be sought from:

- ▶ personally visiting the venue or site (if local);
- ▶ Traditional Owners, Knowledge Holders, Elders and local Aboriginal community members regarding protocols associated with places or materials of cultural significance;
- ▶ the Education Regional Office closest to the venue/s;
- ▶ the local Government Authority Environmental Health or Building Services Department;
- ▶ [Department of Fire and Emergency Services](#) or the local Police;
- ▶ the [Department of Biodiversity, Conservation and Attractions](#) or the local land manager (for natural sites such as beaches or forests);
- ▶ other schools that have visited the venue or site within the last six months;
- ▶ the external provider or tour organiser; or
- ▶ the *Outdoor Education and Recreation Activities for Public Schools Policy (2019)*.

12.3 An evacuation plan and who manages an evacuation is identified, included in the Supervision Strategies and communicated to all members of the supervisory team.

12.4 Department employees must not sign waivers, indemnities, disclaimers or other documents which absolve an excursion venue or other external provider from liability for their own negligent acts or omissions.

13.0 EXTERNAL PROVIDERS

13.1 The *Proposal for Local Area Excursion* includes the name and contact details of all external providers, and an explanation of the provider's suitability and why they are the preferred provider.

13.2 The suitability of an external provider may be determined from the verbal or written information they provide related to:

- ▶ recent experience (including maintained log books);
- ▶ current qualifications, accreditation and any other relevant training; and
- ▶ public liability insurance (see Section 14 *Insurance Cover for External Providers* (page 7) for insurance cover information).

13.3 Where an external provider is engaged:

- ▶ the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider; and
- ▶ any adult involved in activities with students needs to have a current *Working with Children Check* in accordance with the Department's [Working with Children Checks in Public Schools Policy](#).

14.0 INSURANCE COVER FOR EXTERNAL PROVIDERS

14.1 To cover their legal liability, external providers have at least the following minimum levels of insurance:

- ▶ public liability insurance of \$20 million; and
- ▶ if appropriate, professional liability insurance of \$5 million.
- ▶ The excursion leader must obtain a copy of the external provider's Certificate of Currency and attach to all excursions proposals.
- ▶ A record of any intrastate air travel must be kept by the school.
- ▶ For further information, download the most recent version of the Department of Education [Insurance and Claims Management Guide \(Guide\)](#). The Guide is intended for internal Department use only. Further information on insurance is available from Legal Services by emailing legalservices@education.wa.edu.au.

15.0 EMERGENCY RESPONSE PLANNING

15.1 The *Proposal for Local Area Excursion* includes a brief outline of the emergency response plan; however, depending on the complexity of the excursion, it may be appropriate to prepare a more detailed plan that is made available to the excursion supervisory team and the principal.

15.2 During an excursion, a nominated supervisor has ready access to:

- ▶ a list of the names of participating students and their parents/carers/guardians contact telephone numbers;
- ▶ the *Student Health Care Plans and Health Care Authorisations* of those students who are known to have health conditions that require support while in the care of the school; and
- ▶ relevant health information of supervisors.

15.3 Staff at the school are to be able to contact excursion supervisors and provide support for students or their families if required. Copies of all documentation including the proposal, approvals, parent/carer/guardian consents, participant lists and updated emergency medical and contact information, must be accessible to staff at the school during the excursion.

15.4 The use of local first aid and emergency services should be investigated as part of an emergency response plan.

15.5 First aid equipment needs to be available for the immediate treatment or care of a student or supervisor who is injured or becomes ill during an excursion.

15.6 Many outdoor education and recreation activities require that a member of the supervisory team hold a current first aid certificate, including a current cardiopulmonary resuscitation (CPR) qualification (see the *Outdoor Education and Recreation Activities for Public Schools Policy (2019)*).

15.7 Mobile telephones should not be relied on as the sole method of communication. In remote rural locations, consideration should be given, where necessary, to other means of emergency communication, such as an Emergency Position Indicating Radio Beacon (EPIRB) or a satellite telephone.

15.8 A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty.

15.9 Emergency procedures, including emergency signals, need to be clearly understood by all students and supervisors.

15.10 All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.

16.0 DETAILED COSTING OF EXCURSION

16.1 The excursion leader needs to calculate the cost of the excursion as accurately as possible to determine the appropriate price to be charged.

16.2 Parents/carers/guardians are to be advised if the costs to students are subsidising the travel and accommodation expenses of the supervising team.

16.3 Fundraising and refunds are to be undertaken in accordance with the [*Camps and Excursions Planning Guidelines*](#) available from the [*Finance for Schools*](#) website.

17.0 INFORMATION TO PARENT/CARER/GUARDIAN FOR THEIR CONSENT

17.1 The excursion leader needs to provide parents/carers/guardians with full details of the excursion well in advance of the date, to enable them to make an informed decision about their child's participation. Proposal Planning Document(Appendix D). This information includes full details of:

- ▶ the purpose of the excursion;
- ▶ date/s;
- ▶ activities to be undertaken;
- ▶ duration of activity(ies);
- ▶ location of activity(ies);
- ▶ student contact arrangements during the excursion;
- ▶ transport arrangements;
- ▶ cost;
- ▶ information about fundraising activities including notification of the Department's guidelines for refunds of fundraising monies. See the [Camps and Excursions Planning Guidelines](#) for appropriate wordings;
- ▶ supervision to be provided (number of supervisors and number of students);
- ▶ staff action in case of student accident, illness or inappropriate behaviour on the excursion;
- ▶ liability for loss or damage to student property and medical costs incurred in case of accident or illness;
- ▶ any potential losses that may be incurred due to unforeseen cancellations; and
- ▶ any special clothing or other items required.

17.2 Interpreter and translator services should be used as required to provide the parents/carers/guardians of culturally and linguistically diverse students with the necessary information regarding the excursion.

17.3 Students participating in an excursion only engage in activities for which parent's/carer's/guardian's permission has been obtained.

18.0 RECORD KEEPING

18.1 The principal must verify that relevant excursion information is retained by the school in accordance with [Records Management Manual for School, College and Campus](#) and [Records Management Policy](#).

Appendix D: LOCAL AREA EXCURSION: PROPOSAL FOR LOCAL AREA EXCURSION: This documents ensures the excursion leader completes the following information for the proposed excursion. Additional documents may be attached where required. The principal thoroughly checks each aspect of the proposal form before signing. This **MUST** be submitted 4 working weeks before the planned excursion.

Parents/Carers/Guardians are required to complete signed documentation to confirm that the health information held by the school remains current; however, they should not be required to complete a new form if there is no change they are also required to sign the information to give their express consent for their child's / childrens' participation in the excursion proposed.

Section 3: Risk Rating Matrix

Risk rating		Consequences					
		Insignificant	Minor	Moderate	Major	Critical	
Likelihood		Almost certain	Medium	Medium	High	Extreme	Extreme
		Likely	Medium	Medium	High	Extreme	Extreme
		Possible	Low	Medium	Medium	High	Extreme
		Unlikely	Low	Low	Medium	High	High
		Rare	Low	Low	Low	Medium	High

Likelihood		Consequences	
Minor	Insignificant	Almost certain	Expected to occur in most circumstances.
	Minor	Likely	High probability of occurring.
		Possible	May occur at some point in time.
		Unlikely	Unlikely to occur but could happen.
		Rare	Occurs infrequently.
Moderate	Moderate	Insignificant	No injuries with no impact on activity.
		Likely	Basic first aid treatment required (onsite), limited impact on activity
		Possible	
		Unlikely	
Major	Major	Likely	Medical treatment required with disruption or delays to activity.
		Possible	Serious injury requiring specialist treatment or hospitalisation. Major delay or suspension of activity is likely to occur.
		Unlikely	Permanent or serious injuries sustained. Activity is immediately suspended.
Critical	Critical	Likely	

Risk Rating Levels, Descriptors and Prescribed Actions			
Level	Description of risk rating	Actions	
Low	If an incident were to occur, it is rare or unlikely to disrupt the activity or result in an injury to the participants.	Activity is acceptable if monitored using existing management strategies.	
Medium	If an incident were to occur, there is the possibility of disruption or delay to the activity and/or an injury to participant(s) requiring medical treatment.	Additional risk management strategies may be required prior to engaging in the activity.	
High	If an incident were to occur, it is likely to cause major delays or cancellation of the activity and/or is likely to result in participants requiring specialist treatment or hospitalisation.	Additional risk management strategies are required prior to engaging in the activity.	
Extreme	If an incident were to occur, it would result in immediate cancellation of the activity and/or is likely to result in permanent or serious injuries to the participant(s).	Alternative activities should be considered or significant risk management strategies must be implemented to ensure safety.	

Section 4: Risk Assessment: These examples are provided as a guide and are not intended as an exhaustive list. (The Department teacher-in-charge is responsible for ensuring adequate risk assessments are completed prior to engaging in any recreation or outdoor education activity).

Hazards may include but are not limited to:	Risks may include but are not limited to anything relevant to:	Causal factors may include but are not limited to:	Strategies to reduce risks may include but are not limited to:
<ul style="list-style-type: none"> • Familiarity with environment • Participants' physical/mental capacity and skill sets • Group size • Personal attitudes • Existing medical conditions • Exposure • Extreme weather (heat/cold) • Wildlife (flora and fauna) • Terrain (trails, landscapes etc) • Aquatic environments • Vehicles • Equipment (lifespan, incorrect equipment, missing/forgotten etc.) 	<ul style="list-style-type: none"> • Individual/group becomes separated/lost • Exacerbation of existing/prior medical condition • Hypothermia/hyperthermia. • Falls from heights • Physical injuries (including but not limited to fractures, abrasions, bites and stings, shock, conditions associated with extremes of weather etc) • Encounters with wildlife • Drowning • Fatigue • Unseasonal weather conditions • Bush fires • Physical/mental capacity/limitations of participants • Mechanical issues/failures (with vehicles, trailers and activity specific equipment) • Missing/forgotten equipment. • Terrain (Steep, loose, rocky, thick bush/scrub lands, water crossings, lack of vehicle access, unmarked trails) • Inexperience • Negative/inappropriate personal behaviours of individuals placing others/self at risk • Poor group management 	<ul style="list-style-type: none"> • Participants' inadequate skill sets for desired activity including but not limited to swimming and navigation abilities • Ineffective supervision • Inadequate briefings • Fear • Fatigue • Terrain (steep, loose, rocky, thick bush/scrub lands etc) • Poor prior planning/research (weather, environment, nutrition, lack of personal familiarity) • Inappropriate equipment (outdated PPE, shelter, activity specific, personal equipment for climate e.g. clothing, sleeping etc) • Incorrect use of equipment • Poor maintenance of equipment • Inexperience • Poor knowledge of local environment • Complacency • Lack of appropriate first aid equipment/medication and/or experience in administering first aid • Recent/prior medical conditions/environmental triggers • Lack of clearly established rules • Unexpected unseasonal weather • Weather/exposure (lack of shelter, heat, cold, wet, windy) • Activities scheduled for middle of the day • Disturbing/approaching wildlife • Inadequate skill set/participation in skill development sessions 	<ul style="list-style-type: none"> • Thorough briefings • Consent forms (including current medical information) • Information letters (includes who, when, where, why, equipment list) • Experienced/qualified supervisors • Adequate supervision • Accurate current knowledge of environment and specific area • Selection of activity/environment to suit capacity of participants • Monitor weather (cancel/reschedule as required) • Plan activities to avoid any area of known risks • Regular maintenance and/or logs for equipment use • Check all equipment directly prior to use • Spare/replacement equipment readily available • Carry comprehensive first aid kit suitable for desired activity and participants • Where possible, avoid known environmental triggers for medical conditions • Buddy checks • Monitor and cancel, reschedule, or change locations as required • Establish signals/communication techniques

Risk Assessment

EXAMPLE: CAMPING

This is an example only and not intended as an exhaustive list of causal factors or strategies that can be used to reduce risks for the identified hazard.

Hazards	Risk	Causal factors	Risk rating	Strategies to reduce or remove risk	Who is responsible and by when?	Residual risk rating
Prior medical conditions	Exacerbation of existing/prior medical condition	<ul style="list-style-type: none"> Poor maintenance of medical condition. Recent prior medical incidents. 	High	<ul style="list-style-type: none"> Obtain current consent form with updates to any medical conditions. Consult/carry a copy of participants' current medical action plan. Ensure supervisors are aware of medical conditions Participant is monitored. Supervisors are qualified/able to administer effective first aid if required. Discuss management plan with participant. 	<ul style="list-style-type: none"> Teacher-in-charge (TIC) is responsible for obtaining current consent and medical update prior to activity commencement. TIC to brief supervisors on relevant medical conditions and ensure supervisory team has skill set to administer effective first aid when/if required. TIC to ensure participant is monitored by designated supervisors throughout activity. TIC to discuss management plan with participant. 	Low
		<ul style="list-style-type: none"> Ineffective medication. Unable to access medication. 	High	<ul style="list-style-type: none"> Ensure participant has appropriate medication in easy to access location and/or with them at all times. Identify chief first aid supervisor and ensure first aid kit has relevant items and person qualified to administer. 	<ul style="list-style-type: none"> Each participant is responsible for ensuring they have required personal medication. TIC is to confirm access to and administration of medications with participant and relevant supervisors prior to activity. Chief first aid officer is to be identified and briefed prior to activity. They are to check first aid kits. 	Low
		<ul style="list-style-type: none"> Exposure to trigger environments/activities that increase risk of onset of medical condition. 	High	<ul style="list-style-type: none"> Minimise/avoid exposure to trigger environments. 	<ul style="list-style-type: none"> TIC to consider and avoid seasons and times of day that can trigger known medical conditions when planning activities. 	Moderate

Abseiling / Climbing

Primary students may participate in abseiling and climbing activities in controlled environments if:

- the introductory or selected climbing activity is deemed appropriate for students' physical characteristics;
- the Department teacher-in-charge determines that students' capacity is sufficient to safely participate;
- students are top rope belayed for abseiling at all times; and
- a qualified adult is controlling the belaying system.

Each participant must wear:

- appropriate clothing;
- a correctly fitting harness;
- a hard-shell climbing or roping helmet (with secure chin strap) that meets the relevant Standard (currently CE-EN12492, UIAA106, AS 2316 or AS 2316.2 - an adaption of the EN 15567-1 and -2 Standard) when abseiling or climbing activities are in progress, or at the base of a cliff/face;
- gloves of an appropriate size worn on each hand while handling moving rope (exemptions apply where Slow Go pulleys are used);
- fully enclosed footwear; and
- other specialist equipment specific to the activity.

MINIMUM LEVELS OF SUPERVISION

	<i>Environment</i>	<i>Degree of difficulty</i>	<i>Number of students</i>	<i>Qualified supervisors</i>	<i>Assistant supervisor</i>	<i>Active systems</i>	<i>Total supervisory team</i>
ABSEILING	<i>Artificial surface</i>	Single pitched	1 - 22	1	0	3	1
	<i>Natural surface</i>	Single pitched	1 - 22	1	1	1	2
		Multi pitched	1 - 8	2	0	1	2
CLIMBING/ CLIMBING WALLS	<i>Artificial surface</i>	Top rope	1 - 22	1	0	5	1
		Lead climbing	1 - 22	1	1	1	2
	<i>Natural surface</i>	Top rope (bottom belay)	1 - 22	1	1	3	2
		Top rope (top belay)	1 - 22	1	1	1	2
		Lead climbing	1 - 8	2	0	1	2
		Multi-pitched	1 - 4	2	0	1	2

Below is a mnemonic to assist activity leaders in structuring student briefings.

S	Safety	<ul style="list-style-type: none"> • Safety is an attitude. • No skylarking or put-downs during abseiling and climbing activities. • All participants consider other group members and other users of the immediate area. • Warn about the dangers of being over-confident and complacent.
A	Always check	<ul style="list-style-type: none"> • Don't assume; if in any doubt, check with an instructor. • A helmet with chin strap secured is always worn when abseiling, climbing, or where there is any potential risk from falling objects (especially if other groups are in the same area).
F	First aid	<ul style="list-style-type: none"> • All participants know the identity of the person to approach for first aid treatment, and the location of the first aid kit. • Remind students to verify that the Department teacher-in-charge has current medical information.
E	Environment	<ul style="list-style-type: none"> • Highlight weather conditions. • Stress the need for sun/rain and cold protection, recommend level of fluid intake and provide site-specific details, e.g. waves, fragile areas, loose rock.
R	Rocks	<ul style="list-style-type: none"> • Participants are reminded to be aware of loose or brittle rocks at the top of an abseil or climbing pitch, and that they do not dislodge any rocks. Rocks are never thrown. • Practise response drills, in case of rock falls or dropping equipment (e.g. <i>Below Call</i>), plus appropriate actions. • Indicate that participants at the base of the pitch should already be looking up and will therefore see the object. • Evasive action should be taken as necessary, e.g. move into the cliff rather than away from it, do not run, bend forward or expose the back of the neck.
O	Only	<ul style="list-style-type: none"> • Instructors or supervisors are the only persons who can dispatch climbers and abseilers.
P	Pathways	<ul style="list-style-type: none"> • Specify the safest access paths - up and down. Participants stick to paths and do not take short cuts. • Participants must let others know when they are going to walk behind them or intend to step over a rope that secures them to an anchor point. • No one walks between an abseiler, dispatcher and the cliff edge.
E	Equipment	<ul style="list-style-type: none"> • All participants are responsible for taking care of equipment. • Avoid stepping on ropes and dropping hardware. • If something is dropped, report it immediately to an instructor for checking. Avoid locking screw gate carabiners when they are not in use. • Clip helmets and gloves to harnesses when not in use.

APPENDIX B

S	Stay back	<ul style="list-style-type: none"> All participants are secured by a safety tether, belayed, descent line and back-up system when within two metres of a cliff or unprotected edge. Stay back from the bottom of the cliff face if not involved in any activity and minimise time in the potential fall zone. Participants not actively participating in the activity should wait in a designated area, away from the cliff face.
P	Presentation	<ul style="list-style-type: none"> Loose hair and clothing is secured to prevent it jamming in the descent device during abseil. All loops (rings, chains, necklaces, pendants and jewellery) are removed.
O	Observe	<ul style="list-style-type: none"> Participants observe appropriate <u>Leave No Trace</u> environmental practices: removing litter; looking after all vegetation; 'stewardship' (cleaning up after others). If the group is using vegetation for anchor points, pad the vegetation to protect it from damage.
R	Respond	<ul style="list-style-type: none"> All communications are responded to promptly and appropriately. Outline the calls, communications and actions that will be used during the activity, including emergency signals and procedures.
T	Toilets	<ul style="list-style-type: none"> Advise toileting arrangements for the particular site, stressing environmental and hygiene concerns and the need for harness checks on return. It may be advisable to designate male and female areas.
S	Safety	<ul style="list-style-type: none"> Safety is highlighted twice because of its high importance. Safety is the joint responsibility of all supervisors and participants. Everyone knows who is in charge and is aware of the chain of command. All participants are made aware that they need to be extremely attentive when engaging in roping activities. Those who do not display a responsible attitude will be removed from the activity.

Many walking trails have been graded according to the *Australian Walking Track Grading System*, a voluntary industry standard:

<i>Grade of walk</i>	<i>Gradient</i>	<i>Quality of path</i>	<i>Distance</i>	<i>Experience required</i>
1	Flat	Well-formed track. Universal accessibility.	< 5km	None
2	Gentle hills	Formed track	< 10km	None
3	Short steep hills	Formed track, some obstacles	< 20km	Some. Moderate level of fitness.
4	Very steep sections	Rough track, many obstacles	N/A	Experienced
5	Very steep and difficult	Rough, unformed track	N/A	Very experienced with specialist skills including navigation and emergency first aid.

<i>Bushwalking type</i>	<i>Year level</i>	<i>Number of students</i>	<i>Qualified supervisor</i>	<i>Assistant supervisor</i>	<i>Total supervisory team</i>
Day walks (off school site: Grade 1)	K	1 - 20	1	1	2
	P - 3	1 - 22	1	1	2
		23 - 33	2	1	3
	4 - 6	1 - 22	1	1	2
		23 - 33	2	1	3
	7 - 12	1 - 22	1	0	1
		23 - 44	2	0	2
Day walks (off school site: Grades 2 - 3)	K - 3	1 - 16	1	1	2
		17 - 22	1	2	3
		23 - 24	2	1	3
		25 - 32	2	2	4
	4 - 6	1 - 22	1	1	2
		23 - 33	2	1	3
	7 - 12	1 - 22	1	1	2
		23 - 33	2	1	3
Overnight/ Multiday walks	K - 6	1 - 16	1	1	2
		17 - 22	1	2	3
		23 - 24	2	1	3
		25 - 32	2	2	4
	7 - 12	1 - 22	1	1	2
		23 - 33	2	1	3
Bushwalks in fragile, untracked, physically demanding, remote or isolated environments (Grade 4+)	K - 3	Not Recommended			
	4 - 6				
	7 - 12	1 - 16	1	1	2
		17 - 22	1	2	3
		23 - 24	2	1	3
		25 - 32	2	2	4

CYCLING, CYCLE TOURING AND MOUNTAIN BIKING

Minimum qualifications, formal training accreditation or required knowledge and skills:

Where cycling activities are conducted on school grounds, local trips on bike paths, shared paths and footpaths (crossing, but not travelling on roads), the supervisor should have relevant cycling experience, relevant current first aid and CPR accreditation.

If leaving the school grounds, at least one member of the supervisory team must have experience specific to the desired activity or have attained current, activity-specific competencies from a recognised tertiary institution or training organisation as follows:

Activity	Qualified supervisor requirements
On school site and/or cycle paths	<ul style="list-style-type: none"> The supervisor must have relevant cycling experience, current knowledge of the location to be used, current first aid and CPR current accreditation.
Road or cycle touring	<ul style="list-style-type: none"> The supervisor must have relevant cycling experience, current knowledge of the location to be used, current first aid and CPR current accreditation; and <ul style="list-style-type: none"> <i>Schools Teacher Coaching Course (CAST)</i> from Cycling Australia; or <i>AustCycle Skills Coach Course</i> accreditation equivalent to the National Coaching Accreditation Scheme (NCAS) <i>Beginning Coaching</i> accreditation; or <i>Level 1 Road and Track Coach certificate</i> from Cycling Australia.

Velodrome, track or designated banked trail	<ul style="list-style-type: none"> The supervisor must be suitably qualified and must have proven experience in track/velodrome cycling and experience as an instructor; or <i>NCAS Road or Track Skills Coach accreditation.</i>
BMX cycling	<ul style="list-style-type: none"> The supervisor must be able to prove they are suitably qualified and have proven experience in conducting BMX cycling; or <i>Freestyle BMX Coach accreditation</i> from Cycling Australia; or <i>Beginner BMX Coach accreditation</i> from BMX Australia.
Mountain biking /off-road <i>Qualification only required for riding classifications of Moderate level riding competency and above.</i>	<ul style="list-style-type: none"> The supervisor must have relevant mountain biking experience, current knowledge of the location to be used, current first aid with current CPR accreditations, personal experience in group mountain biking; and <ul style="list-style-type: none"> <i>Schools Teacher Coaching Course (CAST)</i> from Cycling Australia; or <i>Level 0 MTB Skills Coach accreditation</i> from Mountain Bike Australia; or <i>Munda Biddi Ride Guide course</i>; or <i>Mountain Biking Instructor accreditation</i> under the National Outdoor Leadership Registration Scheme (NOLRS); or Relevant units in Mountain Biking completed as a part of a Certificate III (or higher) in Outdoor Recreation or Sport, Fitness and Recreation Training package; or an equivalent qualification, as recognised by the Director General.

APPENDIX B

The table below illustrates the supervision requirements for common group sizes. Groups may be larger than those indicated here but must remain within the prescribed supervision ratios and any limits set out earlier in this document.

<i>Cycling activities</i>	<i>Year level</i>	<i>Number of students</i>	<i>Qualified supervisor</i>	<i>Experienced assistant supervisor</i>	<i>Total supervisory team</i>
Low level riding competency: On site	K - 3	1 - 12	1	1	2
		13 - 18	1	2	3
		19 - 22	1	3	4
		23 - 24	2	2	4
		25 - 30	2	3	5
	4 - 6	1 - 22	1	1	2
		23 - 33	2	1	3
	7 - 12	1 - 16	1	0	1
		17 - 22	1	1	2
		23 - 32	2	0	2
Low level riding competency: Off site	K - 3	1 - 10	1	1	2
		11 - 15	1	2	3
		16 - 20	1	3	4
		21 - 22	1	4	5
		23 - 25	2	3	5
		26 - 30	2	4	6
		31 - 35	2	5	7
	4 - 6	1 - 22	1	1	2
		23 - 33	2	1	3
	7 - 12	1 - 22	1	1	2
		23 - 32	2	0	2
Moderate level riding competency	K - 3	Not Recommended			
	4 - 6	1 - 20	1	1	2
		21 - 22	1	2	3
		23 - 30	2	1	3
	7 - 12	1 - 16	1	1	2
		17 - 22	1	1	2
		23 - 32	2	0	2
High level riding competency	K - 3	Not Recommended			
	4 - 6				
	7-12	1 - 11	1	1	2
		12 - 22	1	1	2
		23 - 33	2	1	3

- Each participant must wear appropriate clothing, a correctly fitting harness and hardware (i.e. other specialist equipment specific to the activity) as well as:
- a hard-shell climbing or roping helmet with a secure chinstrap, that meets the relevant Standard for all ropes courses (i.e. currently CE-EN12492, UIAA106, AS2316 or
 - AS 2316.2, an adaption of the EN 15567-1 and -2 Standard), including when low ropes course activities are in progress, or when at the base of a cliff or cliff face;
 - gloves of an appropriate size worn on each hand while handling moving rope to prevent overheating of the hands and possible loss of rope control. Exemptions can apply where Slow Go pulleys are used; and
 - fully enclosed footwear.

<i>Year</i>	<i>Activity</i>	<i>Number of Students</i>	<i>Qualified Supervisor</i>	<i>Experienced Assistant Supervisor</i>	<i>Total Supervisory team</i>
K - 4	Low Ropes Courses and Bouldering	1 - 16	1	1	2
		17 - 24	1	2	3
5 - 6	Low Ropes Course, High Ropes Course & Bouldering	1 - 24	1	1	2
		25 - 32	2	0	2
7 - 12	Low Ropes Course, High Ropes Course & Bouldering	1 - 16	1	0	1
		17 - 24	1	1	2
		25 - 32	2	0	2

Open water environments (e.g. ocean environment)

The swimming area should be divided into appropriate group teaching stations, each with recognisable boundaries such as a bank, shorelines, flags, piers or floating ropes.

Temperature, water turbidity and the presence of submerged objects should be checked before commencing the activity.

The length of shoreline defined for use in these venues should not exceed 100 metres.

Beach programs should be conducted at patrolled beaches wherever possible.

Swimming programs are not to be conducted if the water temperature is low and/or there is a risk of hypothermia.

Students with an impairment may participate in aquatic activities provided adequate safety and control measures are implemented. Specific consideration is given to:

- the type and level of impairment;
- location and access;
- on-water supervision levels;
- suitable flotation devices, if required;
- teaching and learning adjustments so that the student can access the curriculum activity on the same basis as their peers; and
- on-shore assistance and supervision.

Students should demonstrate the following skills and understandings prior to, and/or whilst participating in, open water activities or programs:

- Recognition of rips and currents, wave types and breaks
- Identification and treatment of marine stingers
- Self-rescue in surf conditions
- Familiarity with buddy practices
- Surf etiquette and rules
- Recognition of signals

Recommended minimum qualifications and/or formal training requirements

Recognised qualifications are specific to different aquatic environments. At least one member of the supervisory team must hold a current, activity-specific qualification and/or have attained current, activity-specific competencies through a recognised tertiary institution or Registered Training Organisation (RTO) recognised by the Department; including:

Swimming Pools and Must have at least ONE of the following:

SWIMMING AND WATER SAFETY PROGRAMS

Activity	Year level	Environment	Number of students	Qualified supervisor	Experienced assistant supervisor	Total supervisory team
Swimming and water safety programs	K - 3	Swimming Pool	1 - 8	1	1	2
			9 - 16	1	1	2
			17 - 24	1	2	3
			25 - 32	2	2	4
		Calm Water	1 - 6	1	1	2
			7 - 12	1	1	2
			13 - 18	1	2	3
			19 - 24	1	3	4
			25 - 30	2	3	5
		Open Water	1 - 4	1	1	2
			5 - 8	1	1	2
			9 - 12	1	2	3
			13 - 16	1	3	4
			17 - 20	2	3	5
	4 - 6	Swimming Pool	1 - 16	1	1	2
			17 - 32	1	1	2
			33 - 48	2	1	3
		Calm Water	1 - 12	1	1	2
			13 - 24	1	1	2
			25 - 36	2	1	3
		Open Water	1 - 8	1	1	2
			9 - 16	1	1	2
			17 - 24	2	1	3
			25 - 32	2	2	4
	7 - 12	Swimming Pool	1 - 32	1	0	1
			33 - 64	2	0	2
		Calm Water	1 - 32	1	1	2
			33 - 48	2	1	3
		Open Water	1 - 16	1	1	2
			17 - 32	2	0	2

SWIMMING AND WATER SAFETY PROGRAMS

Activity	Year level	Environment	Number of students	Qualified supervisor	Experienced assistant supervisor	Total supervisory team
Swimming and water safety programs	K - 3	Swimming Pool	1 - 8	1	1	2
			9 - 16	1	1	2
			17 - 24	1	2	3
			25 - 32	2	2	4
		Calm Water	1 - 6	1	1	2
			7 - 12	1	1	2
			13 - 18	1	2	3
			19 - 24	1	3	4
			25 - 30	2	3	5
		Open Water	1 - 4	1	1	2
			5 - 8	1	1	2
			9 - 12	1	2	3
			13 - 16	1	3	4
			17 - 20	2	3	5
	4 - 6	Swimming Pool	1 - 16	1	1	2
			17 - 32	1	1	2
			33 - 48	2	1	3
		Calm Water	1 - 12	1	1	2
			13 - 24	1	1	2
			25 - 36	2	1	3
		Open Water	1 - 8	1	1	2
			9 - 16	1	1	2
			17 - 24	2	1	3
			25 - 32	2	2	4
	7 - 12	Swimming Pool	1 - 32	1	0	1
			33 - 64	2	0	2
		Calm Water	1 - 32	1	1	2
			33 - 48	2	1	3
		Open Water	1 - 16	1	1	2
			17 - 32	2	0	2

WATER-BASED ACTIVITIES (including Free Swims)

Activity	Year Level	Environment	Number of students	Qualified supervisor	Experienced assistant supervisor	Total supervisory team
Water-based activities (including free swims)	K - 3	Swimming pool	1 - 6	1	1	2
			7 - 12	1	1	2
			13 - 18	1	2	3
			19 - 24	1	3	4
			25 - 30	2	3	5
		Calm water	1 - 12	1	1	2
			13 - 16	1	2	3
			17 - 18	2	1	3
			19 - 24	2	2	4
			25 - 30	2	3	5
		Open water	This activity not recommended for Years K - 3			
	4 - 6	Swimming pool	1 - 8	1	1	2
			9 - 16	1	1	2
			17 - 24	1	2	3
			25 - 32	1	3	4
			33 - 40	2	3	5
		Calm water	1 - 8	1	1	2
			9 - 16	1	1	2
			17 - 24	1	2	3
			25 - 32	2	2	4
		Open water	1 - 12	1	1	2
			13 - 16	1	2	3
			17 - 18	2	1	3
			19 - 24	2	2	4
			25 - 30	2	3	5
	7 - 12	Swimming pool	1 - 32	1	1	2
			33 - 48	2	1	3
		Calm water	1 - 24	1	1	2
			25 - 36	2	1	3
		Open water	1 - 16	1	1	2
			17 - 24	2	1	3

EXCURSION / INCURSION PACKAGE

☐ These forms need to be filled in and handed to Sandy at least **four working weeks** before Excursion/Incursion. (The Front Office require two weeks to get corrections done and to organise Connect, Qkr! and hard copy note). Two weeks before Excursion/Incursion, information and request for payment will go to parents via Connect and Qkr!.

☐ This **Template** package can be found in:-

S:\AdminShared\All Staff\Excursions Incursions\Forms\Proposal 2021

☐ Please fill out the form **thoroughly and attach required documentation**. The Front Office will cut and paste from this Proposal document to inform parents - so you **DO NOT** need to provide any covering letter yourself. Please do not send any information home yourself unless cleared by the Front Office.

☐ **To save the template you must use, 'Save As' and save it into *S:\AdminShared\All Staff\Excursions Incursions\Complete\ e.g. Zoo***

☐ Email Proposal to cliftonhills.ps@education.wa.edu.au - Front Office requires electronic copy.

☐ **Write Order Form** for your Excursion/Incursion. If unsure, please ask at the Front Office.

ALL INVOICES MUST BE GIVEN TO THE FRONT OFFICE IMMEDIATELY.

☐ **NO Order Form required for BusWest or Horizons West.**

☐ Book Bus: email BusWest - bookings@buswest.com.au

OR Horizons West - bookings@HorizonsWest.com.au.

☐ Write Excursion/Incursion on whiteboard planner in Staffroom.

☐ Student Medical Information - Print

Integris / Admin / Reports / General Reports / Medical Details / Tick Box Include Student Photograph (optional) / Tick Box Include Parent/Guardian 1 details/ Tick Box Include Daily Management Plan / New Query / Select Your Form / Find / Select / Yes / Print

☐ One week before your Excursion/Incursion the Front Office will give you a print out of students that have not paid or signed a permission form. **It is up to you to chase up these students/parents for payments and permission forms.** Students that do not pay or have permission will not be allowed to participate/go.

☐ On the day of Excursion/Incursion we will give you the Excursion/Incursion envelope with all the permission slips, Evacuation Procedures etc., Proposal and medical details that you provided with your proposal.

► Take this envelope with you on Excursion as well as necessary medical equipment and medication e.g. Asthma and First Aid Kits (stored in Admin Medical Room), Epi Pens from Staffroom.

► **Send list of students, parents attending and staff contact details to office .**

☐ On this envelope you will need to **tick who did not attend** for the Front Office to issue refunds.

☐ After the Excursion/Incursion hand this envelope in with all the permission slips for Billing and archiving.

Class/Year Groups:	APPENDIX C Excursion Proposal		
Excursion to:		No. of students attending:	
Departure date and time:		Is any activity in the excursion water-based?	Yes/No
Return time:			
Excursion leader:			
Documents attached:	Names, addresses and contact details of students supervisors and emergency contact		<input type="checkbox"/>
	Up-to-date student health care plans and information		<input type="checkbox"/>
Student MEDICAL INFORMATION - PRINT Integris / Admin / Reports / General Reports / Medical Details / Tick Box Include Student Photograph (optional) / Tick Box Include Parent/Guardian 1 details/ Tick Box Include Daily Management Plan / New Query / Select Your Form / Find / Select / Yes / Print			
	Parent/Carer/Guardian consent forms		<input type="checkbox"/>
	Copy of insurance certificate/s		<input type="checkbox"/>
	Additional documents (please list):		<input type="checkbox"/>
Educational purpose of excursion The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-6 Western Australian Curriculum. <i>Maximum of SIX lines. Please note your words here will be cut and pasted into Connect/ Qkr! for parents.</i>			
Details:			
Educational benefit of excursion The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done in the classroom/school environment.			
Details:			
25			

The risk management plan covers proposed alternative arrangements in circumstances where part of the excursion or any activities scheduled for the excursion are unable to proceed.

Details:

The risk assessment considers and documents:

☐ the number of students, their age range, and the students’ experience, capacity and behaviour;

☐ the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;

☐ the method of transport to the excursion venue and all activities;

☐ issues that might arise due to the length of time of the excursion and/or possible weather events;

☐ additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with the *Outdoor Education and Recreation Activities for Public Schools Policy (2019)*;

☐ any medical or behavioural conditions that need to be managed; and

☐ any special clothing or required items that should be taken on the excursion by students and supervisors.

Risk Assessment attached.

☐

Students’ capacity

Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information and as attested to by principals of any participating school.

☐

Individual Risk Management Plan/s for Special Needs or At Risk Children attached

☐

Details of supervision arrangements for those students NOT ATTENDING.

☐

<div><div>Good Standing</div><div>Do all students attending have “Good Standing” as per the Behaviour and Engagement Policy?</div></div>	<div>Yes / No</div>
--	---------------------

Supervisory team

An appropriately qualified supervisor, a suitable supervisory team, supervision strategies and a system for identifying excursion participants have been established.

Supervision strategies have been established with the supervisory team.

Systems for identifying excursion participants have been established.

☐

☐

Details**Staff attending:**

- *Number of Parents / Volunteers (Note: List of Parent/volunteers to be given morning of Excursion/Incursion):* ☐
- *Confidential Declaration Form completed for parent volunteers? Yes / No*
- *Ratio of Adults to Students* _____

Briefing students and supervisors

All relevant information about respective responsibilities and obligations have been communicated to students and supervisors. The excursion leader has confirmed, in writing, during the consent seeking process, that parents / carers / guardians are fully aware of all supervisory arrangements throughout the excursion. ☐

Details:

- *Supervision strategies have been established with the supervisory team? Yes / No*
- *Please provide strategy details: -*
- *Water-based activities? Yes / No*
(refer Outdoor Education and Recreation Activities Policy)
- *All relevant information about respective responsibilities and obligations has been communicated to students and supervisors? Yes / No*
- *How was this information conveyed?*

Communication strategy

An appropriate communication strategy has been established and communicated to all those attending the excursion. ☐

Details:

- *An appropriate communication strategy has been established and conveyed to all those attending Excursion / Incursion? Yes / No*

Details:

- *Contact Numbers:*

Transport arrangements

Arrangements have been made for the safe transport of excursion participants. ☐
Buswest, Horizons West

Details:

- *Arrangements have been made for the safe transport of Excursion participants? Yes / No*
- *Provision for Special Needs students? Yes / No*
- *Private Vehicle? Yes / No (if Yes, complete Driver's Report form)*

An emergency response plan (including contact details for supervising staff) has been developed, and provided and retained by the principal of the school.

☐

An emergency response plan has been developed and attached to this document Yes/No
In the event of an emergency, TIC to advise Principal immediately.

Details:

There are clear procedures to be followed in the event a student’s participation on the excursion is terminated.

☐

Working with children checks

There is a valid WWCC for each supervisor/adult travelling on the excursion where required

☐

Detailed cost of excursion

The excursion has been properly costed, with details of staff *costs including expenses and teacher relief*.

The excursion has been properly costed.

Parents/carers/guardians have been informed of all fundraising provisions.

Parents/carers/guardians have been informed of any fundraising monies that will remain with the school in case of cancellation.

☐

☐

☐

DETAILED COST OF EXCURSION/INCURSION

Copies of quotes attached

☐

- Minimum number students attending: _____
 - Total cost of bus: \$_____ Includes GST: YES / NO
 - Cost of bus (per student) \$_____

Cost to student must not include GST if excursion is for educational reasons

 - Total cost of venue \$_____ Includes GST: YES / NO
 - Cost - Venue Entry (per student) \$_____

Cost to student must not include GST if excursion is for educational reasons

 - Total cost per student (excludes GST) \$_____
 - Is school subsidising payment? If so, which Budget? D_____

The Excursion/Incursion has been properly costed

☐

Manager Corporate Services signature:..... Date:.....

No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.

☐

External providers

Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established.

All documents have been sighted and attached.

☐

Details:

All documents have been retained and appropriately stored.

☐

Information to Parents/Carers/Guardians for their consent

DO NOT send out notes regarding excursions or incursions unless you have cleared it with the office first. Parents will be informed of the Excursion/Incursion by front office through Connect. The information going to parents will be generated from this Excursion Proposal and distributed by front office staff on Connect. Hard copies will be available at the front office for parents who are not on Connect. Please send student/parent to the front office for their hard copy if required.

Parents/carers/guardians have been provided with full details of the excursion and have provided signed, informed consent.

☐

I confirm that all sections of the Proposal for Excursion/Incursion have been completed and it meets the requirements of the Excursions policy.

Authorised Excursion Leader _____ Date _____

Principal _____ Date _____

Section 1: The Activity							
Name of activity:				Start time:		Start date:	
Location/ venue address and contact details:				Finish time:		Finish date:	
Brief description of activity/activities							
Year groups involved:		Total number of students:		Male:		Female:	
Teacher-in-charge:				Experience/Qualifications:		<insert experience directly related to desired activities and location, relevant qualifications (including first aid/aquatic rescues), applicable licences etc. >	
Supervisory team member(s):				Experience/Qualifications:			
Vehicle(s)/vessel(s) make, models and registration numbers							
Section 2: Purpose							
Educational purpose of the activity:							

RISK ASSESSMENT PLAN		EXCURSION ACTIVITIES TO BE ASSESSED:					
HAZARDS	RISK	CAUSAL EFFECTS	RISK RATING	STRATEGIES TO REDUCE / REMOVE RISK	WHO IS RESPONSIBLE AND BY WHEN	RESIDUAL RISK RATING	
TRAVEL							
PEOPLE				sample			
EQUIPMENT							
ENVIRONMENT							
ENVIRONMENT							
ACTIVITY 1							
PEOPLE							
EQUIPMENT							
ENVIRONMENT							
ACTIVITY 2							
PEOPLE							
EQUIPMENT							