



Kariong Public School
VIEW TO THE FUTURE

Kariong Public School

Excursion Policy

Updated October 2018

Rationale:

School excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted external to the school site. They can pose risks. The policy and procedures are directed at managing such risks. This policy has been developed with reference to existing DoE and School policies.

DoE Policies

[DoE Excursions Policy](#)

[Excursions Policy Implementation Procedures](#)

Application for Excursion

[Work Health and Safety \(WHS\) Policy](#)

Excursions – Risk management process and proforma

[Sport and Physical Activity Policy](#)

[Sport safety guidelines](#)

School Policies

[KPS Sun Safe Policy](#)

[KPS Student Wellbeing and Discipline Policy](#)

KPS Sport and Physical activity policy

General Considerations:

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 about and just as importantly they benefit from the social skills that are experienced (travelling together in a large group, working together in groups sometimes eating in formal settings and, on overnight excursions, sleeping away from home).

Due to the different and varied activities involved in planning and running an excursion, teachers are responsible for a considerable increase in their work load in particular during excursions that involve extended hours or overnight stay. This is acknowledged and appreciated.

Unless exceptional circumstances exist, all students should have the opportunity to participate in an excursion. Costs should be organised to ensure that there is no undue financial burden imposed upon individual members of the group or their families. Where financial hardship is understood to be the reason for a student's non-participation, schools must endeavour to provide financial assistance.

All school staff are required to have completed e-Emergency care training and anaphylaxis training. These qualifications must be current.

This document provides information on the process of planning and organising an excursion at Kariong Public School and includes samples of the wording needed to create an information form and permission slip for use with a range of excursions.

Application for approval of excursion:

An application for approval of the excursion must be completed. Each excursion proposal must be discussed with the principal and stage supervisor prior to confirming involvement. This form can be downloaded from the Teacher Drive – Excursions folder.

Permission Note Information:

Signed consent forms granting permission for students to participate in an excursion and a medical information form are to be obtained from parents or caregivers. Parents and caregivers must provide the organising teacher(s) with informed consent for the excursion, including an acknowledgement of the supervision arrangements in place and, where necessary, the accommodation arrangements, relevant medical information relating to their child and a copy of travel insurance, where necessary. Additional information may be required for specific excursions, examples of this may include;

- Overnight excursions
- Water or Swimming activities
- When Travel involves private car
- Sporting events where physical contact is involved eg Rugby League

Virtual Excursions:

With the enhancement of Information and Communications Technology, a greater variety of “virtual excursions” are included in teaching and learning programs. Using videoconferencing and the associated technologies, students are visiting locations across the globe and interacting in real time with other students, teachers and content specialists. The policy and processes in this document are relevant to ‘virtual excursions’ as well. In particular, issues of curriculum relevance and educational value; duty of care and risk management; child protection; parental consent; and appropriate student behaviour need to be considered when planning ‘virtual excursions’.

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 themselves 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. In line with the ‘School Positive Behaviour for Learning Program (PBL)’ any child whose behaviour is deemed unsatisfactory will be withdrawn from any planned activity or excursion. This decision will be made by the Senior Executive after referral from the organising/class teacher. Parents and the child will be informed if attendance is refused.

Parents, Caregivers and Volunteers attending excursions:

Parents or caregivers will frequently volunteer to assist on excursions. The number of parents or caregivers who might be of assistance will vary according to circumstances. The principal must be satisfied that there are sufficient teachers to maintain adequate control of the whole excursion. Teachers retain the ultimate responsibility for supervision.

Parents, caregivers and volunteers must be appropriately briefed on safety and behaviour measures, including student health conditions that may require an emergency response, prior to the excursion to ensure competency. The Principal must ensure that all parents, caregivers or volunteers accompanying school excursions complete a Working with Children Check – Declaration for volunteers and contractors prior to the excursion, in terms of the department's Working with Children Check Policy.

Transport:

The transporting of students in the cars of staff members, parents, caregivers, volunteers and other students should only occur in those circumstances where there is no feasible option available to provide alternative transportation. This may only occur under the following conditions:

- written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained.
- the driver is licensed and, if issued with a provisional licence, complies with any relevant peer passenger conditions the vehicle is registered.
- the number of passengers in the vehicle does not exceed the number of seatbelts.
- current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle.

The principals must ensure that all parents, caregivers or volunteers who transport students in cars complete a Working with Children Check, Appendix 5 – Declaration for volunteers and contractors prior to the excursion.

Risk Assessment and Management:

The purpose of excursion risk management is to make excursions as safe as possible. Risk management processes are used to identify hazards, assess risks 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. An important component of the risk management process is consultation, which should include staff, and where appropriate external venue providers and parents. A risk assessment is to be conducted and a risk management plan developed before approval will be given for any excursion. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools. Students must behave appropriately at all times while on excursions, including when animals are encountered.

Steps in developing the excursion Risk Management Plan

- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ Eliminate or control the risks Consider the most suitable control strategies for each of the identified hazards using the hierarchy of controls.
- ✓ Document the excursion risk management plan.
- ✓ Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.
- ✓ Monitor and review Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

A blank Excursion Risk Management Plan and a sample Risk Management plan can be found located on Teacher drive – WHS- WHS 2018 – Risk management – Proformas.

Risk Management and Risk Assessment Checklist

Step 1 Is a previous risk assessment for the excursion available? If so, review and update with reference to this checklist, considering such issues as changes to the student group, individual student health care plans, the effectiveness of the controls and previous incidents on previous excursion.

Step 2 Obtain venue information- To assist in planning excursions, information is available on the WHS webpage for frequently used venues.
If no venue and safety information is available on the database, contact the venue.

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 management 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 venue and safety information, the student group, individual student health care plans and previous incidents on excursions.

Step 6 Assess the risks associated with the hazards using the risk assessment matrix in the Guidance in completing the Excursion Risk Management 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 (including action to ensure that child protection procedures are followed, health care plans are updated for students, and that all necessary aides and equipment are available) using the hierarchy of controls on the Guidance in completing the Excursion Risk Management Plan Proforma.

Step 8 Document the risk management plan including emergency management procedures to deal with potential incidents.

Step 9 Communicate the plan to excursion supervisors including responsibilities for emergency response. Provide relevant information to participants and their families. Save the Risk Management plan in the Teacher drive folder teacher – WHS- WHS 2018 – Risk Management – Year of event. Place a paper copy of the completed Risk management Plan in the Risk Management folder in the office.

Step 10 Review the excursion risk management plan on completion of the excursion.