



# Spencer Park Primary School Excursions, including with an overnight stay/camp Policy (2020)

## **RATIONALE**

School excursions are undertaken to further students' learning and social skills development outside their normal school environment

## **DEFINITIONS**

### **AUTHORISED DEPARTMENT EMPLOYEE**

A member of staff employed by the Department of Education and authorised by the principal or manager to be in charge of an excursion.

### **EDUCATIONAL PURPOSE**

An outcome linked to students' educational programs, Western Australian Curriculum outcomes and/or the total educational program of the school.

### **EXCURSION**

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that has an educational purpose, is organised or managed by a member of staff employed by the Department of Education, involves any associated costs being paid directly to the school, not to a third party, is insured by the Department of Education, and, has gained the appropriate approval(s)

### **QUALIFIED SUPERVISOR**

An adult who holds the necessary qualification(s) appropriate to the specific activity or activities.

### **SUPERVISOR**

An adult who acts in a designated supervisory capacity.

### **SUPERVISORY TEAM**

All adults who have a supervisory role on an excursion.

### **AUTHORISED EXCURSION LEADER**

The member of the teaching staff who is authorised by the principal to manage a school activity.

### **VENUE**

The building, grounds and facilities, external to the school, where planned activities occur during an excursion.

### **WATER BASED EXCURSION**

Any excursion where activities occur in or around water and which present an additional risk to participants.

## **ALL EXCURSIONS**

### **Principals must:**

- authorise a Department employee to be the Excursion Leader for any excursion undertaken by the school
- confirm that a proposed excursion has an educational purpose
- not endorse an excursion where activities or locations pose a safety risk
- in the event of cancellation of an excursion, advise the school community to what purpose monies raised through fundraising will be redirected
- establish processes for the School Council or Board to approve the costs of all optional activities (including school camps and excursions)
- comply with the Department's insurance requirements.

### **The authorised excursion leader must:**

- prepare and submit the required proposal and approval forms to the principal in accordance with one of the following documents:
  - Local Area Excursions
  - Local Area Excursions with Overnight Stay including Camps
  - Interstate Excursions
  - International Excursions

- take all documentation attached to the Proposal for Excursion on the excursion
- confirm that all external providers have minimum levels of insurance of \$20 million public liability insurance and if appropriate, \$5 million professional liability insurance
- confirm that the following information is current, updated in school records and accessible to staff during the excursion:
  - approvals
  - permissions/consents
  - medical and emergency information
- 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; or require volunteers, parents or students over the age of 18 years to sign such documents.

### **Guidance**

*The principal may approve recurring excursions throughout the school year to a specified venue or venues at the beginning of each year or at the commencement of a particular unit of study.*

*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.*

## **LOCAL AREA EXCURSIONS INCLUDING WITH OVERNIGHT STAY AND/OR CAMPS**

- The principal is the Excursion Approval Authority for all local excursions, including those with overnight stays and camps
- Local area excursions with overnight stays are those that occur within Western Australia, requiring accommodation for any period of time, including camps.
- Excursions by remote schools which cross the Northern Territory or South Australian borders and involve an overnight stay are considered a Local Area Excursion with Overnight Stay Including Camps.

## **COMPLETING THE PROPOSAL FOR EXCURSION**

- The authorised excursion leader enters information in each section of the Proposal for Local Area Excursions with Overnight Stay Including Camps form in accordance with this Local Area Excursion with Overnight Stay Including Camps 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.
- Additional documents can be listed and attached where applicable.

### **EDUCATIONAL PURPOSE**

- The proposal for Local Area Excursions with Overnight Stay Including Camps needs to demonstrate how planned activities will contribute to and/or enhance curriculum outcomes.

## **RISK ASSESSMENT**

- Undertaking a risk assessment, prior to approval, will provide the necessary information for many of the sections of the Proposal for Local Area Excursions with Overnight Stay Including Camps 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 proposes strategies for minimising and managing those risks.
- 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;
  - safety and suitability of the selected accommodations;
  - the safety and suitability of any billeting arrangements;
  - issues that might arise due to the length of time of the excursion and/or possible weather events;
  - 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.
- **Excursions involving high risk activities will NOT be approved.**
- The excursion leader obtains information and familiarises 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 that have used the venue. Staff do not necessarily need to visit the site.

- The risk assessment informs the decision regarding the staff to student ratios that will provide adequate supervision for the duration of the excursion. *The Recreation and Outdoor Education Activities for Public Schools Procedures* mandate supervision ratios for some activities and should be used in conjunction with this document.

## STUDENT CAPACITY AND HEALTH CARE

- 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, in the information and consent to participate form held by the school, is current.
- Current health care information for every student attending the excursion is to be attached to the Proposal for Local Area Excursions with Overnight Stay Including Camps form and taken on the excursion. A Student Update Form is available on SIS to facilitate the updating of health care information.
- Additional health care information provided by the parent/carer/guardian is attached to the Student Health Care Summary and associated health care plans.
- 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 in medical fitness (e.g. conditions such as asthma or epilepsy) or capacity of the students to undertake the activity.
- There should be alternative activities or extra support for students who wish to take part in the excursion but do not have the prerequisite skills for the planned activity.
- There should be alternative arrangements for any student who does not participate in an excursion.
- All excursions take into consideration students' cultural or personal requirements, intellectual and/or mental capacity and/or degree of disability.

## SUPERVISORY TEAM

- The information contained in the Risk Assessment will 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.
- 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: Local Area Excursions with Overnight Stay Including Camps (page 19) for list of information to be provided to parents/carers/guardians).
- The excursion leader confirms, in writing, during the consent seeking process that parents/carers/guardians are aware of all supervisory arrangements throughout the excursion.
- Supervisory arrangements will include details about the number of supervisors present at activities and the roles they will perform.
- All teachers are required to be available to supervise students at all times.
- Duty of care always rests with the teacher(s) even if parents/carers/guardians are acting as supervisors.
- 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.
- Supervisors need to be made aware that they are required to supervise students at all times for the duration of an excursion.
- Supervisors need to advise the excursion leader of any medical condition or requirement that may impact their supervision responsibilities.
- 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 *Recreation and Outdoor Education Activities for Public Schools Procedures*.
- For outdoor education and recreation activities, including general water-based activities, the level of supervision must comply with the relevant section of the *Recreation and Outdoor Education Activities for Public Schools Procedures*.
- 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.

## ACCOMMODATION

- Single gender student groups have at least one supervisor of the same gender.
- Mixed gender student groups have a mixed gender supervisory team unless all parents/carers/guardians have approved of alternatives during the consent seeking process.
- The logistics of excursions are to be discussed with transgender or intersex students and their parent/carer/guardian prior to the confirmation of the student's participation in the event. Discussion should include options, risks and mitigating factors.
- Supervisory and accommodation arrangements, especially for sleeping and ablutions must not place supervisors in a position where there is potential for allegations of improper conduct or where the propriety of their behaviour may be questioned.

## STUDENTS WHO ARE BILLETED

- When planning an excursion that involves students being billeted, the following actions must be undertaken by the excursion leader:
  - advise the parent(s) in the host family of their responsibilities.
  - confirm the parent(s) in the host family have completed an *Undertaking to Provide a Billet* form giving an assurance to provide a safe and secure home environment for each billeted student.
  - confirm that where students are billeted in a host family, all adults on the premises during the period of the billet have a valid Working with Children Check.
  - confirm that a nominated member of the supervisory team:
    - is contactable for the duration of the billet;
    - contacts the student(s) regularly (daily) during the period of the billet to monitor and assess the student(s) emotional and physical wellbeing (this could be achieved via the use of identified strategies such as use of student daily journals);
    - has access to transport in order to visit the student(s) at short notice;
    - will remove the student(s) from the host family immediately if it is determined a student(s) is at risk or the placement is compromised, and makes appropriate alternative arrangements;
    - has current professional learning regarding child abuse and abuse prevention and/or knowledge of the Department's *Child Protection in Department of Education Sites Policy and Procedures*; and
    - has provided student(s) with key messages from the protective behaviours program prior to any overnight billet as part of the preparation, as deemed appropriate by the school.
  - confirms that the accommodation includes:
    - a private bedroom or one shared with a student of the same gender (where a student is one sex but expresses the gender identity of a different sex, an assessment needs to be undertaken as to whether their gender identity can be safely accommodated);
    - private bathing and toilet facilities;
    - any special requirements (e.g. avoidance of asthma triggers); and
    - no exposure to passive smoking.
- It is recommended that the authorising principal makes contact with the principal of a school in the locality where the billeting is to occur and seeks information regarding the suitability of host families and the billeting arrangements. The principal needs to confirm that parents/carers/guardians are fully informed of the processes undertaken by the host school to confirm the suitability of the family with whom the student is to be billeted, prior to providing consent to participate for their child to participate in the excursion.

## SUPERVISION STRATEGIES

- The *Proposal for Local Area Excursions with Overnight Stay Including Camps* explains the supervision strategies that will maintain the safety and wellbeing of students at all times, such as walking in small groups, a system for identifying students, who will accompany students to the toilet, methods to keep students in view of the supervisors, emergency evacuation procedures etc.
- Supervision strategies are to address the circumstance where students are not in clear view of the supervisor(s).
- 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.
- 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 personally care for students, unless the request relates to a task that they are required to perform as part of their normal duties.

## 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 Excursions with Overnight Stay Including Camps 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.

## COMMUNICATION STRATEGIES

- A communication strategy 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.
- The communication strategy needs to be explained to all participants and should clearly identify:
  - a signal for gaining the full 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 where necessary to other means of emergency communication such as an Emergency Position Indicating Radio Beacon (EPIRB) or a satellite telephone, or a pre-determined schedule of check-ins with a nominated contact at the school.

## BRIEFING STUDENTS AND SUPERVISORS

- 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.
- Special information sessions need to be arranged for students who were absent from preparatory excursion briefings.
- Alcohol and other drugs that impair judgment are both prohibited from consumption by supervisors during an excursion.

## TRANSPORT ARRANGEMENTS

- Transport by air is to be confined to recognised commercial operators.
- Vehicles used to transport students on school excursions must comply with relevant laws regarding the restraint of children. For more information, visit the [Road Safety Commission](#) website.
- 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.
- Principals verify any bus drivers contracted by the school have a current Working with Children Check.
- Principals verify that any school staff who drive vehicles with a seating capacity in excess of 12 persons have a valid 'F' extension on their licence.
- 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.
- 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 to be suitable for such use. Principals are to sight a current, valid driver's licence for all drivers.
- 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.

- 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.
  - If a transport related accident occurs, the principal is required to submit a claim to RiskCover. Forms can be downloaded from the [Finance for Schools](#) website. Further information on insurance is available from Legal Services, by emailing [legalservices@education.wa.edu.au](mailto:legalservices@education.wa.edu.au).

## LOCATION AND VENUES

- The Proposal for Local Area Excursions with Overnight Stay Including Camps specifies the name and address of the venue and provides an explanation of the venue's suitability and why it is the preferred venue.
- Information on the suitability of the venue relative to the students' skills and experience, the planned activities and the supervision required may be sought from:
  - previous experience with the location or venue;
  - Traditional Owners, Knowledge Holders, Elders and local Aboriginal community members regarding protocols associated with places or materials of cultural significance;
  - personally visiting the venue or site (if local);
  - 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 *Recreation and Outdoor Education Activities for Public Schools Procedures*.
- An evacuation plan and who manages an evacuation is identified, included in the Supervision Strategies and communicated to all members of the supervisory team.
- 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.

## EXTERNAL PROVIDERS

- The Proposal for Local Area Excursions with Overnight Stay including Camps includes the name and contact details of all external providers, and provide an explanation of the provider's suitability and why they are the preferred provider.
- 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 16 Insurance Cover for External Providers(page 10) for insurance cover information).
- 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](#).

## INSURANCE COVER FOR EXTERNAL PROVIDERS

- To cover their legal liability, external providers must 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 excursion 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 email [legalservices@education.wa.edu.au](mailto:legalservices@education.wa.edu.au).

## EMERGENCY RESPONSE PLANNING

- The *Proposal for Local Area Excursions with Overnight Stay Including Camps* includes an 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.
- During an excursion, a nominated supervisor has ready access to:
  - a list of the names of participating students and their parent/carer/guardian, 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.
- 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 consents, participant lists and updated emergency medical and contact information must be accessible to staff at the school, during the excursion.
- The use of local first aid and emergency services should be investigated as part of an emergency response plan.
- 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.
- Many outdoor education activities require that a member of the supervisory team hold a current first aid certificate, including a current cardiopulmonary resuscitation (CPR) qualification (see the *Recreation and Outdoor Education Activities for Public Schools Procedures*).
- 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.
- A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty.
- Emergency procedures, including emergency signals, need to be clearly understood by all students and supervisors.
- All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.

## DETAILED COSTING OF EXCURSION

- The excursion leader needs to calculate the cost of the excursion as accurately as possible to determine the appropriate price to be charged. To comply with the Department's Accounting Procedures, schools are encouraged to download and use the Pricing Instructions (*Camps and Excursions*) and the Worksheet (*Camps and Excursions*) available from the [Finance for Schools](#) website.
- Parents/carers/guardians are to be advised if the costs to students are subsidising the travel and accommodation expenses of the supervising team.
- Fundraising and refunds are to be undertaken in accordance with the Camps and Excursions Planning Guidelines available from the [Finance for Schools](#) website.

## INFORMATION TO PARENT/CARER/GUARDIAN FOR THEIR CONSENT TO PARTICIPATE

- 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. See Parent/Carer/Guardian Information and Consent to Participate Template. 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 wording);
  - 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.
- 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.
- Students participating in an excursion only engage in activities for which parents/carers/guardians permission has been obtained.
- Students who are over 18 years of age are to have all conditions of excursion participation explained and sign the appropriate Excursions Participation Agreement form which outlines expected behaviours and transport details.

## RECORD KEEPING

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

## ORGANISATION

1. Wherever possible, excursions will be planned early in the school year or in the previous year, as part of the whole school planning process, so that they can be included in the school calendar. As part of this planning a conversation with the MCS is highly recommended.
2. Excursions which are likely to disrupt other learning programs or which require significant use of staff will be discussed with the relevant management group and school community.
3. A Class Excursion/Camp Proposal form (E1) needs to be submitted to the Principal. If camping overnight or longer both E1 and E2 need to be completed.
4. E3, the medical form, will be completed for each student at the beginning of the year. Parents are required to complete signed documentation to confirm that the health information held by the school remains current. Copies will need to be retained by the Supervisory Team during the excursion/camp.
5. Organise appropriate educational alternatives for students whose parents/guardians do not approve their children's participation in an excursion. This will require cooperation of teachers for placement of students in their class for the duration of the excursion. Students will need to be provided with school work by the class teacher.
6. Use of support staff to attend camp should be in consultation with admin and other staff members. Consultation with the ESC Principal where ESC students are involved should also occur.
7. Students who cannot attend due to financial considerations should be provided with all opportunities to pay, for example, fundraising, school subsidy etc. A payment over time approach is available and can be organised through the Principal.
8. Staff members should not be required to pay fees for attending a camp. Other parents/adults will be required to pay camp fees subject to some negotiation with regard to the direct costs of their involvement.
9. E4, Declaration by Principal, must be completed by the Principal to communicate final approval of the excursion.

## RELATED DoE POLICIES

1. [Alcohol and Other Drugs in the Workplace](#)
2. [Child Protection in Department of Education Sites](#)
3. [Duty of Care for Public School Students](#)
4. [Financial Management in Schools Finance and Accounting](#)
5. [Occupational Safety and Health](#)
6. [Official Travel Records Management](#)
7. [Records Management](#)
8. [Risk and Business Continuity Management](#)
9. [Student Health Care in Public Schools](#)
10. [Student Behaviour in Public Schools](#)
11. [Working with Children Checks in Public Schools](#)

Copies of these documents are available through the school office or online at [www.det.wa.edu.au/policies/detcms/portal/](http://www.det.wa.edu.au/policies/detcms/portal/)

## OTHER DOCUMENTS

1. Guidelines for First Aid in Department Workplaces
2. Insurance and Claims Management Guide
3. Records Management Manual for School, College and Campus Records





# Spencer Park Primary School CLASS EXCURSION/CAMP PROPOSAL FORM

# E1

**(Please submit as early as possible prior to the date of the Excursion/Camp.)**

The authorised Department employee in charge of the excursion completed the following information related to the proposed excursion (refer to Excursions Policy). Additional documents may be attached where required.

Name of Event
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<b>ATTENDANCE DETAILS</b>	
Year Level _____ Excursion to _____ _____ Dates (inclusive) _____ Duration _____ days Times _____ Depart _____ Return Venue _____ _____ Travel Arrangements _____ _____ Cost per Student _____	<b>Supervisory Team – Teachers</b> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> <b>Supervisory Team – Parents/Volunteers</b> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> Approximate No. of Students      _____ G _____ B Approximate No. of SPESC Students      _____ G _____ B

**Note:** Children do not pay GST on anything except food. Refer to MCS for assistance with GST.

<b>MANAGEMENT CHECKLIST</b>																																									
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**Spencer Park Primary School  
PROPOSAL for CLASS EXCURSION/CAMP**

The authorised 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.

<b>School:</b>	
<b>Class/Year groups:</b>	
<b>Excursion to:</b>	
<b>No. of students attending:</b>	<b>Is any activity in the excursion water-based?</b>  Yes    No
<b>Departure venue, date and time:</b>	<b>Return venue, date and time:</b>
<b>Authorised Excursion leader:</b>	
<b>Documents attached:</b>	
Names, addresses (home and away) and contact details of students, supervisors and emergency contact	<input type="checkbox"/>
Up-to-date student health care plans and information	<input type="checkbox"/>
Parent/Carer/Guardian consent forms	<input type="checkbox"/>
Detailed itinerary and accommodation details	<input type="checkbox"/>
Copy of insurance certificate(s)	<input type="checkbox"/>
Additional documents (please list)	
<b>Educational purpose of excursion</b>	
The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-10 Western Australian Curriculum and/or senior secondary WACE courses / programs.	
<input type="checkbox"/>	
Details:	
<b>Educational benefit of excursion</b>	
The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done in the classroom/school environment.	
<input type="checkbox"/>	
Details:	

**Venue/site for the excursion**

The venue or site for the excursion is suitable for the student group.

Details:

**Risk assessment**

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 *Recreation and Outdoor Education Activities for Public Schools Procedure*
- additional risks and supervisory requirements associated with land-based recreational activities;
- 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.

**Approvals**

All approvals as required, and from principals of any other schools attended by participating students, have been obtained. (forms attached)

Details:

**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 the principal of any other participating school.

Details:

**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:

**Communication strategy**

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

Details:

**Briefing students and supervisors**

All relevant information about respective responsibilities and obligations has 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:

**Transport arrangements**

Arrangements have been made for the safe transport of excursion participants.  
All travel arrangements have been made in adherence to the Official Travel Policy.

Details:

**Intrastate air travel**

A record of intrastate air travel has been kept.

Details:

**Accommodation**

Safe and secure accommodation arrangements have been made.

Details:

**Students who are billeted**

Host families have completed an *Undertaking to Provide a Billet* form.  
Risk management processes are in place for students who are billeted.  
Records are kept including name, address, contacts of homesteads use on billet, which may be requested on notice.

Details:

**Emergency response planning**

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

Details:

There are clear procedures to be followed in the event a student's participation in the excursion is terminated.	<input type="checkbox"/>
Details:	
<b>Working with children checks</b>	<input type="checkbox"/>
There is a valid WWCC for each supervisor/adult travelling on the excursion, where required.	
Details:	
<b>Detailed cost of excursion</b>	
The excursion has been properly costed, with details of staff costs including expenses and teacher relief. <i>The excursion has been properly costed.</i> <i>Parents/carers/guardians have been informed of all fundraising provisions.</i> <i>Parents/carers/guardians have been informed that any fundraising monies will remain with the school in case of cancellation.</i>	<input type="checkbox"/>
<b>Anticipated cost of staff participation</b>	
Expenses: _____	
Teacher relief: _____	
Other: _____	
<b>Waivers</b>	
<i>No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.</i>	<input type="checkbox"/>
<b>External providers</b>	
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.	<input type="checkbox"/>
Details:	

All documents have been retained and appropriately stored.	<input type="checkbox"/>
<b>Information to parents/carers/guardians for their consent to participate</b>	
Parents/carers/guardians have been provided with full details of the excursion and have provided signed, and informed consent to participate.	<input type="checkbox"/>
Students who are over 18 years of age have been provided with full details of the excursion and have signed an Excursions Participation Agreement, <i>(if applicable)</i> .	<input type="checkbox"/>
<b>Authorised Excursion Leader</b> _____ <b>Date</b> _____	
I confirm that all sections of the <i>Proposal for Local Area Excursions with Overnight Stay Including Camps</i> have been completed in accordance with the <i>Excursions in Public School Procedures and Local Area Excursions with Overnight Stay Including Camps Planning and Risk mitigation document</i> .	
<b>Principal</b> _____ <b>Date</b> _____	



# Spencer Park Primary School CLASS EXCURSION/CAMP COSTING FORM

# E2

*(Please submit as early as possible prior to the date of the Excursion/Camp.)*

Name of Event
---------------

<b>I have discussed this excursion/camp with the MCS and understand the financial implications.</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

COSTS	SOURCE FUNDING
Entry Fee ..... \$_____.	Student Contribution
Fares or Bus Hire ..... \$_____.	(\$_____ p/student) ..... \$_____.
Accommodation ..... \$_____.	Fundraising Activities ..... \$_____.
Meals** ..... \$_____.	School Contribution ..... \$_____.
Incidentals (please detail)	P&C Contribution ..... \$_____.
_____ ..... \$_____.	Other (please specify)
_____ ..... \$_____.	_____ ..... \$_____.
_____ ..... \$_____.	_____ ..... \$_____.
_____ ..... \$_____.	_____ ..... \$_____.
_____ ..... \$_____.	_____ ..... \$_____.
_____ ..... \$_____.	_____ ..... \$_____.
<b>Sub Total</b> ..... \$_____.	<b>Total Funding</b> ..... \$_____.
<b>Less GST (except on food)</b> ..... \$_____.	
<b>TOTAL COST</b> ..... \$_____.	
<b>**Children do not pay GST on anything except food. Refer to MCS for assistance with GST.</b>	

_____ Authorised Department Employee Name      Signature      Date
---

Principal's Recommendation _____ _____ _____ Principal's Name      Signature      Date
---



# Spencer Park Primary School

## STUDENT HEALTH CARE

### SUMMARY

# E3

## SECTION A

### STUDENT DETAILS

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_  
Year \_\_\_\_\_ Form \_\_\_\_\_ Teacher \_\_\_\_\_  
Date of birth \_\_\_\_\_ Gender  Male  Female  
Address \_\_\_\_\_ Postcode \_\_\_\_\_

### FAMILY CONTACT DETAILS

Full Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone – Home \_\_\_\_\_ Telephone – Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Full Name \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone – Home \_\_\_\_\_ Telephone – Work \_\_\_\_\_ Mobile \_\_\_\_\_

### FOR WATER BASED EXCURSIONS (Not applicable to Pre-Primary and Kindergarten children.)

#### Swimming Ability

- |                     |                     |                 |                              |
|---------------------|---------------------|-----------------|------------------------------|
| 1. Beginner         | 4. Water Awareness* | 7. Intermediate | 10. Junior Swim and Survive* |
| 2. Water Discovery* | 5. Water Sense      | 8. Water Wise*  | 11. Swim and Survive*        |
| 3. Preliminary      | 6. Junior           | 9. Senior       | 12. Senior Swim & Survive*   |

My child has achieved stage number \_\_\_\_\_ Date achieved \_\_\_\_\_ OR I am unsure. Please assess my child.

Other Comments \_\_\_\_\_

### SCHOOL PHOTOGRAPHS

I give permission for photographs of my child to be taken for newsletters and for the local media should this be required.  Yes  No

### MEDICAL DETAILS

Doctor 1 \_\_\_\_\_ Telephone \_\_\_\_\_ Doctor 2 \_\_\_\_\_ Telephone \_\_\_\_\_  
Dental Practice \_\_\_\_\_ Dentist \_\_\_\_\_ Telephone \_\_\_\_\_

I give permission for the school to seek medical/dental attention for my child as required.  Yes  No

Do you have ambulance insurance?  Yes  No Insurance Provider \_\_\_\_\_

**If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.**

List any essential information that could affect your child in an emergency (for example, allergy to penicillin).

Health Care card?  Yes  No Expiry Date \_\_\_\_\_ Card Number \_\_\_\_\_  
Medicare Number (for children requiring regular emergency care) \_\_\_\_\_ Expiry Date \_\_\_\_\_

### ADMINISTRATION OF MEDICATION (ALL medication required must be supplied by parents/carers.)

Written authorization must be provided for staff to administer any form of medication at school.

**LONG TERM MEDICATION** Complete the *Medication* section of the relevant health care plan (see below).

**SHORT TERM MEDICATION** Request an *Administration of Medication* form to complete and return to the Principal or class teacher.

### INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

Do you give permission for the school to share your child's health care information?  Yes  No

*Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health information to the principal or manager of that program.*

If no, and the information is to be restricted, who can be informed of your child's health care information? \_\_\_\_\_

Does your child have one or more health condition(s) that will **require support** from school staff?

No – sign below and return Section A of this form to the school office. If your child's requirements change, please notify the school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Yes – complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s) \_\_\_\_\_

## SECTION B

In the following table, please indicate your child's condition(s) which require the support school staff.  
 (In response to the information below, you will be given further forms for specific health conditions to complete.)

Health Conditions	Tick health Condition	Will school staff require specific training to support your child?
Severe allergy/Anaphylaxis	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Minor and Moderate Allergies	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Seizures	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Asthma	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activities of Daily Living	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Conditions or Needs (please specify)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, advise the Principal.

If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the Principal.

## SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's "medical details and photo" to be on view for staff. Yes  No

If yes, please attach photo to the relevant health care plan(s).

## SECTION D: MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? Yes  No

If yes, provide details. \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_ Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

**ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS.  
 Note: Where appropriate, students should be encouraged to participate in their health care planning.**

Office Use Only		
Does the child have an allergy that needs to be flagged on SIS	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____
Have relevant health care plans been issued to the parent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____
Has the Principal been informed if:		
• Specific training is required to support the teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
• The student's health care information is to be restricted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date <i>Student Health Care Summary</i> was completed and uploaded on SIS.	Date _____	





# Spencer Park Primary School CLASS EXCURSION/CAMP PRINCIPAL DECLARATION FORM

# E4

## DECLARATION BY PRINCIPAL

PROPOSED EXCURSION TO \_\_\_\_\_

I, \_\_\_\_\_, Principal of SPENCER PARK PRIMARY SCHOOL declare that I have sighted all relevant documentation and confirm that:

- the proposed excursion has a clear educational purpose;
- all approvals as required under the *Official Air Travel* policy and from principals of any other school attended by participating students have been obtained;
- 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 other participating school;
- a suitable supervisory team, supervision strategies and system for identifying excursion participants have been established;
- an appropriate communication strategy and information about respective responsibilities and obligations has been established and communicated to all those attending the excursion;
- arrangements have been made for the safe transport and accommodation of excursions participants;
- where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established;
- an emergency response plan has been developed and a copy has been provided to the relevant Regional Education Office or retained by the principal of the independent public school;
- the excursion has been properly costed; and
- as appropriate, travel insurance has been arranged by parents for all students;
- parents have been provided with full details of the excursion and have provided signed consent.

Excursion approved by:

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EXCURSIONS and CAMPS:**

### **INFORMATION AND CONSENT TO PARTICIPATE: INSTRUCTIONS**

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. Depending on the nature and specific activities of the excursion, further advice and details may need to be included.

Schools should provide details of:

- purpose of the excursion and links to the curriculum;
- travel dates and time;
- venue;
- transport details;
- accommodation details;
- billeting details;
- planned activities;
- supervisory team;
- supervision roster;
- costs;
- any additional information regarding specific clothing or item requirements, food;
- travel insurance requirements; and
- water based excursion additional information.

Parents/carers/guardians need to provide informed consent to participate for the excursion including:

- emergency contact information;
- relevant additional medical information not already held by the school relating to their child; and
- acknowledgment of the supervision arrangements.

## PARENT INFORMATION AND CONSENT FORM FOR SCHOOL EXCURSION/CAMP – LAND BASED

Dear Parent/Carer/Guardian

I am pleased to provide you with the following details regarding our excursion.

<b>Excursion to:</b>	<b>Class/Year groups attending:</b>
<b>Departure venue, date and time:</b>	<b>Return venue, date and time:</b>
<b>Excursion leader:</b>	<b>Contact arrangements during excursion:</b> <i>Excursion leader contact details</i>
<b>Travel details</b> ( <i>mode of transport and associated details</i> ):	
<b>Accommodation venue</b> ( <i>attach any billet information</i> ):	
<b>Excursion cost:</b> Transport       \$ Venue entry     \$ Other             \$	
<b>Supervisory team</b> ( <i>include details of staff member with first aid responsibility</i> ):	
<b>Educational purpose of excursion</b> This excursion has been planned to supplement the following work being completed in your child's classroom and/or is part of their education program.  Details:	
<b>Activities</b> Your child will be participating in the following activities. ( <i>Water based excursions require additional supervision advice and student information. Include as appropriate.</i> )  Details:	
<b>Special clothing or other items required</b> All excursion participants are to comply with all venue/site special clothing or other item requirements as prescribed.  Details:	
<b>Excursion Leader signature:</b>	<b>Date:</b>
<b>Principal signature:</b>	<b>Date:</b>

# PARENT CONSENT

Please complete, sign and return the section below to the school by (DATE).

## PARENT INFORMATION AND CONSENT TO PARTICIPATE

<b>Child's name:</b>	<b>Class/Year:</b>
----------------------	--------------------

**Excursion to:**

**Student health considerations** If your child's medical condition has changed or your child has special needs, please provide full details and include any relevant medical details on the attached Student Health Care Summary.

**Special considerations** If the proposed excursion poses additional health risks in addition to those identified in the Student Health Care Summary, please outline additional health risks below:  
*e.g. if your child suffers from anaphylaxis there may be risks associated with the provision of meals and storage of an adrenaline auto injector at the appropriate temperature.*

Details:

**Parent/Carer/Guardian Consent**  
 I give permission for my child to receive medical treatment in case of emergency.

I am aware that the school and its employees are not responsible for personal injuries or property damage that may occur on an excursion, unless the school or its employees are proven to be negligent.

Emergency Contact Details			
Emergency Contact 1		Emergency Contact 2	
Name		Name	
Daytime Contact		Daytime Contact	
After hours Contact		After hours Contact	
Mobile		Mobile	
Relationship		Relationship	

I consent to

participating in an excursion to  on

## PARENT INFORMATION AND CONSENT FORM FOR SCHOOL EXCURSION/CAMP – WATER BASED

Dear Parent/Carer/Guardian

I am pleased to provide you with the following details regarding our excursion.

<b>Excursion to:</b>	<b>Class/Year groups attending:</b>
<b>Departure venue, date and time:</b>	<b>Return venue, date and time:</b>
<b>Excursion leader:</b>	<b>Contact arrangements during excursion:</b> <i>Excursion leader contact details</i>
<b>Travel details</b> ( <i>mode of transport and associated details</i> ):	
<b>Accommodation venue</b> ( <i>attach any billet information</i> ):	
<b>Excursion cost:</b> Transport       \$ Venue entry     \$ Other             \$	
<b>Supervisory team</b> ( <i>include details of staff member with first aid responsibility</i> ):	
<b>Educational purpose of excursion</b> This excursion has been planned to supplement the following work being completed in your child's classroom and/or is part of their education program.  Details:	
<b>Activities</b> Your child will be participating in the following activities. ( <i>Water based excursions require additional supervision advice and student information. Include as appropriate.</i> )  Details:	
<b>LOCAL AREA EXCURSIONS INCLUDING CAMPS: WATER BASED OR SWIMMING ACTIVITIES ADVICE</b> The excursion will involve the following water based or swimming activities:	
These activities will take place at	

**Special clothing or other items required** All excursion participants are to comply with all venue/site special clothing or other item requirements as prescribed.

Details:

**Excursion Leader signature:**

**Date:**

**Principal signature:**

**Date:**

# PARENT CONSENT

Please complete, sign and return the section below to the school by (DATE).

## PARENT INFORMATION AND CONSENT TO PARTICIPATE

<b>Child's name:</b>	<b>Class/Year:</b>
----------------------	--------------------

**Excursion to:**

**Student health considerations** If your child's medical condition has changed or your child has special needs, please provide full details and include any relevant medical details on the attached Student Health Care Summary.

**Special considerations** If the proposed excursion poses additional health risks in addition to those identified in the Student Health Care Summary, please outline additional health risks below:  
*e.g. if your child suffers from anaphylaxis there may be risks associated with the provision of meals and storage of an adrenaline auto injector at the appropriate temperature.*

Details:

**Water based or swimming activities response**  
*Please indicate your child's swimming ability:*

Department of Education swimming stage achieved:  Date achieved: \_\_\_\_\_

I am unsure.  (The school will contact you to discuss your child's swimming ability.)

**Swimming Ability**

<input type="checkbox"/> Stage 1 Beginner	<input type="checkbox"/> Stage 7 Intermediate
<input type="checkbox"/> Stage 2 Water Discovery	<input type="checkbox"/> Stage 8 Water Wise
<input type="checkbox"/> Stage 3 Preliminary	<input type="checkbox"/> Stage 9 Senior
<input type="checkbox"/> Stage 4 Water Awareness	<input type="checkbox"/> Stage 10 Junior Swim and Survive*
<input type="checkbox"/> Stage 5 Water Sense	<input type="checkbox"/> Stage 11 Swim and Survive*
<input type="checkbox"/> Stage 6 Junior	<input type="checkbox"/> Stage 12 Senior Swim and Survive*

\*Stages 10 to 12 are Royal Life Saving Society of Australia awards. Stage 10 focuses on safety and survival abilities including clothed survival and personal fitness for survival and extends the student's range of swimming skills. Stages 11 and 12 involve further development of survival and swimming skills and endurance. Stage 12 provides a foundation for rescue awards.

Emergency Contact Details			
Emergency Contact 1		Emergency Contact 2	
Name		Name	
Daytime Contact		Daytime Contact	
After hours Contact		After hours Contact	
Mobile		Mobile	
Relationship		Relationship	

**Parent/Carer/Guardian Consent**

I give permission for my child to receive medical treatment in case of emergency.

I am aware that the school and its employees are not responsible for personal injuries or property damage that may occur on an excursion, unless the school or its employees are proven to be negligent.

I consent to

*(Your child's name)*

participating in an excursion to

on

*(Date)*

I give permission for my child

*(Your child's name)*

to participate in the water based or swimming activities.

*(Your name)*

*(Your signature)*

*Dated*



## RECREATION AND OUTDOOR EDUCATION ACTIVITIES FOR PUBLIC SCHOOLS PROCEDURES

Refer to Department of Education website [Recreation and Outdoor Education Activities for Public Schools Procedures](#). *Check the link to ensure the most current information is being used.*

### SUPERVISION AND QUALIFICATIONS OF SUPERVISOR REQUIREMENTS

Outdoor Education and Recreation Activities: Procedures and Guidelines contains 18 sections of specific procedural information and guidelines for a broad range of land based and aquatic activities undertaken on or off school sites. These procedures and guidelines are provided to assist teachers in meeting their duty of care responsibilities to students. As such, this policy must be read in conjunction with the Duty of Care for Students policy.

All of the activities described in this document contain an element of risk. However, adherence to the procedures and guidelines specified here will minimise the possibility of injury to participants, while offering learning environments that provide opportunities for students to develop independence and skills in the outdoors.

To ensure that a duty of care is provided to all students and participants involved in activities, the advice contained within each section must be adhered to. Teachers must also ensure that they are providing a learning environment to students that reflect the practices articulated in the relevant policies listed in section 1.3 below.

This document:

- replaces Section 2 of the *Organisational Guidelines for Physical Education and Outdoor Education (1996)*. Other sections of that document are under review and may be republished; and
- incorporates the revised *Water-based Excursions: Procedures and Guidelines 2004*. The remaining sections of the *Organisational Guidelines for Physical Education and Outdoor Education (1996)* are presently under review. Parts of this document will be republished as guidelines on the Department of Education and Training's (the Department) Health and Physical Education webpage <http://www.det.wa.edu.au/education/hpe>. Activities conducted off the school site must comply with the Department policy: *Excursions: Off School Site Activities*.

## RISK MANAGEMENT PLAN

<b>Section 1:</b>			
Name of activity:	Start date:	Finish date:	
Location/venue address and contact details:	Start time:	Finish time:	
Brief description of activities			
Year groups involved:	Total number of students:	Male:	Female:
Teacher in charge:		Experience/Qualifications:	
Supervisory Team Members:		Experience/Qualifications:	
Vehicle(s) make, model registration			
<b>Section 2: Purpose</b>			

### Section3: Risk Rating Matrix

Risk Rating		Consequences							
		Insignificant	Minor	Moderate	Major	Critical			
Likelihood	Almost certain	Medium	Medium	High	Extreme	Extreme	Likelihood	Almost certain	Expected to occur in most circumstances.
	Likely	Medium	Medium	High	Extreme	Extreme		Likely	High probability of occurring.
	Possible	Low	Medium	Medium	High	Extreme		Possible	May occur a some point in time.
	Unlikely	Low	Low	Medium	High	High		Unlikely	Unlikely to occur but could happen.
	Rare	Low	Low	Low	Medium	High	Rare	Occurs infrequently.	
								Consequences	Insignificant
							Minor		Basic first aid treatment required (onsite), limited impact on activity.
							Moderate		Medical treatment required with disruption or delays to activity.
								Major	Serious injury requiring specialist treatment or hospitalisation. Major delay or suspension of activity is likely to occur.
								Critical	Permanent or serious injuries sustained. Activity is immediately suspended.

Level	Descriptions of Risk Rating	Actions
Low	If an incident were to occur, it is rare or unlikely to disrupted 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 participant(s) requiring specialist treatment or hospitalisation.	Additional risk management strategies may be 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.

The risk rating for this excursion is:

If further risk management planning is required, please liaise with the principal.

## EMERGENCY RESPONSE PLAN

### Section 1: Emergency Response Plan

#### Emergency Contacts

Emergency Services	Emergency and local phone numbers	Address/location	Access within 1 hour by road/air
Ambulance	000		Yes/No
Hospital Albany Health Campus: Medical Centre	<a href="tel:(08)98922222">(08) 9892 2222</a>	30 Warden Ave, Spencer Park	Yes/No
Police	Urgent 000 Non-urgent 131 444		Yes/No
Fire	000		Yes/No
Poisons information	131 126		Yes/No
School	6821 3000 Principal: 04585 74793	26 Hardie Rd Albany	No
Participants' emergency contact details	<b>Copy of consent forms to be retained by the teacher-in-charge. Include current emergency contact details for all participants next-of-kin.</b>		

### Section 2: Maps

Include/attach a copy of relevant area maps, highlighting (where applicable):

- support vehicle/bus access locations and evacuation routes including identification of any unsigned access roads;
- emergency access points and any potentially locked gates;
- land manager/ranger residence;
- participant expected locations/trails/routes/campsites/emergency assembly points;
- nearest main town/settlement;
- areas of mobile phone coverage/service access;
- location of first aid kits; and
- directions and localities of nearest emergency services (Fire, Police, medical centres and/or hospitals with 24-hour emergency access etc.).

**Section 3: Emergency Evacuation Plan**

Provide a detailed plan for all participants:

**Section 4: Equipment**

Vehicles and Keys	
First Aid Kits	
Communications	
Participant equipment list	
Group equipment list	

**Section 5: Emergency Response Plan**

<b>Responsibilities of Supervisory Team</b>	In the event of an emergency the division of responsibility will be partly determined by locality and access to assistance. In the case of a serious emergency, all activities will cease once the alarm has been raised except possibly for that activity required to clear participants from further risk.		
	<b>Role</b>	<b>Name and contact details</b>	<b>Responsibilities/role description</b> (Supervisors to be briefed prior to commencement of activity)
	Teacher-in-charge		
	Second-in-charge		
	First aid officer		
	Group manager		
	Communications		
Additional supervisors			
<b>Take control/secure the scene</b>	<p>In the event of an emergency the Department teacher-in-charge (or if they are incapacitated the second-in-charge) must secure the scene and ensure the safety of all other participants.                  Give instructions in a calm and methodical manner.                  Following a routine set of procedures helps to maintain control in stressful situations and assists in alleviating any tensions amongst the group.</p>		
<b>Primary survey</b>  Follow DRSABCD	<p>Inform concerned authorities as soon as practical.</p> <p><b>Danger</b></p> <ul style="list-style-type: none"> <li>to yourself, others/bystanders, casualty. Stop and survey the scene.</li> </ul> <p><b>Response</b></p> <ul style="list-style-type: none"> <li>Conscious: place casualty in recovery position if no spinal is suspected and proceed to secondary survey). Continue to monitor.</li> <li>Unconscious: continue with DRSABCD.</li> </ul> <p>Send for help</p> <ul style="list-style-type: none"> <li>000.</li> <li>Inform authorities as soon as practical (include: location, crossroad/access, number of casualties, condition of casualties, contact number). If possible, delegate this responsibility to a trusted bystander.</li> </ul> <p><b>Airway</b></p> <ul style="list-style-type: none"> <li>look, listen, feel, visual check of oral cavity. Remove any visual blockage.</li> </ul>		

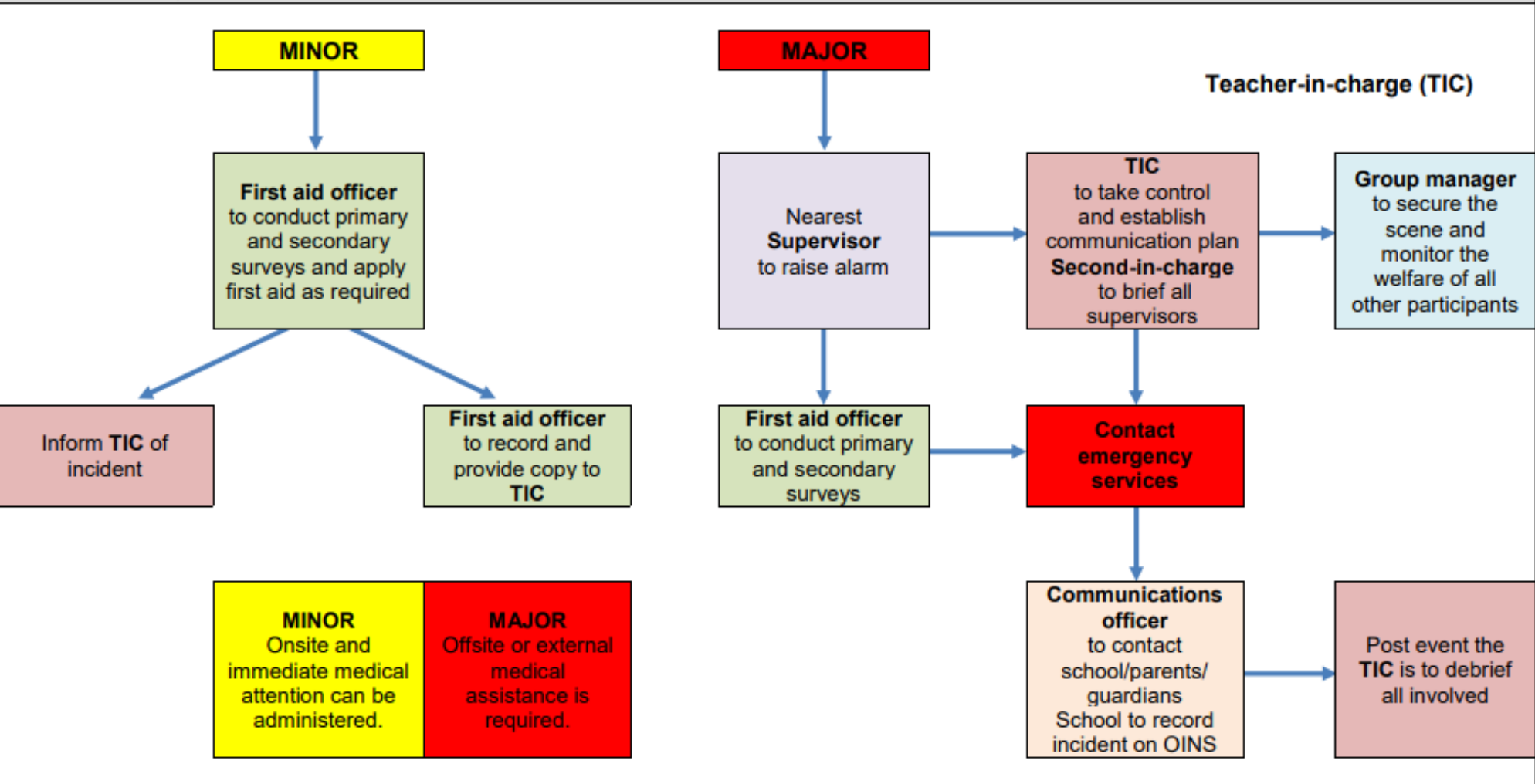
	<p><b>Breathing</b></p> <ul style="list-style-type: none"> <li>Breathing check: frequency, depth, regularity, sounds, smell. If normal, place casualty in recovery position. If gurgling sound is present, clear airways and check chest for injury.</li> <li>Not breathing: continue with DRSABCD and commence cardio pulmonary resuscitation (CPR).</li> </ul> <p><b>CPR</b></p> <ul style="list-style-type: none"> <li>30 chest compressions (1/3 depth of chest): 2 breaths. (Approximately 3 full cycles per minute).</li> <li>Continue CPR until help arrives or the patient starts breathing. If breathing place in recovery position.</li> </ul> <p><b>Defibrillation</b></p> <ul style="list-style-type: none"> <li>Attach as soon as one is available and follow voice prompts.</li> </ul> <p>DO NOT move a patient with a suspected <b>spinal injury</b> unless they are in danger. If the patient must be moved, take extreme care to keep the spine straight and avoid twisting or bending. Support head and neck with your hands.</p>
<p><b>Secondary survey</b></p>	<p>For non-urgent matters, refer to emergency contact numbers for local police/hospital/school as required.</p> <p><b>Shock:</b> Monitor for shock by checking vital signs:</p> <ul style="list-style-type: none"> <li>Loss of consciousness (restless, disoriented)</li> <li>Heart rate (rapid and weak)</li> <li>Respiratory rate (rapid and shallow)</li> <li>Skin colour, temperature, moisture (pale, cold and clammy)</li> <li>Pupils (slow to respond)</li> </ul> <p><b>Head to toe survey</b></p> <ul style="list-style-type: none"> <li>Ask about any possible injuries and suspected locations, level of pain out of 10.</li> <li>Look for changes to facial expressions during survey, bruises, wounds, bleeding, deformities and signs of vomiting</li> <li>Feel for hot or cold spots, rigidity, tenderness, deformity</li> <li>Listen for abnormal sounds, bones grating, airway noises, chest gurgling</li> <li>Smell for unusual body odours, breath odours or external odours from environment</li> </ul> <p><b>Medical history</b> Ask about:</p> <ul style="list-style-type: none"> <li>prior and current symptoms;</li> <li>allergies;</li> <li>medications;</li> <li>relevant medical history;</li> <li>recent foods and fluids; and</li> <li>events preceding the incident/illness.</li> </ul> <p><b>Exposure:</b> Shade, padding, insulation, shelter</p>
<p><b>Aftercare</b></p>	<p>Check for exposure. Make casualty comfortable and reassure. Use the other staff members to reassure the rest of the group. When appropriate keep the group informed of the patient's condition</p>

**Management Flow Charts:** If applicable, flow charts should include an estimated time it may take to raise an alarm and the amount of time that may elapse before appropriate support can be provided.

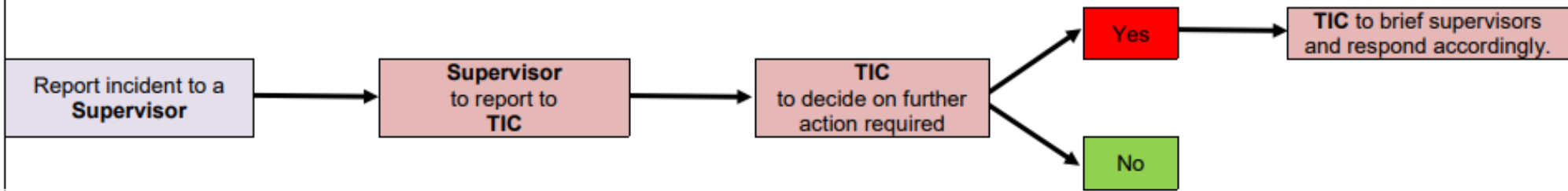
**EXAMPLE EMERGENCY FLOW CHARTS**

This is an example only and is not intended as a definitive set of procedures to follow in emergency situations.

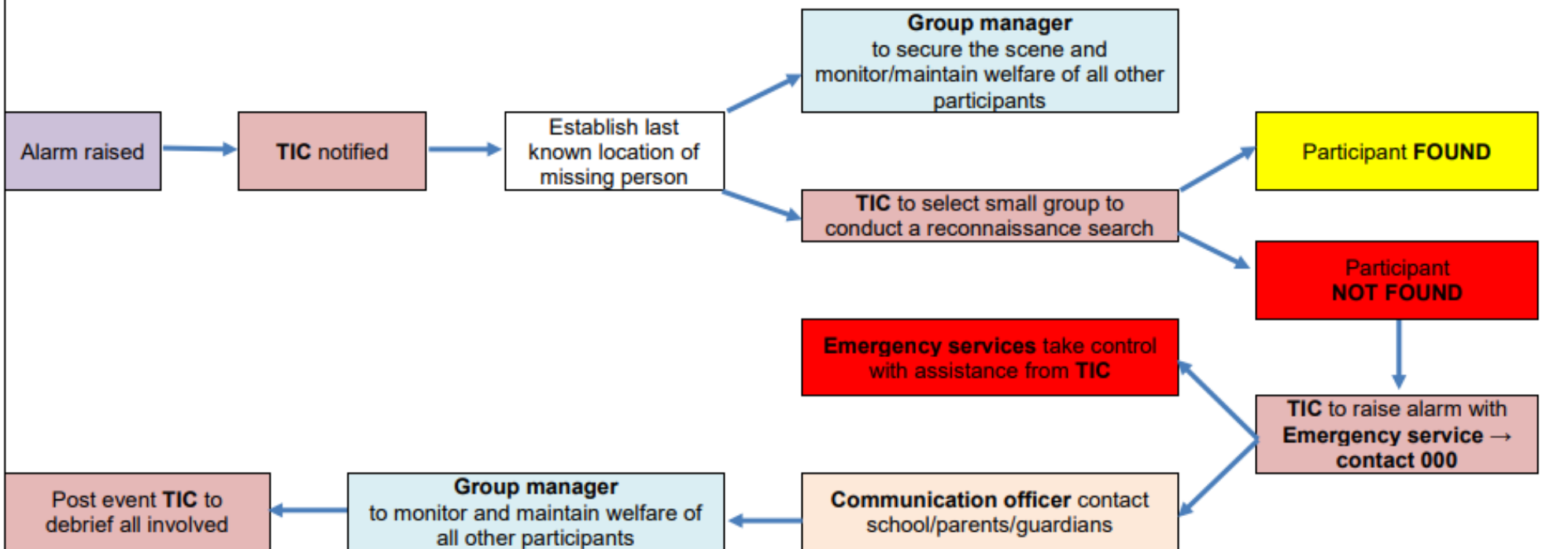
**INCIDENT REQUIRING MEDICAL ATTENTION**



**INCIDENT NOT REQUIRING MEDICAL ATTENTION FLOW CHART (e.g. negative behaviours)**



**LOST PARTICIPANT FLOW CHART**





# EMERGENCY EVACUATION FLOW CHART

