

EXCURSION POLICY



St Joseph's Primary School

RATIONALE:

Excursions and Camps are an integral part of the teaching process. St Joseph's is committed to the provision of educationally valid excursions as part of the school curriculum. Excursions will be prepared, managed, supervised and monitored in a way that ensures the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of the excursion.

AIMS:

St. Joseph's School aims to provide opportunities for children to:

- ☐ Learn in and out of the class/school structure.
- ☐ Live and work in groups outside the home and school environment over an extended period.
- ☐ Further develop solid skills, such as cooperation, tolerance and communication by individual and group interaction.
- ☐ Develop an appreciation of their place in the broader community by interacting with various community groups and with students from other schools.
- ☐ Be involved with planning preparation and presentations associated with camps and excursions.

IMPLEMENTATION:

This school will ensure that:

- ☐ Legislative and regulatory requirements for the organisation and management of excursions are complied with, and staff are aware of any mandatory guidelines relating to excursions
- ☐ Excursions will be planned and conducted using risk management principles
- ☐ Records will be kept of the risk management process for each excursion
- ☐ Contingency arrangements and emergency procedures are included in planning procedures Staff, students and others involved in the excursions (such as supervising parents) are fully briefed on all aspects of an excursion before its commencement and have time to undertake preparatory activity
- ☐ Supervisory roles and responsibilities are clearly allocated and understood by all staff and students going on the excursion
- ☐ Parents are informed of the excursion and provide consent for their child's involvement
- ☐ Staff involved in planning excursions have the requisite skills and experience for the excursion
- ☐ Where possible, preliminary inspection of the excursion site will be undertaken
- ☐ The qualifications and licensing of, and safety precautions taken by, outside persons or agencies used as part of an excursion are carefully checked
- ☐ Transport arrangements are made with the safety of participants in mind

- ☐ Excursions will be selected to match the participant's levels of competence and ability
- ☐ A first aid kit containing equipment eg: asthma kit, epi-pens (if required), sunscreen etc. will be taken on all excursions.
- ☐ Participating staff members are expected to have CPR qualifications for all overnight and water excursions. At least one member is to hold a Senior First Aid qualification for any excursion. The school will provide insurance to cover the excursion
- ☐ Any incident occurring on an excursion will be fully investigated and recorded.

Principal's Commitment:

The principal is responsible for ensuring that:

- ☐ The objectives of this policy are incorporated into school procedures
- ☐ Staff and students are consulted on health and safety matters relating to excursions
- ☐ Action is taken to ensure that excursions are conducted safely and without risk to health.

Staff Commitment:

Staff are responsible for:

- ☐ Planning and conducting excursions with regard to the health and safety of all participants
- ☐ Cooperating with measures introduced to protect the health and safety of people on excursions
- ☐ Reporting any accident, incident that occurs on an excursion.

Duty of Care:

- ☐ A ratio of one adult / ten children is the guide for St Joseph's Excursions.
- ☐ Ensure there is a gender balance when organising staff for the excursion.
- ☐ All teachers and parents must be clearly briefed on the excursion's behaviour management framework. This framework must reflect the spirit of the school behaviour management policy.
- ☐ During planning a collaborative decision must be reached regarding the adults attending. First preference to teaching staff. Ancillary staff may be included. Parents may not always be suitable for every excursion however they may bring special gifts to certain settings.

Destination:

- ☐ The destination chosen must align with study related outcomes.
- ☐ The destination should be safe, provide appropriate activities and sleeping accommodation that allows for adequate night time supervision by adults.
- ☐ Adults must not share rooms with children.
- ☐ Emergency Services must be easily accessible from the destination.

Travel:

- ☐ The most favoured option for road travel is bus. When obtaining quotes from bus companies request buses with seat belts.
- ☐ Private cars should be used as a last resort and only with the express permission of the student's parent/guardian.

Inclusion:

The excursion must be accessible to every child in the class. Travel and venue must be suitable for every child in the class.

If a parent chooses to exclude a student from the excursion (this should never be for financial reasons) this child is marked absent from school and no supplementary work will be supplied. Gender inclusion means destinations that have a strong gender bias should not be considered.

Communication:

- ☐ Parents must be advised as early as possible, of excursions planned and probable costs. Mobile phones are to be carried by teachers on excursion. Contact numbers should be left at the office and shared with adults on the excursion.
- ☐ Parents wishing to make contact with the excursion, do so through the school office.
- ☐ When looking at a venue teachers must ensure there is phone communication available to the group.

Safety:

All school safety guides apply:

- ☐ Ensure there is first aid support
- ☐ Appoint a medication officer. Check adult/ child ratio.
- ☐ On overnight extended excursions plan respite rotations for staff.
- ☐ Ensure an up-to-date medical profile is held for every child.
- ☐ In the event of a child being diagnosed with an infectious disease please contact the Principal for direction.
- ☐ Make sure Child Protection protocols are known and followed. E.g. Adults in rooms separate to children. Bathing supervision is gender appropriate and adults are not alone with children in bathrooms etc.
- ☐ Appoint an excursion co-ordinator to take responsibility for final decisions after collaboration (this should be a member of the school executive when possible).

Finance:

- ☐ Cost to parents must be kept as low as possible without compromising safety or purpose of the excursion. Staff are paid the usual hour rate when on camp.
- ☐ Parents are not paid but all fares, meals and entry should be covered in the budget.
- ☐ Staff who are replaced from usual duties while on camp are to be paid for from the excursion budget. Check with office re GST impact on excursion when planning.
- ☐ Meals / Drinks / Expense money should all be drawn from the budget. An itemised excursion budget should be given to the Principal before costs are finalised.
- ☐ Treats for children should come from part of the budget.
- ☐ Only Videos that are **G** or **PG** are to be shown during the excursion.
- ☐ Children's personal budget (spending money) should be dictated by the teachers and kept to a minimum.

Reviewed: February 2017

Ratified: February 2017

Next Review: February 2019

Risk Assessment – Excursion Form

Please note, this process must be completed 3 weeks prior to the excursion where possible.

Date of Excursion: _____ Teacher responsible: _____

Duration: hours ½ day whole day
overnight/days

Location: _____

The full site has been inspected by the teacher _____ (teacher's name) and/or is familiar to the School Executive Member _____ (name) and is determined safe for all students including Additional Needs students.

Ratio of Adults to children _____:

Have students been briefed about nature and expectations of excursion? Yes No

Transport:

Are the students travelling by Bus? Yes No

If no, approximately what is the distance to the venue/location? _____ km N/A

Can all students physically manage to walk this distance and return? Yes No N/A

Is there any requirement for "Special Needs" children? Yes No N/A

Explain

Duty of Care:

Does the venue/location have toilet facilities available? Yes No N/A

If students are going near water will there be supervising adults who hold an appropriate and current First Aid/Resuscitation credential? Yes No N/A

If over an hour, is there an allocation for children to have a food break. Yes No N/A

Is there a mobile phone allocated to Supervision Yes No

If yes – what is the number _____

Have students' parents/s been contacted and given details about this excursion Yes No

List any other specific requirements (include any special medical considerations): _____

Important Please Note:

If this excursion is more than 45 minutes duration, the parents must be contacted about this excursion and verify that the student's needs have been met before the excursion can take place

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

St Joseph's Primary School Maclean Excursion

Risk Assessment

Excursion: _____

Day Excursions

Risk Area	Supervision Arrangements	Identified Potential Risk	Measures taken to minimise identified risk
Group Arrival at school			
Collection of medications			
Assembling prior to departure			
Travel			
Assembling upon arrival			
Activities (Please use a separate row for each activity)			
Management of medications and medical needs			
Assembling for departure			
Return travel			
Children departing with their parents			
Assembling upon return to school			
Potential risks from people			

St Joseph's Primary School Maclean Excursion

Risk Assessment

Excursion: _____

Overnight Camps

Travel, medication and Activities

Risk Area	Supervision Requirements	Identified Potential Risk	Measures taken to minimise identified risk
Assembling prior to departure			
Collection of medications			
Loading and Unloading Bus			
Assembling upon arrival			
Camp Supervision and moving around the camp			
Cabin Allocation and supervision			
Night Supervision of Cabins			
Group Activities (Please list one activity per row)			
Potential risks from people			

Camp Organisation and Assembly Practices

Meals			
Free Time			
Groups			
Site, Buildings, Activities	Risk Document		

Please use the CSO Risk Assessment Guide (below) when completing your Risk Assessment for your Excursion Application

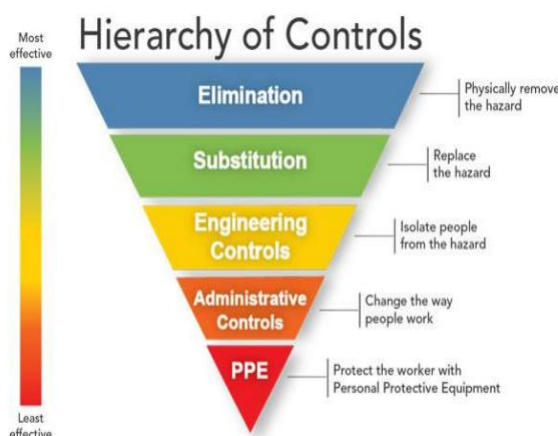
Step One: Contemplating the activity as a whole and how it will differ from a normal school day, list on a document the potential hazards involved, working from the start of the day through to the end. Don't forget to include transport, supervision, toileting, lunch and breaks not just the inherent hazards of the activity.

Step Two: Assess each hazard listed against the risk matrix pictured

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

And record the outcome on your risk assessment.

Step Three: Define how you will control the risks. Controls pictured



ing the Hierarchy of

plemented on your risk assessment.

students attending the activity, surmise the Record your findings on the Risk assessment

controls add any risks or hazards which are ivity.

Step Six: Consider and record what and amount of safety equipment required for the activity, Including First Aid Kits.

Record which control will be utilised and how it will be implemented on your risk assessment.

d the outcome.

lved in the activity and

Step Four: Reviewing the above and the number of students attending the activity, surmise the number of staff required for the activity. Record your findings on the Risk assessment.

gency Assembly Point if

Step Five: Again reviewing your hazards, risks and controls add any risks or hazards which are peculiar to Staff in attendance at the activity.

Step Six: Consider and record what and amount of safety equipment required for the activity, Including First Aid Kits.

Step Seven: Evaluate any child protection issues with the activity and record the outcome.

Step Eight: Consider the Duty of Care requirements of any third party involved in the activity and acquire a copy of any associated documentation.

Step Nine: Undertake to review or establish and communicate the Emergency Assembly Point if the location of the activity is offsite.

Step Ten: Submit the risk assessment for review.

STAFF CHECKLIST

Have you:

1. Completed a Risk Assessment – Excursion Form
2. Fully informed parents of the excursion details.
3. Organised adequate supervision.
4. Budgeted all contingencies.
5. Sent out student medical form.
6. Collated medical information on a central medical sheet featuring names of all children and their medication / special care required.
7. A complete first aid kit.
8. Appointed a first aid officer.
9. Organised a hiking first aid kit for field excursions.
10. Checked access for children with disabilities.
11. Ensured emergency services are contactable.
12. Established that there is phone coverage at all times during the excursion.
13. Issued a copy of the phone list to all supervisors.
14. Agreed upon and declared your behaviour management strategies with all supervisors.
15. Appointed a camp co-ordinator.
16. Checked that the bus has seat belts (at the time of getting quote).
17. Organised respite for all adults on camp.
18. Checked Child Protection paper work for all adults on camp.
19. Checked that videos are suitable for screening to children.
20. Checked paper work for any private conveyance.
21. Collected a copy of all children and staff addresses and phone numbers.
22. Issued a copy of the name, address and telephone number of all accommodation venues to all supervisors and the school.

Serious Incidents notifiable to Workcover NSW under Part 5, Division 4 of the Occupational Health and Safety Act 2000

Accidents	Incidents
<p>Report any accident that has resulted in:</p> <ul style="list-style-type: none"> Major damage to any plant, equipment, building or structure An uncontrolled explosion or fire, An uncontrolled escape of gas, dangerous goods or steam Imminent risk of explosion or fire Imminent risk of an escape of gas, dangerous goods or steam A spill or incident resulting in exposure of a person to a notifiable or prohibited carcinogenic substance Collapse of an excavation 	<p>Report any incident that has resulted in:</p> <ul style="list-style-type: none"> The death of a person Amputation of a limb Person rendered unconscious Person being placed on life support The loss of consciousness of a person caused by impact of physical force, exposure to hazardous substances, electric shock or lack of oxygen Serious burns to a person Entrapment of a person in a confined space

BUDGET GUIDE

Please ensure you have factored in the following costs when constructing your budget.

Details	Unit cost	Quantity	Total Cost
Transport			
Accommodation			
Food			
<i>(Remember to check GST guidelines in office for the above items)</i>			
Out of Pocket expenses for supervisors			
Staff Replacement Costs			
Gifts for Volunteers			
Lollies / Treats			
Videos			
Supplementary Meals			
Extra First Aid requirements			
Extra Camping gear/ equipment			
Contingency amount			
	<u>Total Costing</u>		

St Joseph's Primary School
Maclean
Overnight Camp Medical
Information Sheet



Child's Name: _____ **Date:** _____

1. Does your child require any regular medication? Yes / No
2. Does your child suffer from travel sickness? Yes / No

If you answered 'Yes' to Questions 1 or 2 please complete the form below

Condition Name	Medication Name	Exact Dosage	Time/s of Administration	Special Instructions	Self-Admin Yes/No

3. Does your child suffer from any other **medical condition** of which we should be aware?
Yes / No If you answered 'Yes', please give details.

4. When was your child's last **Tetanus** injection?

5. Does your child have any allergies?

6. Is your child **asthmatic**? **Yes / No** (If you answered 'Yes', Supply details above)

7. Are there any foods that your child is unable to eat?

Your Medicare No. _____

9. Is your child in Ambulance Fund? _____

10. Should your child require a Panadol during the excursion, please advise us of the dosage and sign below to give your permission for it to be administered at the teacher's discretion.

_____ Sign for Panadol: _____

Parents please **sign here** to show that you have completed this form:

Signed: _____

Date

