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EXCURSIONS, INCURSIONS & CAMPS

POLICY

1. The School aims to meet the needs of every student. These needs include the personal development of our students from an intellectual, spiritual, emotional, physical and social perspective. As a school and a community we recognise that experiences outside the classroom contribute greatly to an individual's personal development.
2. Educational excursions and camps, including sporting and cultural excursions, are opportunities to enhance personal development and may be organised and conducted during the course of the year, provided their purposes and structure complement the curriculum.
3. All teaching staff involved in excursions are expected to have a thorough knowledge of the School's policies and guidelines relating to excursions.
4. All staff participating in an excursion owe a duty of care to all students for the duration of the excursion. This duty of care ceases only when the participants are collected by their parents. The duty of care for the safety and welfare of students remains, at all times, the responsibility of all staff and cannot be delegated to parent helpers.
5. All appropriate health and safety precautions must be taken prior to and during an excursion. A risk assessment is a necessary element of the planning of any excursion, incursion or camp.
6. Parents must be given clear and comprehensive details of all proposed excursions and camps prior to their taking place, including start and finish times.
7. The Principal or his/her delegate must approve all educational excursions. Prior to approval being given for an educational excursion, the Principal or his/her delegate must be satisfied with the competence of the teacher in charge to manage the proposed activities and the intended participants and must be satisfied that the supervision will be adequate, that appropriate safety precautions will be taken and that all requirements have been met.

PROCEDURES

Planning and Application

1. Wherever possible, excursions will be planned in the previous year, or early in the current year. This aids in the School's planning process and ensures that these activities can be included in the School's calendar of events.
2. When planning an excursion, staff will be expected to provide the Principal or his/her delegate with the following information:

- The purpose of the excursion, showing the relationship between its educational rationale and the learning program of the participating students;
- A draft of the notification to all parents, giving clear information about the purpose and nature of the excursion, its date[s], and itinerary;
- Transport and accommodation arrangements;
- The number and year level of all students involved;
- The nature of activities to be undertaken, giving relevant details of the location and nature of the environment;
- Costs per student and any excursion funding requirements;
- Supervision arrangements, including the names of supervising teachers and other assistants;
- The qualifications of the supervising teachers relevant to the type of excursion and activities to be undertaken (see guidelines for specific activities);
- Volunteers must have current a Working with Children Check and are competent to assist staff in the overseeing of the students and intended activities.
- Parents only require a current Working with Children Check if attending overnight activities.

Excursions involving overnight stays away from home

1. Where possible with metropolitan and local regional excursions, the teacher in charge of the excursion should inspect locations of intended overnight stays prior to the event to satisfy themselves of the adequacy of the facilities and services, in order to identify potential problems and to determine the level of supervision required.
2. In the case of Interstate/International, the teacher in charge should make inquiries as appropriate to ascertain the suitability of the venue and any special circumstances that apply.
3. The teacher in charge and the manager of the venue or facility are to agree upon their respective responsibilities.
4. The teacher in charge should ensure that fire drill/evacuation procedures are explained to all students/staff upon arrival.

Transportation

1. The Principal must be satisfied that safe and adequate transportation arrangements have been made before approval is given to an educational excursion.
2. At least one teacher or other responsible adult must travel in each vehicle to supervise students and ensure their safe behaviour.
3. Where private vehicles are to be used for excursions, the Principal (or delegate) must be satisfied that drivers and vehicles are reliable and appropriately licensed. All such vehicles must be comprehensively insured.
4. Where private vehicles are to be used for transportation, parents must be specifically informed of such arrangements and give their consent.

Parental Advice

1. As a courtesy the following information must be provided to parents:
 - full details of dates and times of intended excursion or camp;
 - its location[s];

- costs;
- the name of the teacher in charge;
- activities to be undertaken;
- transport arrangements.

2. Consent for regular out of School/class activities may be given at the beginning of the year or at the commencement of the relevant season/period.

Supervision and Safety

Educational activities conducted outside the School's protective environment demand a higher standard of care. One or more teachers employed by the School must be present at all School excursions. Parents, external specialists and other staff, as approved by the Principal, may assist in School excursions.

The number of teaching staff and other adults actively involved in an excursion is to be commensurate with the number of students, their maturity and physical capabilities, and the nature of the activities to be undertaken. The number required should be not less than the number specified in the ratios set down in the guidelines for specific activities. For overnight stays by groups of male and female students, both male and female adults must be present to provide supervision.

The following MUST be confirmed in respect of external providers and contractors:

- -public liability insurance to a minimum of \$10 million
- -certificate of Business Registration, where appropriate; and

The teacher in charge of the excursion must ensure that all teachers and other assistants are aware of their responsibilities, and that additional adult leaders are adequately briefed as to their roles prior to the commencement of the excursion. The teacher in charge is responsible for ensuring that reasonable care is taken to ensure the safety of all students involved in all activities.

Where outdoor and adventure style activities are involved, all students and teachers and other parties should have a clear understanding of the safety rules and expectations before the activity is undertaken. Supervising staff must have some knowledge of the area in which activities are to take place and understand the skills and capabilities likely to be required of participants.

A First Aid Kit must be carried by the group. There must be adequate numbers of qualified First Aiders on all excursions. Two responsible adults (one of which must be a staff member) must administer medication to students.

Emergencies

A functioning mobile phone must be available to supervising staff for the duration of the excursion and enquiries must be made to ascertain mobile telephone coverage in the areas to be visited. If mobile telephone coverage is inadequate, the teacher in charge should arrange for access to reliable landline or radio or satellite telephone services.

The teacher in charge of an extended educational excursion or overnight stay is required to make contact on a regular basis with the School or other designated person.

Excursion planning must include the development of a communication strategy that enables regular communication amongst all members of the group (e.g. public address systems, megaphone, air-horns, whistles, or, if necessary, scheduling regular group meetings). The strategy must clearly identify a signal for gaining the full group's attention.

An emergency signal must be selected and explained to all participants, and responses to it rehearsed both before and immediately prior to commencement of the excursion.

The teacher in charge is to decide on the most suitable system(s) for locating and identifying students and supervisors, based on the assessment of the environment, students' skills and abilities, the type of activities to be undertaken, and the number of students participating.

Excursion planning must include the development of a strategy that will enable the group to communicate with on-site and off-site support services and include alternative modes of communication for use in the case of failure of the intended primary communication method.

Details of all participants in proposed educational excursions, including the names, addresses and parent/ guardian contact details of all participants should be retained by the teacher in charge for the duration of the excursion and then confidentially disposed of after the excursion.

Excursion Emergency Response Plan

1. The teacher in charge must devise a suitable emergency response plan that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.
2. The teacher in charge is to ensure that emergency equipment is located where it is clearly visible and easily accessible.
3. The teacher in charge is to ensure that emergency procedures, including emergency signals, are clearly understood by all students and supervisors. [See above]
4. The teacher in charge is to ensure that a copy of planning documents, including student detail forms, are taken on the excursion.
5. For excursions to country locations, the emergency response plan may include the following, as appropriate:
 - A map of the area/s to be used, showing the location of the nearest telephone, ranger's residence, hospital, State Emergency Services office, nursing station or other such similar relevant information;
 - Access details (i.e. on foot, 2WD and 4WD) including barriers;
 - A list of the resources the group will have with it (i.e. first aid kits, number of staff and external providers with first aid qualifications, stretchers, number and type of vehicles, and other camping equipment);
 - An estimate of the time it might take to raise an alarm and the amount of time that might elapse before appropriate support could be provided; and

- The communication medium that will be employed (i.e. fixed telephone, mobile phone, satellite phone, radio, Emergency Position Indicating Radio Beacon). The teacher in charge is to match the communication tools to the intended location.
- See Risk Management Document.

Emergency Checklist

1. Contact emergency services.
2. Ensure preservation of life.
3. Maintain routine/order as is practical.
4. Account for all participants.
5. Group everyone together in a safe place.
6. Ensure preservation of property.
7. Say nothing to and shield students from media.
8. Direct all media to School Administration.

Insurance and Liability

The Anglican Schools Commission provides public liability insurance, workers' compensation insurance and personal accident cover, for all employees and voluntary workers on approved educational excursions.

In case of a claim, supervising staff must demonstrate that all appropriate duties of care were taken in order to ensure the safety of all students and fellow staff members.

An incident report must be completed as soon as practical, with a copy provided to Head of Sub-School and Medical Officer.

RELATED DOCUMENTS

Guidelines for Specific Activities
Application for Incursion/Excursion/Camp Form
Camps and Excursion Costings
Timeline for Incursions/Excursions/Camps or Carnivals
Consent form for Water Based Activities
DRSABCD Action Plan
Water-based Excursion Checklists and Planning Guides
Department of Education of WA Swimming Certificate example