

ST EUPHEMIA COLLEGE

K-6



EXCURSION PROCEDURES

2014

Excursion Procedures

Introduction

These Guidelines and Procedures should be read in conjunction with St Euphemia College's Excursion Policy and St Euphemia College's Student Welfare Policy and Guidelines.

While the Policy is applicable to our School, in some specific circumstances, additional procedures will apply. The specific circumstances may relate to the excursion venue (eg. a venue involving swimming) or the nature of the student group (eg. students with special needs).

Educational Value

When determining the educational value of an excursion, the staff must take into account the needs and resources of the School, the needs of the students and the impact on the continuity of regular teaching and learning programs for participating teachers and students.

Prior to an excursion, there must be consultation between the Principal/Delegated Authority and the teacher or teachers concerned with its organisation. Parents and caregivers must be informed in writing of the details of the excursion, including details of the planned activities, the method of transport and the level of supervision.

Inclusivity

Excursions are inclusive, and all students in the specific learning group are to be given the opportunity to attend.

Occasionally, exceptional circumstances exist and some students may not be permitted to attend an organised excursion due to the behaviours they have demonstrated at School. Where a student cannot participate in an excursion, alternative activities must be available.

Costs should be organised to ensure that there is no undue financial burden imposed upon individual members of the group or their families. Where financial hardship is understood to be the reason for a student's non-participation, the School must endeavour to provide financial assistance.

The support needs of students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers. The School will endeavour to provide support for these students so that they can attend the planned excursion.

St Euphemia College can select individual students or groups of students to represent the School at functions, events or competitions held at venues outside the School.

Duty of Care

A duty of care is owed to the students in the School environment and while on excursions.

Excursions are potentially the most hazardous activities for school related accidents. The duty of care owed to students applies whether the school excursion is held during school hours, after school hours, on overnight camps or during the school holidays.

The College's duty of care owed to the students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations. Teachers planning an excursion must adopt a risk management approach to emergency response planning, including medical procedures. In consultation with relevant authorities, the School must be prepared to alter or cancel excursions due to emerging safety concerns.

Any excursion involving an overnight stay must include a member of staff who possesses current accreditation in CPR and emergency care. All other excursions must be accompanied by a member of staff who has undertaken emergency care training and whose qualifications are current. A first aid kit must be taken on all excursions.

Staff planning excursions involving students with medical needs (such as EpiPens) must consider issues such as administration of prescribed medication, health care procedures and emergency response plans.

Attention must be given when classes are replacing regular staff members. Casual staff must be briefed about any student with particular health needs or a student who is the subject of a risk management plan.

Supervision

Before the planned excursion is undertaken, the Principal/Delegated Authority must ensure that precautions are taken in relation to the safety of the participants and that supervision is adequate in relation to the number of students, their maturity, anticipated behaviour and the activities planned.

The Principal/Delegated Authority must ensure that there are sufficient teachers to maintain adequate control of the whole excursion. The teachers retain the ultimate responsibility for supervision. Parents or caregivers must be briefed on safety and behaviour measures prior to the excursion.

Parents or caregivers will frequently volunteer to assist on excursions. The number of helpers will vary according to circumstances.

The Principal/Delegated Authority must ensure that there are sufficient teachers to maintain adequate control of the excursion. Teachers retain the ultimate responsibility for supervision.

If a teachers considers that a risk to the students has arisen, the teacher must take steps to eliminate or minimise that risk.

Students must not be permitted to take part in 'extra' activities in the course of an excursion if these activities are of a kind that would normally require the consent of parents/caregivers.

If the excursion is to take place outside, the students should be encouraged to wear appropriate sun protection.

Parents, caregivers and volunteers assisting on the excursion should not have to pay to attend.

Overnight excursions

On overnight excursions, supervisory and accommodation arrangements are such that no staff member is placed in a position where there is potential for allegations of improper conduct to be made.

Child Protection

The same standards of conduct and the obligation to report suspected risk of harm to children and young people, including any allegation of child abuse or misconduct or improper conduct which may involve child abuse by an employee against children or young people, apply throughout all stages of an excursion, as they do in School.

Students are briefed about their right to be safe, relevant safety strategies and ways of seeking help should concerns arise during an excursion.

Excursions to Court

Teachers planning excursions to courts and court hearings are mindful of the potential for students to be exposed to psychological harm and trauma due to the nature of the matters being heard before some courts.

Teachers planning excursions to courts are required to conduct a risk assessment with a view to ensuring students are not exposed to court hearings where the subject matter is inappropriate to their age, maturity or life experiences.

Risk assessment and risk management

The *Work, Health and Safety Act 2011* and *Work, Health and Safety Regulation 2011*, requires the Principal/Delegated Authority and teachers organising excursions to use risk management to ensure the health and safety of students, staff and volunteers.

A risk assessment is to be conducted and a Risk Management Plan developed before seeking approval for any excursion, in order to ensure the safety of students, staff and volunteers.

The Principal/Delegated Authority will decide whether a representative of the School is required to visit the excursion site, prior to the excursion, or if the documentation or briefing from the venue will suffice. In most instances, venues will provide Risk Assessment documentation to the school and a Risk Management Plan can be prepared without the need for a site visit.

Safety

The School must be aware if any safety equipment is required for an organised excursion. If safety equipment is required, the School must ensure that it is provided by the excursion provider or by the School.

Water Activities

Where any excursion involves swimming or water activities, the Principal/Delegated Authority will ensure that venue selection, parent/caregiver consent, staff supervision, risk management, staff induction, student induction, testing student proficiency and classifying students' requirements are all complied with.

Prior to the swimming carnival, parents/caregivers will be asked to indicate the swimming ability of their children when giving consent for students to participate. If there is any doubt about the information provided, or if at the activity, a staff member observes a student not to have the swimming ability indicated by the parents/caregivers, then that child should be treated as a non-swimmer and allocated to appropriate alternate activities.

After the return of the permission form, the students will be divided into swimmers and non swimmers. Each group will utilise the use of coloured wrist bands to differentiate between swimmers (blue) and non-swimmers (yellow).

There is to be no unstructured activities/free time in the Olympic pool. Non–swimming activities such as novelties will take place in the shallow pool.

Student behaviour

Prior to any excursion, all students should be reminded of expected standards of behaviour and the application of the School’s Student Welfare Policy and Guidelines.

Students must also behave appropriately when animals are encountered on excursions. Appropriate touching of animals, should be supervised by teachers, parents, caregivers or volunteers.

Permission forms

Parents/caregivers should be kept informed about all excursions throughout the year. The purpose of a permission form is to provide parents/caregivers with sufficient information. The fact that parents or caregivers consent to the participation of their child in an excursion, should not be taken as removing the responsibility of school staff for taking all reasonable steps to ensure the particular activity is safe.

Students cannot attend an excursion without the permission slip being signed and returned prior to the commencement of the excursion. In exceptional circumstances, where it is not possible to obtain signed consent forms, oral approval can be sought. The teacher will keep a written record of any oral approvals given by the parents/caregivers.

Permission notes should include:

- location, cost and date of excursion
- description and aims of excursion (may include an information sheet or itinerary)
- teacher in charge
- proposed travel arrangements
- uniform requirements and lunch recommendations
- alternative procedures due to weather conditions
- permission slip to be signed and returned
- excursion must also be included in the monthly newsletter.

Medical forms

For many day excursions, medical information forms held by the School are adequate. For overnight excursions, parents/caregivers must complete a Medical Information Sheet which will be kept with the supervising teacher at all times.

Film screenings and live performances

Prior to approving excursions involving film screenings and live performances, careful consideration by the Principal will be given to the appropriateness of the film or performance for the proposed viewing group/Delegated Authority.

Transportation

Safe transport or walking arrangements must be made for excursions.

The supervising teacher should attempt to hire buses with seatbelts wherever practicable and particularly for long distance journeys. If a bus or coach is fitted with seatbelts, the law requires all passengers to use the available restraint.

In the case of large vehicles, the number of students must not exceed the number that the vehicle is licensed to carry.

Student briefings and preparation

Prior to the excursion, students should be given information about the excursion including:

- general information about the aims of the excursion and the expected activities
- information about appropriate behaviour while on the excursion
- instructions and directions given by teachers, volunteers, third party providers and so on, are to be followed at all times. In particular, students should be advised to follow all safety instructions
- information about particular risks they may face during the excursion
- information in relation to dealing with unexpected situations and risks that may occur during the excursion
- information in relation to steps that should be taken if a student feels unsafe or uncomfortable at any time. This information should include ways of seeking help should a matter of concern arise during an excursion
- individual students with particular health care needs should be briefed about how these needs will be met during the excursion, especially where the arrangements differ from standard practice at school.

Appendix 1: Checklist for School Excursions – Minimum Steps

Before the Excursion

- Ensure school is aware of requirements
- Carry out a risk assessment and prepare a risk management plan.
- Ensure school policies in relation to excursions are adhered to.
- If appropriate (in particular if the excursion is to a new and unknown area where high risk activities are to be undertaken), arrange for a representative of the school to attend the site for the purpose of assessing any risks, becoming familiar with transport arrangements and so on.
- Obtain permission from the student's parent/guardian.
- If volunteers are to assist on the excursion, ensure that they are provided with an appropriate briefing in relation to their responsibilities, safety and behavioural requirements.
- Ascertain whether any safety equipment is required and, if so, ensure that it is provided.
- Ensure safe transport arrangements are made.
- Brief students in relation to:
 - a) the aims of the excursion;
 - b) appropriate behaviour while participating in the excursion;
 - c) the student's right to feel safe and steps to take if a student feels unsafe or uncomfortable.
- Consider whether a risk warning is appropriate.
- If third party providers are involved, take all reasonable steps to satisfy the school that they are fulfilling their safety obligations and consult about safety issues.

During the Excursion:

- Maintain supervision of students throughout the excursion.
- Ensure that any safety equipment required is utilised correctly by students.
- Inspect the excursion site and become satisfied that:
 - a) the site is apparently safe;
 - b) any third party providers are apparently careful and competent; and
 - c) equipment is maintained and used appropriately.
- Ensure safety equipment is used if required.
- Be prepared to alter plans or cease the activity if conditions change.
- Ensure that behavioural standards are enforced.

Appendix 2: Application for approval of excursion



St Euphemia College
Application for approval of excursion

Excursion to	
Year	
Number of Students	
Date	
Number of School Days	
Organising Teacher	
Pages Attached	<ul style="list-style-type: none">• Excursion checklist• Risk Management Plan• Risk assessment from venue

Excursion Coordinator

Principal/Delegated Authority

Date

Appendix 3: Excursion Checklist



St Euphemia College Excursion checklist

Details

What is the educational value of this excursion?

Consent

Is there a signed excursion consent form for each student?	Yes	No
Does the School hold medical information for each student?	Yes	No
Have parents been informed in writing about the excursion?	Yes	No

Supervision

Has a risk assessment been conducted?	Yes	No
Is a risk management plan attached?	Yes	No
Is a list of accompanying teachers attached?	Yes	No
Will a teacher with emergency care training be present?	Yes	No
Will a teacher with CPR training be present?	Yes	No
Are parent volunteers attending?	Yes	No
If yes, is a list of parent volunteers and their mobile numbers attached?	Yes	No

Cost

What is the cost of the venue per student?	
What is the cost of the bus?	
What is the total cost per student? (including venue admission and transport)	

Other

Are class lists attached? (including addresses and phone numbers)	Yes	No
Is a detailed itinerary attached?	Yes	No
Are details of students including names, phone numbers and addresses attached?	Yes	No
Are details of the venue including address and phone numbers attached?	Yes	No
Are the details of the bus company attached? (attach confirmation fax)	Yes	No
Have first - aid kits been checked and updated?	Yes	No
Is other safety equipment necessary?	Yes	No
If yes, what other safety equipment is necessary?		

Excursion Coordinator

Principal/Delegated Authority

Date

Appendix 4: Risk Management Plan for Excursions



St Euphemia College Risk Management Plan for Excursions

Excursion to: Date of Excursion: Year :			Excursion Coordinator: Contact mobile number: Accompanying Staff:		
		Number of students:			
Activity	Hazard identification	Assess Risk (Use matrix)	Elimination or Control Measures	Who	When
Venue and safety information reviewed and attached: Yes / No Plan prepared by : _____ Position: _____ Date: _____ Prepared in consultation with : _____					
Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.					

Appendix 5: Medical Form



St Euphemia College Medical form

Student's name:		Class:
Medicare number:		
Parent or Caregiver's contact details		
Name:		
Address:		
Home phone:	Work:	Mobile:
Doctor's contact details		
Name:		
Address:		
Doctor's telephone:		
Emergency contact details (nominated by the parent/caregiver as an alternative contact)		
1. Name:	Phone:	
Relationship to student:	Mobile:	
2. Name:	Phone:	
Relationship to student:	Mobile:	
List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, etc.). Outline the treatment for each.		
Illness / medical condition	Treatment	

Known allergies:
Dietary needs:
Current Medications
Date of last tetanus injection:

The information collected above will be used to assist planning, to support students and to minimise risks when conducting school excursions, sporting or other school activities. The information will be stored securely.

MEDICAL TREATMENT:

I consent to St Euphemia College, in the best interests of my child, and as it considers necessary (if reasonable attempts to contact the nominated ‘emergency contacts’ have failed) to obtain medical advice or treatment.

Parent’s signature: _____ Date: _____

Appendix 6: Master Permission Form



St Euphemia College Primary Master Permission Form

This form seeks your consent for your child to participate in the following activities planned for _____.

Please indicate your consent by ticking the activities you give permission for your child to attend and sign and return this form by _____.

Extra information will be provided in the newsletter prior to each planned activity.

Students **may** have the opportunity to participate in the following planned school activities.

- Sport at a sporting field in the local area (Allum Park or another)
- PSSA Sport – various venues in the local area
- Athletics carnival - Crest Athletics Track

I consent to my child participating in the activities marked above:

Name of student: _____ Class: _____

Parent's signature: _____ Date: _____

Ms E. Xanthoudakis
Director of Junior School

Appendix 7: Master Permission Form



St Euphemia College Infants Master Permission Form

This form seeks your consent for your child to participate in the following activities planned for _____.

Please indicate your consent by ticking the activities you give permission for your child to attend and sign and return this form by _____.

Extra information will be provided in the newsletter prior to each planned activity.

Students **may** have the opportunity to participate in the following planned school activities.

- Sport at Steven's Reserve
- Athletics carnival - Crest Athletics Track
- Swimming lessons – Roselands or Birrong Aquatic Centre (Year 2 only)

I consent to my child participating in the activities marked above:

Name of student: _____ Class: _____

Parent's signature: _____ Date: _____

Kind regards

Ms E. Xanthoudakis
Director of Junior School

Appendix 8: Excursion Form



St Euphemia College - Excursion Form

202 Stacey St,
Bankstown, 2200.
Phone: 9796 8240
Fax: 9790 7354

Website: www.steuphemia.nsw.edu.au
Email: officeps@steuphemia.nsw.edu

Dear Parents/Caregivers,

This form seeks your consent for your child in Kindergarten to attend the following excursion for Term 1.

- Venue:** Botanical Gardens
- Date:** Wednesday 8 April 2014.
- Cost:** \$20. Please put the money in a sealed envelope with the child's name on the front and hand it to your child's class teacher by Wednesday 1 April.
- Transport:** Students will be transported by bus.
- Time:** Students will need to be at school by 8.30am. The bus will depart at 8.45am and return at 3.00pm.
- Lunch:** Students will need to bring their own packed lunch and water bottle.
- Uniform:** Students are to wear their summer sports uniform including their school hat.
- Supervision:** Students will be supervised by their class teachers and assisted by parent helpers.

Please note that in the case of wet weather, the excursion will be cancelled.

Ms E. Xanthoudakis
Director of Junior School

Ms Apostolou
Excursion Coordinator

My child _____ of class _____

- has permission
- does not have permission

to attend the Kindergarten excursion to the Botanical Gardens scheduled for the 8 April, 2014.

Signed: _____ Date: _____

Appendix 9: Excursion Form



St Euphemia College - Excursion Form

202 Stacey St,
Bankstown, 2200.
Phone: 9796 8240
Fax: 9790 7354

Website: www.steuphemia.nsw.edu.au
Email: officeps@steuphemia.nsw.edu

Date _____
Dear Parents/Caregivers,
This form seeks your consent for your child in _____ to attend the following excursion for Term ____.

Venue: _____

Date: _____

Cost: _____. Please put the money in a sealed envelope with the child's name on the front and hand it to your child's class teacher by _____.

Transport: Students will be transported by bus.

Time: Students will need to be at school by _____ am. The bus will depart at _____ and return at _____.

Lunch: Students will need to bring their own packed lunch and water bottle.

Uniform: Students are to wear their _____ including their school hat.

Supervision: Students will be supervised by their class teachers and assisted by parent helpers.

Please note that in the case of wet weather, the excursion will _____.

Ms E. Xanthoudakis
Director of Junior School

Excursion Coordinator

My child _____ of class _____

- has permission
- does not have permission

to attend the _____ excursion to _____ scheduled for the _____

Signed: _____ Date: _____

Appendix 10: How to Conduct a Risk Assessment – Additional Information

Information Sheets for AIS NSW Member Schools

The School has an obligation to:

1. Identify hazards;
2. Assess the risk associated with each hazard;
3. Eliminate the risks, or, if that is not reasonably practicable, minimise the risks; and
4. Monitor compliance with the method of control and review regularly.

This risk assessment document is to be used to assist you to fulfil each of those obligations. More detailed information is contained in the Code of Practice – How to Manage Work Health and Safety Risks.

It is really important for you to consult with workers about risk assessment and risk management. It may also be useful for you to work with students to identify risks as well.

Step One: Identify Hazards

Identify foreseeable hazards and assess the risks of harm.

In identifying hazards, you should consider:

1. How suitable things are for the task they are being used for, and how well they are located.
2. How people (including workers and students) use equipment and materials.
3. How people might be affected by noise, fumes, lighting etc.
4. How people might be hurt by equipment, machinery, tools, objects etc.
5. How people might be hurt by chemicals and other materials used.
6. How people might be affected by work-related stress and fatigue or bullying.

Look at different tasks, different locations, different roles and different activities in identifying hazards.

Review your records of workplace incidents, near misses, worker complaints, sick leave and the results of any audits or inspections.

Step Two: Assess - Decide How Important Each Hazard Is

In determining how to deal with hazards which have been identified, it helps to understand the nature of the risk associated with the hazard and to prioritise the order in which hazards are addressed. Obviously, you need to deal with the worst hazards first. Delay in dealing with these is an obvious risk to people. Of course, if you can easily fix a low-cost hazard you might as well do it straight away. You don't need to wait until all the riskiest hazards have been dealt with before dealing with the simple ones.

Judging Severity

For each hazard, think about whether it could:

- kill or cause permanent disability or ill health
- cause long term illness or serious injury,
- cause someone to need medical attention and be absent from school or work for several days,
- cause someone to need first aid

Judge Likelihood

How likely is it that someone would be that badly affected:

- very likely
- likely
- unlikely
- very unlikely

Then, use the priority table below to prioritise hazards based on risk. The numbers show how important it is to do something:

1 - It is extremely important that you do something about this hazard as soon as possible

6 - This hazard may not need your immediate attention.

	Very Likely - could happen any time	Likely - could happen sometime	Unlikely - <i>could</i> happen but very rarely	Very unlikely - <i>could</i> happen, but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention or several days off school or work	2	3	4	5
First aid needed	3	4	5	6

Step Three: Eliminate or Minimise the Risk

Once you have identified a risk, your **first obligation** is to eliminate it. If it is not reasonably practicable to do that, you must minimise the risk.

You should control the risk by taking the following measures (in the order specified) to minimise the risk to the lowest possible level:

1. substitute (wholly or partly) the hazard giving rise to the risk with a hazard that gives rise to a lesser risk;
2. isolate the hazard from any person exposed to it;
3. minimise the risk by engineering means;
4. minimise the risk by administrative means (for example by adopting safe working practices or providing appropriate training, instruction or information)
5. using personal protective equipment.

A combination can be used to reduce the risk to the lowest level.

Step Four: Monitor

It is important to continue to monitor hazards and risks and compliance with control methods put in place and to review the control methods. So, remember to:

1. regularly review the control measures to make sure they are working effectively.
2. stay on the lookout for new hazards (looking at the injury register is often a good start).
3. use the risk assessment when things change, such as when you introduce new activities, start a new project, change work systems, change equipment, tools or machinery, or their location or the way they are used, introduce new people with different skill levels or receive additional information about health and safety.
4. you need to make sure that the control measures have been implemented and make sure that there is appropriate supervision of safe work procedures.
5. make sure that you send the message that SAFETY IS IMPORTANT so that workers and students know that if they don't follow safety instructions or if they endanger other members of the school community, they will be disciplined.

Appendix 11: Excursion Overview

St Euphemia College Primary School Excursion Overview

	K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Term 1	Botanical Gardens	Botanical Gardens	Taronga Zoo	ANZ Stadium		Nan Tien Temple	Art Gallery of NSW
Term 2	Fairfield City Farm	Hazelhurst Art Gallery		Australian Museum	IMAX	NSW Parliament House	Riverside Theatre
Term 3	Centennial Parklands		Australian Museum	Royal National Park	Bankstown Local Council	Recycling Incursion Bathurst Camp	Nan Tien Temple
Term 4	Monkey Mania	Sydney Aquarium	Power House Museum	IMAX	Elizabeth Farm	Riverside Theatre Performance	Canberra Camp