

Excursion Policy

This policy has been developed with reference to the DoE 'Excursions Policy', 'Excursion Procedures', 'Incident Reporting Procedures', the Risk Management Process and proforma document.

Excursions are designed to support and add to the educational experiences students are offered. They are additional to the educational programs set down for the students at our school. Students benefit through the things they see, do and learn about and just as importantly they benefit from the social skills that are experienced (travelling together in a large group, working together in groups sometimes eating in formal settings and, on overnight excursions, sleeping away from home).

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

This document provides information on the process of planning and organising an excursion at Pretty Beach Public School and includes samples of the wording needed to create an information form and permission slip for use with a range of excursions. This is the minimum information required. Depending on the nature and specific activities of each excursion, further advice and details may need to be included.

Application for Approval of Proposed Excursion (See Appendix 1)

An application for approval of the excursion must be completed. Each excursion proposal must be discussed with the Principal and Stage prior to confirming involvement.

Sample Permission Note (See Appendix 2)

A sample permission note has been included. Parents and caregivers must provide the organising teacher(s) with informed consent for the excursion, including an acknowledgement of the supervision arrangements in place and, where necessary, the accommodation arrangements, relevant medical information relating to their child and a copy of travel insurance, where necessary. Additional information may be required for specific excursions. The following are examples of inserts that may need to be included in the permission note depending on the nature of the excursion. These include and are listed in **Appendix 3**:

- Overnight Excursions
In addition to the advice for an overnight excursion parents/carers and students complete an overnight code of conduct agreement.
- Water or Swimming activities
Separate permission is needed for students to participate in water or swimming activities. When an excursion involves water or swimming, teacher to student ratios are smaller.
- When Travel Involves Private Car
As a requirement with the DoE when we request volunteer drivers to transport children to and from a venue we need to sight their registration details and their licence. When parents bring their registration and licence in for sighting the office staff will mark it down on a list and keep the record. If registration details change or licences expire since the last sighting parents/carers will need to bring in the new copy for sighting. They will also need to complete a Working with Children Check as does any volunteer at our school.
- Teachers transporting students
The requirements for teachers transporting students are exactly the same as for parents and carers (teachers have already completed the working with children check and these will be updated by the end of 2017)). Please ensure there are always at least two children in each car and that the path to and from the venue does not change (eg. no dropping into McDonalds for ice creams on the way back). An extract from the policy is provided for your information. It is recommended that teachers avoid the situation of transporting students where possible.
- Privacy Act
As personal information will be sought on students, the consent form must include advice on privacy and the use of personal details. A privacy notice must appear on all forms issued by the Department used for collecting personal information.
- Medical Information
Student medical information is required with all excursions.

9.3 Car travel

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

- written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained
- the driver is licensed and, if issued with a provisional licence, complies with any relevant peer passenger conditions
- the vehicle is registered
- the number of passengers in the vehicle does not exceed the number of seatbelts
- current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle. A register is kept at the front office. Parents only need to give that information once unless they change cars, lose licence etc.

Virtual Excursions

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

Risk Assessment and Management (See Appendix 4)

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

A safe walking route must be organised when walking to and from an excursion venue.

Procedures for Approved Excursion (See Appendix 5)

The Procedures for Approved Excursion Checklist is to be completed by the Excursion Organiser, prior to sending permission notes home to parents.

Student Behaviour (See Appendix 6)

Excursions are an additional activity and as such are a privilege. In line with our Student Wellbeing policy students who disobey the school rules and cause difficulties whilst at school need to be able to prove they are suitable to be taken on any activity outside of the school. If a child disobeys a teacher or is causing problems whilst on an excursion this can affect the excursion for several or all children and indeed can result in the safety of others being jeopardised.

If a child has shown that there may be cause for concern, the following procedures will be followed:

1. The class teacher has an interview with the parents/carers about the concerns regarding the child's behaviour and their possible exclusion from the excursion. A behaviour plan is developed to assist the student in making more appropriate behaviour choices that will allow inclusion in the excursion.
2. If inappropriate behaviour continues the class teacher obtains the warning proforma to send home to the parent/guardian.
3. The completed letter is given to your supervisor. The reasons for exclusion are discussed with the supervisor, Principal and other interested parties e.g. principal, other executive staff, School Counsellor (if necessary). This must be done at least one month in advance for a major excursion and two weeks for a minor excursion.
4. The Supervisor speaks to the child. The letter is posted home and the reply is returned to the Supervisor.
5. If the child's behaviour doesn't improve, the class teacher discusses the continued misbehaviour with the supervisor and the Principal (at least two weeks in advance for a major excursion and one week in advance for a minor excursion). A letter is posted home informing the parent/guardian that the child will not be permitted to participate in the excursion.
6. If the child's behaviour improves, a letter is sent home to the parent/guardian informing them that their child will be permitted to participate in the excursion provided that there are no further discipline problems. Allowing for time constraints, this should be done at least two weeks in advance for a major excursion and one week in advance for a minor excursion.

Note: Despite the specific time frame, if a child's behaviour has deteriorated or there has been a major problem, the decision to allow a child to participate on an excursion can and will be revoked. The Principal will make the final decision.

Incident Reporting Procedures (See Appendix 7)

An incident not only refers to incidents that occur at the workplace that have an impact on the operation of the workplace but also to incidents that occur during workplace activities such as excursions. The procedures for responding to an incident must be followed and staff must report as required.

EXCURSION TITLE: _____

Organising Teacher: _____ **Class/es** _____

Other Supervising Teachers/Adults: _____

Proposed Excursion Date: _____ **Expected cost for pupils:** _____

A. EDUCATIONAL

1. Is the planned educational excursion an integral part of the teacher's learning program for the class?
2. Have appropriate pre-excursion and follow up activities been planned?
3. Has pre-planning included consultation with Supervisor, Principal and SAM?
4. Has the possible disruption to learning routines been addressed?

B. ORGANISATIONAL

1. Will parents have been given adequate notice about timing, nature and place of the planned excursion in the class learning program?
2. Have parents/carers been notified at the commencement of the year about overnight excursions and at least three weeks in advance for excursions of one day or less?
3. Has the Staff Room Planner and calendar been consulted prior to establishing an excursion date?
4. Is an alternative day/date available should the excursion need to be postponed?
5. Has consideration been given to the effects on school routine and organisation? Eg. Canteen has been advised? Scripture teachers? Parent helpers?
6. Has the full cost of the excursion including the cost of additional casuals/ buses etc been built into the cost structure through consultation with the SAM?

Teacher Comments About Check List

Teacher: _____ (signed) **Application Date:** _____

This excursion as proposed is approved: _____
Principal Date

Principal's Comments/Suggestions:

Teacher is now to:

- prepare a permission note for Principal approval (Appendix 2 and Appendix 3)
- prepare the risk assessment for Principal approval (Appendix 4)
- complete the Excursion Approved Procedures (Appendix 5)

Dear Parents and Carers,

will be going on an excursion to (venue) on (date).

This excursion has been planned to supplement the following work being done in the classroom:

Details of the excursion are as follows.

- Date:
- Time:
- Departure details:
- Return details:
- Travel will be by
- Accompanying staff are:
- Student dress requirements:
- Student equipment requirements:
- The staff member with emergency care training is:
- The staff member with CPR training is:

Insert as appropriate:

- **Overnight excursion advice**
- **Water activities advice**
- **Travel insurance advice**
- **Privacy advice – whenever personal information is sought the privacy advice must be included.**
- **Overseas excursion advice, including travel, itinerary, accommodation and supervision details.**

The cost of the excursion is \$ and payment is **due by (insert date)**. Please ensure that all permission notes and payments are made by this date as late payments cannot be accepted.

The school is unable to refund for this excursion after (insert date) as all payments will have been made, unless unforeseen medical or family emergencies occur. If financial difficulties prevent your child from participating in this excursion please see [Mrs Callender](#).

Please note that students whose behaviour does not reflect the high standards expected of Pretty Beach Public School students may be excluded from attending this excursion.

If you have any questions or require any further information regarding this excursion please do not hesitate to contact the school.

Excursion coordinator

Principal

-----✂----- **Please detach and return to** -----
This permission note is due by

I do / do not consent to participating in an excursion to on .

I enclose \$ _____ being payment for this excursion or I have paid on line.

Receipt number _____ Date: _____

To the best of my knowledge, he/she has no medical condition, physical disability or injury, which puts him/her at risk in participating in this excursion. Please list any medical needs and their implications for this excursion and/or any medication required eg Asthma – puffer.

I give / do not give permission for my child to receive medical treatment in case of emergency.

My Medicare number is: _____

Insert as appropriate:

- **Overnight excursions – response**
- **Water activities – response**
- **Travel insurance - response**

Parent/Carer Signature

Date

Name of Parent/Carer

Contact number on the day

Cut and paste this information into the appropriate section of the permission note.

Water or swimming activities - advice
<p>The excursion will involve the following water or swimming activities:</p> <p>These activities will take place at:</p> <p>The school will provide the following flotation devices to students who may require assistance in the water:</p>

Water or swimming activities - response
<p>In relation to the proposed water or swimming activities, I advise that my child is a: <i>(please tick one)</i></p> <p> <input type="checkbox"/> strong swimmer <input type="checkbox"/> average swimmer <input type="checkbox"/> poor swimmer <input type="checkbox"/> non-swimmer </p> <p>I advise that my child requires the following flotation device to assist him/her in the water: I undertake to provide this device so that my child can participate in the excursion. Yes / No I give / do not give permission for my child to participate in the water or swimming activities.</p> <p>Signature (Parent/Guardian) _____ Date _____</p>

Travel by private vehicle - advice
<p>Travel will be by private vehicle. We require volunteer drivers to transport the students to and from the venue. Please note each student must have a seat belt and students under 10 years of age should not be seated in the front passenger seat. If you would like to volunteer you will need to bring your registration and licence to the school for sighting by the office staff and complete a Working With Children Check if you have not already done so.</p>

Travel by private vehicle - response
<p>I am able to provide seat belted transport to and from the venue for _____ students. I have a current driver's licence and this, as well as my car registration details, has been sighted by the school.</p> <p>Signature (Parent/Guardian) _____ Date _____</p>

Parents supporting Excursions - advice
<p>We need parent helpers to support the students for this excursion. If you would like to volunteer, could you please complete the response below. You will need to complete a Working With Children Check before the excursion if you have not already done so. Please see the office for further details relating to the WWCC.</p>

Parents supporting Excursions - response
<p>I would like to be considered as a parent helper for the _____ excursion to _____. I have completed a current Working with Children Check and the office has the copy of my details.</p> <p>Signature (Parent/Guardian) _____ Date _____</p>

Overnight excursions – advice

Accommodation will be at

Travel will be by

The group will be supervised by

Additional information (consider advice on the number of students and teachers, protective clothing or equipment)

.....

.....

Overnight excursions - response

I understand that my son / daughter will stay overnight at

Signature (Parent/Guardian) _____

Date _____

Overnight Excursion Code of Conduct - advice

School excursions play an important role in enhancing educational and social opportunities for students at Avoca Beach Public School. Overnight excursions place a great deal of added responsibility on both students and accompanying staff. For many students this may be the first time that they have been away from home without family members. In order for the excursion to be an enjoyable and educationally worthwhile experience we would expect students to adhere to the same basic standards of behaviour that we expect at school. Please read and sign the Code of Conduct included with the permission slip indicating yours and your child's agreement to the behaviour expectations on the excursion.

Overnight Excursion Code of Conduct - response

I _____ of class _____ agree to abide by the following *CODE OF CONDUCT*. I understand that any serious violation of the code may place my participation in future overnight excursions at risk and I may be returned home from the excursion.

I agree to:

- represent my school, my family, and myself in a positive manner;
- respect the rights of other people, both those participating in the excursion and the general public;
- follow any directions given by supervising staff, teachers, adult helpers, coach drivers, tour guides etc;
- take responsibility for organising my personal belongings;
- not to engage in activities that may impact on the ability of others to get a good night's sleep;
- be patient with others;
- take responsibility for gaining the maximum benefit from the excursion by completing required activities;
- behave in a safe and responsible manner; and
- wear the school uniform or other appropriate clothing required by the teachers.

Student's Signature _____

Date _____

I _____ have discussed the above *Code of Conduct* with my child and expect them to abide by the guidelines.

I am aware that poor behaviour may lead to my child being sent home from this excursion. I am aware that I will be responsible for picking them up from the excursion venue if there is a serious breach of the *Conduct Code*.

Signature (Parent/Guardian) _____

Date _____

Medical information form

The information provided on this medical information form is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs of your child who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Avoca Beach Public School.

It will be used by officers of the NSW Department of Education and Communities to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in a particular excursion or school activity. In such circumstances the school will make available a sound alternative educational experience.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

You may correct any personal information provided at any time by contacting the school office.

Student name:

Class:

Medicare number (optional)

Parent or caregiver contact details

Name:

.....

Address:

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Home phone:

Work:

Mobile:

Doctor contact details

Name:

.....

Address:

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.....

Doctor's telephone:

1.

2.

Emergency contact(s) details (nominated by the parent or caregiver as alternate contact)

1. Name, Relationship to student, contact details:

2. Name, Relationship to student, contact details:

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.). Outline the treatment for each.

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Outline special dietary needs including possible reaction to inappropriate diet

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Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions

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Signature: _____ Name: _____

Date: _____

Risk management process and proforma

The purpose of excursion risk management is to make excursions as safe as possible. Risk management processes are used to identify hazards, assess risks and then eliminate or control risks associated with excursions.

The degree of planning required is influenced by the nature of the excursion, the level of risk and the student group. For excursions that have previously been planned and conducted, previous risk management plans may be reviewed, updated where required and reused.

To support schools, a [database of venue and safety information](#) (Intranet only) from common excursion sites is on the OHS webpage. These should be considered and attached to the excursion risk management plan.

An important component of the risk management process is consultation, which should include staff, and where appropriate external venue providers and parents.

Steps in developing the excursion risk management plan

- ***List the activities of the excursion***

List the activities of the excursion, that is, break the whole excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.

- ***Identify the hazards***

Determine the hazards associated with the activities. Consider hazards associated with travel, the venue, activities at the venue, equipment used in the activities, the environment, people (e.g. behaviour and medical conditions), and accommodation.

- ***Assess the level of risk***

Using the [risk assessment matrix](#), determine the seriousness of the risks associated with the hazards by considering both the likelihood and severity of risks. This gives you a risk ranking from 1 being the most serious to 6 being the least serious.

- ***Eliminate or control the risks***

Consider the most suitable control strategies for each of the identified hazards using the [hierarchy of controls](#).

- ***Document plan***

Document the excursion risk management plan.

- ***Communicate the plan***

Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.

- ***Monitor and review***

Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

An [Excursion Risk Management Plan Proforma](#) and [Guidance in completing the Excursion Risk Management Plan Proforma](#) provide assistance on hazard identification, the risk assessment matrix and the hierarchy of controls. This material may be used to develop and document the risk management plan. A [Sample Excursion Risk Management Plan](#) is also provided.

Principals should retain the documented plan as verification of the planning undertaken. The documentation will aid communication of the plan, and can also be used in future planning of excursions.

Risk Management and Risk Assessment Checklist

- Step 1 Is a previous risk assessment for the excursion available? If so, review and update with reference to this checklist, considering such issues as changes to the student group, individual student health care plans, the effectiveness of the controls and previous incidents on previous excursion.
- Step 2 [Obtain venue information](#)
To assist in planning excursions, information is available on the OHS webpage for frequently used venues. If no venue and safety information is available on the database, contact the venue. Depending on the nature of the excursion and the proposed activities, enquire about:
- Public liability cover
 - Accreditation of venue staff for the task/activity
 - Access and special requirements e.g. for students with special needs
 - If venue located in vicinity of Sydney or major CBD, be aware of possible evacuation trials or plans (NSW State Emergency Management Committee: www.emergency.nsw.gov.au)
 - Emergency procedures and relevant training of venue staff
 - Known hazards and controls related to proposed activities
 - Where a student with a severe food allergy is attending an excursion venue where food is provided, contact the venue to enquire about their procedures to cater for severe food allergies. Explain the nature of the student's anaphylactic condition, the foods that trigger anaphylaxis and the serious consequences for the student coming into contact with that food. Consultation with parents/carers is essential in this process.
 - Mobile phone and emergency services access for the excursion
 - Equipment available; ask venue to confirm that equipment and machinery are maintained, repaired and in good working order with safety features operational
 - Use of licensed personnel for construction, maintenance and repairs
 - Availability of appropriate facilities e.g. showers, refreshments, toilets.
- Step 3 Assess venue and safety information for your student group. Note this on the proforma and attach the venue and safety information to your risk management plan.
- Step 4 In consultation with key stakeholders, analyse the excursion and list the activities, that is, break the excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.
- Step 5 Identify the hazards associated with the activities and the potential risks associated with these hazards. Take account of venue and safety information, the student group, individual student health care plans and previous incidents on excursions. See Guidance in completing the Excursion Risk Management Plan Proforma for categories of hazards and the Sample Excursion Risk Management Plan for examples.

Important note about Step 5

If a student has been diagnosed with anaphylaxis, the individual health care plan **must** be updated to address the student's needs on excursions following completion of the Excursion Risk Management Plan. Excursions may pose different hazards to the school environment and the health care plan must be updated accordingly. Anaphylaxis is a potentially life threatening condition. It is a severe and sudden reaction and occurs when a person is exposed to an allergen (such as a food or insect bite). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more.

- Step 6 Assess the risks associated with the hazards using the risk assessment matrix in the Guidance in completing the Excursion Risk Management Plan Proforma. This gives a risk ranking and thus a priority order for managing the hazards.
- Step 7 Develop appropriate strategies to eliminate or control the risks (including action to ensure that child protection procedures are followed, health care plans are updated for students, and that all necessary aides and equipment are available) using the hierarchy of controls on the Guidance in completing the Excursion Risk Management Plan Proforma.
- Step 8 Document the risk management plan including emergency management procedures to deal with potential incidents. The attached proforma may be used. See also the Sample Excursion Risk Management Plan for examples.
- Step 9 Communicate the plan to excursion supervisors including responsibilities for emergency response. Provide relevant information to participants and their families.
- Step 10 Review the excursion risk management plan on completion.

Guidance in Completing the Risk Management Plan Proforma: Excursion

Hazard Identification

The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses.

Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue. If CBD location, consider travel arrangements in the event of lockdown or evacuation.

Venue – Consider aspects of the excursion venue that may present a hazard such as location near water, cliffs, crowds, slippery floors. If CBD location, consider possibility of CBD lockdown or evacuation due to evacuation trial or major emergency

Excursion Program Activity – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing, eating at different venues for students with anaphylaxis.

Equipment – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue.

Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants, animals and insects.

Consider common allergens that may pose a hazard e.g. foods, insect stings or bites, latex (e.g. balloons or swimming goggles and caps) that may trigger allergic reactions. These must be considered as part of the risk assessment for students with allergic conditions (anaphylaxis).

People – Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities.

Accommodation – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues

Other – Consider other hazards related to specific excursions such as access to first aid and mobile phone reception. Investigate access to emergency services and equipment.

Risk Elimination or Control

Eliminate the risk. Eliminate the item or activity; e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment. If elimination is not reasonably practicable, control the risk as far as practical using the hierarchy of controls below. Select the highest possible control and/or use a combination of controls to reduce the risk.

Substitute the hazard: Replace the activity, material, or equipment with a less hazardous one eg choose an easier bushwalk; substitute a food known to cause severe allergic reactions (for example, peanut butter or tree nuts) with alternative nutritious food.

Isolate the hazard: Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.

Use engineering controls: Have access to equipment to counteract the hazard; consider hiring coaches with seatbelts and ensure these are worn if available; ensure that an appropriately trained person is with the student at all times and has immediate access to an EpiPen in the event of an emergency.

Use administrative controls: Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors. Ensure health care plans are reviewed and updated for the excursion for students known to have severe allergic conditions. Discuss student health needs with caterers, in consultation with parents/carers.

Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen and helmets, in conjunction with other control measures identified from above. Encourage students and staff to wear appropriate footwear and protective clothing at all times; students wear medic alert bracelet or necklace where required.

Risk Assessment Matrix				
<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm.		
Legend				
1 and 2		Extreme risk; deal with the hazard immediately		
3 and 4		Moderate risk; deal with the hazard as soon possible		
5 and 6		Low risk; deal with the hazard when able.		

Excursion Risk Management Plan: <<name of excursion>>

Name of school: Pretty Beach Public School
Name of Principal:
Description and location of excursion:
Date(s) of excursion:

Group/class: _____ *Number in group:* _____
Name of excursion coordinator:
Contact number:
Accompanying staff, parents, caregivers, volunteers:

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Preparation for excursion	Discuss possible hazards on trip/excursion	*	Discussion prior to excursion about suitable, safe behaviour b students. Rules discussed and distributed. Role plays if possible.	Class Teacher	Prior to day

*Venue and safety information reviewed and attached: **Yes / No***
Plan prepared by: _____ *Position:* _____ *Date:* _____
Prepared in consultation with:
Communicated to: All staff, students and parents involved in the excursion.

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

Steps 1 - 15 are to be carried out BEFORE permission notes are sent home to parents.

1. Only scheduled activities, which have been approved by the principal/parent/carer, have been included on the excursion.
2. For an overnight excursion, the accommodation details are included on the permission note and a detailed itinerary is attached.
3. For more expensive major excursions, a scheme where parents can pay an amount each week has been devised and parents notified of the final date for the completion of payment.
4. Guidelines governing refunds on account of sickness/absence have been established in consultation with Principal prior to the excursion and clearly advised to parents.
5. Where financial hardship may prevent 100% student participation, plans have been made to provide financial support for such students and this has been communicated to parents?
6. The proposed excursion, and back up date if necessary, has been entered onto the Staff Room Planner and calendar.
7. Alternative arrangements have been made to cover playground duties that are affected through teacher absence.
8. Duty swaps have been arranged and communicated to the Playground Duty Roster Organiser.
9. Procedures for money payment have been arranged with the school office.
10. The school office has a copy of the approved permission note.
11. The Risk Assessment has been completed and a copy submitted to the Principal, including appropriate supervision provision for special needs students.
12. A check has been carried out on students who are on a disciplinary level or whose behaviour puts their involvement in jeopardy and this has been discussed with the Supervisor and Principal.
13. A sound alternative educational experience has been planned if parent/carer does not permit participation of a student in a specific excursion (other than financial reasons).
14. In the event of inclement weather, arrangements as to **when** and **who** will be responsible for taking the decision to postpone or cancel the excursion and the subsequent communication of decision to parents has been planned.
15. This checklist and a copy of Excursion Permission Note have been given to the Principal for approval.
16. Will parents be accompanying this excursion? Yes / No. If yes – How many? _____

Once the Principal has approved the Excursion Permission Note.

1. Permission note is sent home.
2. A copy of the permission note has been given to the office.
3. Parents involved in the excursion have completed the Working with Children Check.
4. A copy of all documentation has been placed in the Excursion Folder in the staffroom.

On return of Permission Notes.

1. Completed Permission Notes and Medical Forms (if required) have been obtained from parent/carer.
2. A list of students involved in the excursion has been distributed to Principal, Supervisor, Office and class teachers involved.

THIS CHECKLIST MUST BE SUBMITTED TO THE PRINCIPAL WITH A COPY TO THE OFFICE AT LEAST THREE WORKING DAYS PRIOR TO THE EXCURSION DATE.

<<to go on letterhead and to be MAILED to parents / carers>>

Dear Mr. and Mrs.

The school/Classis organising an excursion to Unfortunately in the last several weeks (Child's name) has been counselled about their inappropriate behaviour for the following reasons.

(Description of short/long time outs, planning sheets or any other relevant information, including dates)

As participation in all excursions is a privilege and we are responsible for the safety of all children, unless (Child's name) behaviour improves he/she will not be allowed to participate in this extra activity.

We are hoping for your support to encourage an improvement in behaviour. If you would like to discuss this matter please contact me at school for an appointment (ph: 4360 1012).

Would you please sign the tear off section at the bottom of this letter and return it to school to acknowledge receipt of this letter.

Yours sincerely,

Class Teacher

Supervisor

Principal

Dear _____

I have received the letter concerning/s participation on the excursion to

..... I have spoken to my child about an improvement in his/her behaviour.

Child's Name Class

Parent/Guardian Signature Date

Please return this advice to Mrs Callender

<<to go on letterhead and to be MAILED to parents / carers>>

Dear Mr and Mrs.

I am pleased to inform you that there has been an improvement in’s behaviour and that he/she will be allowed to participate in the excursion to

However if’s behaviour deteriorates or a major problem arises the decision to allow to participate in the excursion can and will be revoked.

Thank you for your support.

Yours sincerely,

Class Teacher

Supervisor

Principal

Dear _____

I have received the letter concerning’s participation on the excursion to I have spoken to my child about maintaining their satisfactory behaviour.

Child’s Name Class

Parent/Guardian Signature Date

Please return this advice to Mrs Callender

<<to go on letterhead and to be MAILED to parents / carers>>

Dear Mr. and Mrs.

I wrote to you onconcerning’S behaviour and the need for it to improve if he/she were to be allowed to participate on the excursion to

Unfortunately’s behaviour has not improved and he/she has been in trouble for the following reasons:

(description of short/long time outs, planning sheets or any other relevant information, including dates)

As participation in all excursions is a privilege and we are responsible for the safety of all children,

..... will not be allowed to participate in this extra activity.

.....will be given other work to complete whilst at school.

If you would like to discuss this matter please contact me at school for an appointment (ph. 4360 1012).

Would you please sign the tear off section at the bottom of this letter and return it to school to acknowledge receipt of this letter.

Yours sincerely,

Class Teacher

Supervisor

Principal

.....
Dear _____

I have received the letter informing me about not being allowed to participate on the excursion todue to his/her unsatisfactory behaviour. I have spoken to my child about his/her non-attendance on the excursion.

Child’s Name Class

Parent/Guardian Signature Date

Please return this advice to Mrs Callender

Department of Education & Communities

Incident Reporting Procedures

(Incident Reporting Policy PD 2007/0362)

1. Introduction

- 1.1 These procedures support the Department's *Incident Reporting Policy*.
- 1.2 Under the policy, staff members are to report workplace incidents. The extent to which an incident is notified beyond the particular workplace to more senior officers (escalation) will depend on its seriousness and potential for impact on the organisation as a whole.
- 1.3 The timely reporting of incidents through the appropriate channels enables early intervention, effective management and provision of support where required, and ensures that legislative reporting requirements are met.
- 1.4 Documenting and reporting of incidents enhances accountability and risk management. It also assists in preventing reoccurrences both at the workplace and across the organisation.
- 1.5 These procedures **replace** the procedure for reporting "serious incidents" as outlined in Section 1.1 of *Guidelines for schools and TAFE NSW colleges and campuses: management of serious incidents*.

2. What is an incident?

- 2.1 Staff must report:
 - Workplace incidents
 - Workplace related incidents (incidents occurring at an activity directly related to work e.g. excursions, sports events)
 - Community or student incidents (occurring outside the workplace but which impact on the workplace)
- 2.2 An incident refers not only to incidents that occur at the workplace but also to incidents that occur during workplace activities (e.g. excursions) or incidents away from the workplace that have an impact on the operation of the workplace (e.g. emergencies such as natural disasters, or the death of employees or students).
- 2.3 Refer to the *Incident Reporting Policy* for further information.

3. Workplace planning to ensure reporting of incidents

- 3.1 Workplace managers are to ensure that staff members at the workplace are aware of their responsibility to notify incidents.
- 3.2 Workplace managers are to make information about the reporting of incidents available to staff so that, depending on the nature of the incident, they are aware of the relevant reporting procedures (e.g. reporting to the workplace manager, reporting via hotline).
- 3.3 Where incidents must be reported, the reporting is to occur as soon as practicable, but within 24 hours of the incident occurring.

4. Line management reporting

- 4.1 The workplace manager should also advise their line manager of the incident. Where appropriate, the line manager will assist in the local management of the incident. Workplace managers should also phone their line manager if there is uncertainty about the reporting of an incident.

5. Incident reporting (Occupational Health and Safety, Safety and Security, Employee Performance and Conduct, other)

- 5.1 The following table provides guidance to managers with regard to the reporting of incidents.

Nature of incident	Who reports the incident	Report to	Phone Number	When
Injury to employees, student or visitor, dangerous occurrence, near miss, Work Cover Notice	The workplace manager or nominee	OHS Directorate	Report Work Cover Serious Incidents (eg fatality, explosion) and Other Incidents to OHS Directorate on telephone (02) 9266 8955 . Report OHS incidents for staff : <ul style="list-style-type: none"> For school and TAFE based employees – call the Incident Notification Hotline on 1800 811 523 (preferred method), or For all other Department employees – fax the Incident/Injury Notification Form to the Injury Management Centre on (02) 9266 8066. Report OHS incidents to students or others at your workplace to your regional OHS liaison manager . Refer to OHS website for further information.	As soon as possible, but within 24 hours
Violence, weapons, illegal drugs or major criminal activity	The workplace manager or nominee	Schools – School Safety and Response Unit TAFE- Institute Security State Office/ Corporate Offices- Line manager	Schools -School safety and response hotline 1300 363 778 TAFE - appropriate internal reporting mechanism State Office/ Corporate Offices- Line manager	As soon as possible, but within 24 hours
Allegations of a child protection nature against employees or criminal conduct by employees, that are potentially contentious	The workplace manager or individual who is aware of the incident/ conduct	Employee Performance and Conduct Unit	(02) 9266 8070	As soon as possible, but within 24 hours
Unfavourable media or community attention , including major complaints or criticism of departmental activities, programs or personnel.	The workplace manager	Line manager and DET Media Unit	Contact the appropriate regional office and the Media Unit on telephone number (02) 9561 8501	As soon as possible, but within 24 hours
Natural disasters	The workplace manager	Line manager and DET Media Unit	Contact the appropriate regional office and the Media Unit on telephone number (02) 9561 8501	As soon as possible, but within 24 hours

5. Update of procedures

6.1 The Department of Education and Training will review these procedures from time to time to take account of any changes to statutory and regulatory obligations, or as the business needs of the organisation change.

7. Further information

7.1 Please contact the relevant area of the Department as set out in section 5.1 in relation to these procedures.