

# Excursions & Camps POLICY and PROCEDURES

## PURPOSE:

An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

## GOALS:

Excursions and camps are seen as an integral part of Baden Powell P-9 College (BPC) curriculum as they enable students to explore, extend and enrich their learning and their social development in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the school.

- Reinforce, complement and extend the learning opportunities beyond the classroom
- Develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world
- Provide a safe, secure learning experience for students in a venue external to the College
- Further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- Further develop problem solving and life survival skills
- Extend understanding of their physical and cultural environment

## GUIDELINES:

Department of Education and Training (DET) links which are connected with this policy are:

- Excursions – [Adventure Activities](#)
- Excursions – [Student Preparation and Behaviour](#)
- Excursions – [Planning and Approvals](#)
- Excursions – [Safety, Emergency and Risk Management](#)
- Excursions – [Venue Selection](#)
- Excursions – [Parent or Carer Consent](#)
- Excursions – [Staffing and Supervision](#)
- Excursions – [Student Medical Information](#).

Baden Powell P-9 College links which are connected with this policy are:

- Outdoor Education Policy
- Duty of Care
- First Aid and related medical policies
- Curriculum Framework Policy
- Student Engagement and Inclusion Policy
- Checklist to assist in planning camps

## **IMPLEMENTATION:**

### **Excursion Considerations**

Principals are responsible for the conduct of all excursions and must ensure:

- an online notification of school activity form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
  - venue selection
  - safety, emergency and risk management
  - informed consent from parents
  - medical information
  - appropriate staffing and supervision
  - student preparation and behaviour
  - requirements for any adventure activities

### **Approvals**

1. All excursions and camps must be approved by the Principal or their nominee (s)
2. College Council is responsible for the approval of:
  - overnight excursions
  - camps
  - interstate and international visits
  - excursions requiring sea or air travel
  - excursions involving weekends or vacations
  - Adventure activities.
3. The principal or their nominee is responsible for the approval of single-day excursions.
4. Staff wishing to organise a camp or excursion must complete an excursion/camp proposal form and lodge this for approval. All excursions and camps must be approved prior to running. Where an excursion or camp proposal has not been submitted, that excursion or camp may not run. This decision will be made by the Principal or Assistant Principal. The Principal or their nominee(s) will consider the educational outcomes of the excursions or camp as well as the impact on the school for the proposed date.
5. The Principal or their nominee(s) will ensure that all excursions, camps, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: School Policy & Advisory Guide – Excursion Policy.
6. Once the excursion or camp has been approved all relevant documentation must be completed. This is available from the Principal/their nominee(s). The Assistant Principal OR Teacher in charge will complete the "Notification of School Activity" at <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/d>

[efault.aspx](#) (link requires Edumail log on) six week prior to the excursion or camp departure date and ensure all relevant details are entered into the daily planner.

## **Expectations**

DET requirements and guidelines relating to preparation and safety will be observed by BPC in the conduct of all excursions.

The Principal or their nominee will ensure:

- that all records are maintained regarding the excursion or camp
- adequate pre-excursion planning and preparation (including student preparedness)

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the College during the absence of staff accompanying the excursion.

BPC may choose to subsidise some excursions or some student expenses. This will be identified on an individual basis.

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The Emergency Management process of the College will extend to and involve all camps and excursions.

## **Guidelines and Implementation**

Prior to a camp or excursion, the DET requirements and guidelines relating to camps or excursions, will be observed by BPC. This includes:

- [Adventure Activities](#) that involve greater than normal risk
- [Student Preparation and Behaviour](#)
- [Planning and Approvals](#)
- [Safety, Emergency and Risk Management](#) (including bushfires)
- [Venue Selection](#)
- [Parent or Carer Consent](#)
- [Staffing and Supervision](#)
- [Student Medical Information](#).

Prior to conducting any camp, the formal approval of the College Council and Principal will be obtained. In approving a camp or excursion, consideration will include:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- venue selection: the suitability of the environment and/or venue for the excursion
- provisions made for safety and welfare of students and staff
- experience and competency of staff relevant to activities being undertaken
- high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios

- student experiences

Students not attending camp may:

- participate in a school based camp
- attend normal program
- be placed within another class with an appropriate learning program provided by the class teacher

Prior to the camp or excursion parents/carers are made aware that DET and BPC do not provide student accident cover and that they need to make their own arrangements for cover.

### **Duty of Care**

The designated teacher in charge has ultimate responsibility for all students in their care. By law, the Duty of Care cannot be delegated; this includes supervision of students who are in the care of external education providers, ancillary staff, parents or pre-service teachers.

All external education providers must have appropriate certification (Working with Children Registration). A teacher must be present at all times and remain the person designated with duty of care responsibilities. External providers does not absolve responsibility of the teacher, including First Aid duties.

### **First Aid**

At least one member of staff responsible for each group will hold an appropriate First Aid qualification. A portable first aid kit must be carried with the group that is appropriate for the activity, the location, the group and the applicable level of first aid.

Nature, location and medical history of students will be considered carefully to determine the level of first aid training required by staff.

### **Diversity and Equity**

Students will not be denied attendance to any excursion or camp because of disability or medical condition. BPC will take reasonable steps to support the inclusion of students with moderate to severe disabilities in its planning and delivery. Parents or Educational Support Officers (ESO's) may be invited to assist in the delivery of excursions.

Appropriate emergency and risk management planning will be undertaken for students with disabilities attending camps and excursions. These students will be identified to personnel attending camps or excursions.

### **Aboriginal and Torres Strait Islander Considerations**

College excursions and camps will be sensitive to sites and venues of cultural importance to Koorie Communities.

### **Overseas Travel Requirements**

The Smarttraveller website: <http://www.smartraveller.gov.au/> provides useful travel information and tips and will be accessed for advice.

BPC will ensure that they:

- comply with any Department of Foreign Affairs and Trade (DFAT) for proposed location
- subscribe to receive automatic travel advice updates from the Smarttraveller website both prior to the excursion and while overseas
- review their risk assessment if there are any changes to the DFAT travel advice
- staff and students take out travel and medical insurance for the entire overseas trip

### **Emergency notifications and communication**

In the event of an emergency, to ensure information is provided to emergency services, BPC will notify:

- Department of any approved school camp or excursion at least three weeks beforehand using the Student Activity Locator online form. [Student Activity Locator online form](#)
- Department of Foreign Affairs and Trade (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas  
Parents or carers will be advised of the telephone numbers (both during and outside of hours) for the designated College contact person in the event of an emergency.

During the excursion, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the contact person and not personnel on the excursion as this will keep the telephone lines free at the excursion site.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.

Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury, staff on the excursion should:

- take emergency action (as per emergency and risk management plan)
- Immediately notify the school principal.
- the principal should make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

### **Fire Danger and ban**

Principals may need to cancel excursions at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, BPC will follow the Department's emergency management (bushfires) procedures for off-site activities for all excursions.

## **Risk management**

An assessment of excursion risks must be undertaken: Appendix D & E.

For excursions requiring school council approval, an excursion risk assessment plan must be provided which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and, where appropriate, the risk management plans of venues or activity providers should be used to inform the school's risk assessment process.

## **Arrangements for payments**

All efforts will be made to **not** exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their child to attend an incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

All families will be given sufficient time to make payments for incursions. At the end of each year, BPC will provide parents with, projected cost for each year level for the next year and a calendar to show college events (hard copy and via Web page).

Parents will be provided with permission forms and incursion information clearly stating payment finalisation dates. Students payments not finalised 24 hrs prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager and Principal.

Some families may be eligible for the government's CSEF (Camps, Sport and Excursion Fund) Grant. These funds can be used by families to support these activities.

## **Teacher responsibilities**

Teachers participating in an excursion and/or camp will:

- Understand the purpose of the program and its connections to student learning
- Be aware of their supervisory responsibilities throughout the program
- Know who the nominated member of staff allocated to provide first aid
- Know the exact location of the students they are responsible for at all times during the travel

In addition the teacher in charge will:

- Maintain a record of telephone contacts for the supervising staff attending the excursion
- Know who is the second person is and their phone number
- Have a copy of the names of family contact for all students and staff on the excursion
- Have copies of parental approvals and medical advice forms for those on the excursion on a master copy of this information

- Maintain a copy of the completed approval proforma submitted to College council
- Have submitted notification of College activity using the student activity locator three week prior to the excursion

## **Student Behaviour**

Disciplinary measures apply to students on camps and excursions consistent with the College's Student Engagement Policy. In extreme cases the camp or excursion staff, following consultation with and the approval of, the Principal or their nominee, may determine that a student should return home.

In such incidences, the student's parent or carer will be advised of:

- the circumstance associated with the decision to send the student home
- the time when the parent or carer may collect their child from the excursion or the anticipated time that the student will arrive home
- any costs associated with the student's return which will be the responsibility of the parent/carer

<b>EVALUATION:</b>
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- This policy to be reviewed as part of the school's two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances

## Appendix A

### Student/teacher Ratio

This table describes the minimum staff-student ratios for excursions:

Type of excursions	One excursion staff member per
Day excursions	Twenty students. (Principals may extend this ratio for senior secondary students only, if student safety will not be compromised.)
Adventure activities	Specific guidelines for the activity. See: Safety Guidelines for Education Outdoors within <a href="#">Department resources</a>
<b>Overnight excursions:</b>	
Base camps in residential premises or under canvas	Ten students.
Study camps in residential premises <b>Example:</b> Year 12 camp.	Fifteen students.
Local and interstate tours	Fifteen students.
Overseas tours	Ten students.



## Appendix B

# Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Schools must notify the Department's Security Services Unit about the approved excursion at least three weeks before the activity using the [Student Activity Locator online form](#) (EduMail password required)

Sections with an \* have explanatory notes included at the end of this document.

**Ensure you have the most current version of this template**

Download *Approval form* from the [Safety Guidelines for Education Outdoors - Forms](#).

### PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

**Name of program:**

**Year level(s):**

**Location(s):**

**\* Date(s):**

**Name of teacher-in-charge:**

### \* EDUCATIONAL PURPOSE

### PROGRAM DETAILS

**\* Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

**\* Overnight accommodation**

Type of accommodation

Accredited residential campsites    Tents/camping    Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles

– Other

### Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abseiling               | <input type="checkbox"/> Base camping                  | <input type="checkbox"/> Bushwalking            |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Horse riding                  | <input type="checkbox"/> Indoor rock climbing   |
| <input type="checkbox"/> Orienteering            | <input type="checkbox"/> Rafting                       | <input type="checkbox"/> Rock climbing          |
| <input type="checkbox"/> Sailing                 | <input type="checkbox"/> SCUBA diving                  | <input type="checkbox"/> Snorkelling            |
| <input type="checkbox"/> Snow activities         | <input type="checkbox"/> Surfing                       | <input type="checkbox"/> Swimming               |
| <input type="checkbox"/> Water skiing            | <input type="checkbox"/> Windsurfing                   | <input type="checkbox"/> Other:                 |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines  YES

### A risk management plan for the excursion must be completed and attached with this submission.

Guidance on the risk management process is available in the Resources section of the website under [Risk management](#).



### \* Transport arrangements

Internal  External  Both

*Type of transports and seating capacity:*

Will a member of the supervising staff be driving students?  Yes  No

If yes, list driver(s).

*Approximate distance between school and destination:*

All transport requirements comply with [School Policy and Advisory Guide - Transporting Students](#) and [VicRoads regulations](#).  YES

<b>Budget</b>	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees	Transport
Other income:	Food
	Accommodation
	Staffing
	Equipment
	Other expenditure:
<b>Total income:</b>	<b>Total expenditure</b>

## STUDENTS AND STAFF

### Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

### \* Supervising staff

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

## DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
  - Completed staffing details proforma
  - Risk management plan
  - Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
  - Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name	Signed	Date

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name	Signed	Date

**Approved and minuted at a school council meeting on \_\_\_\_\_**

School Council President:

Name	Signed	Date

# Appendix C

## Explanatory Notes to Approval Proforma

### Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

### Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

### Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to [Excursion – Venue Selection](#) of the School Policy and Advisory Guide for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

### Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

### Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

## Appendix D

### Excursion and Risk Assessment Forms

#### Risk assessment Tools

Please view all risk assessment document on the School Policy and Advisory Guide at:  
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrisk.aspx>

<https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Pages/Risk-Management-in-Outdoor-Education.aspx>

#### Risk Analysis Tools

##### *DEECD Consequences Criteria*

Consequence	Health and Safety Consequence Description
<b>Insignificant</b>	First aid only – no measurable impact or lost time
<b>Minor</b>	Medically treated injury Peer support for stress event
<b>Moderate</b>	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
<b>Major</b>	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
<b>Severe</b>	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

*DEECD Likelihood Criteria*

<b>Likelihood</b>	<b>Description</b>	<b>Indicative Frequency</b>
<b>Almost Certain (&gt;95%)</b>	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
<b>Likely (66 - 95%)</b>	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
<b>Possible (26 – 65%)</b>	May occur at some stage	May occur several times across DEECD or a region over a period of time
<b>Unlikely (5 – 25%)</b>	Would be surprising	May occur somewhere within DEECD over an extended period of time
<b>Rare (&lt;5%)</b>	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

### DEECD Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

### DEECD Acceptability Chart

<b>Extreme = Intolerable (without Executive Oversight)</b>	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
<b>High = Tolerable (with continual Management review)</b>	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
<b>Medium = Tolerable (with frequent risk owner review)</b>	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
<b>Low = Acceptable (with periodic review)</b>	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

# Risk Register

School: \_\_\_\_\_

Supervising teachers/staff: \_\_\_\_\_

Program/Excursion: \_\_\_\_\_

Year Level: \_\_\_\_\_

Dates: \_\_\_\_\_

Location(s): \_\_\_\_\_

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Action
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>				Options are: Extreme/high – do not proceed Medium – ongoing review required Low – only periodic review required
		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	



Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Action
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/high – do not proceed Medium – ongoing review required Low – only periodic review required
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches



## Appendix E

# EXCURSION PLANNER

This planner needs to be completed and approved by the Principal/Assistant Principal 3-4 weeks prior to the event. This planner is located on the school intranet.

EXCURSION DETAILS		
Name of excursion/event:		
Purpose of Excursion: (brief)		
Date:	Time leaving	Time Returning
Name of Venue/Location:		
Address:		
ABN No:		
Contact Person at venue:	Name:	Phone No.
Grades Attending:		
Number of students expected to participate:		
What are the teacher/student ratios?		
Teacher In Charge:	Name: Phone:	
Other Teachers Attending:	Names:	
Mobile Phone contact details of staff attending:	Names:	Contact Numbers:
Other Approved Adults Attending:	Names:	
Method Of Transport:		No of Buses:
Contact details for Travel Company:	Name:	Address & Phone Number:
Distribution date of notice to parents:		
Final date permission form and money due:		
Are students required to wear full school uniform?		

**PLEASE ENSURE THAT PERMISSION FORMS ARE SIGNED AND TAKEN ON THE EXCURSION WITH EACH CLASSROOM TEACHER.**

<b>COSTING</b>		
Travel:	=	GST Amount (if applicable): \$ -
Entry Fees:	=	GST Amount (if applicable): \$-
Other (Specify)		GST Amount (if applicable): \$
Total Cost: Bus = Entry =	Per Child =	Deduct GST \$
Cost per child: \$	GST already included Y/N	Add GST Amount if for Recreational purpose \$
Cost per adult:		
Tolerance: @ 90% of (have set numbers to ____ ) no tolerance needed for the Park entry as cost is per student		
Has the excursion note been approved by the Assistant Principal or Principal?		

**Initial Approval for Excursion/Incursion**

<b>Signature of Teacher in Charge:</b>	
<b>Date:</b>	
<b>Signature of Principal/Assistant Principal:</b>	
<b>Date:</b>	

**CHECKLISTS**

<b>COMMUNICATION CHECKLIST</b>	
Have the specialist and literacy support staff been notified of the excursion/event?	
Has the PSD Coordinator been notified and arrangements been made in regards to Integration Aide staff?	
Notified the Curriculum Convenor of the event in order to seek School Council approval?	
Has the office staff been notified?	
Has the excursion note been emailed to the office staff?	
Has the Canteen Manager been notified of the excursion date?	
Has the event been recorded on the staffroom whiteboard?	
Has the event been advertised in the school newsletter?	

<b>TIMETABLES</b>	
Do changes need to be made to the specialist timetable?	

What are the timetable changes that will need to take place?	
Has the Specialist Team Leader been consulted about the possible changes?	
Has the Specialist Team & Assistant Principal approved the timetable changes?	
Does yard duty need to be swapped?	

<b>ORGANISATIONAL DETAILS &amp; ARRANGEMENTS FOR STUDENTS NOT ATTENDING</b>	
Have staff been notified by the excursion organiser to contact parents several days prior to the event to finalise attendance numbers and permission notes?	
Has staff attending the excursion been notified to keep a checklist of students who have returned their permission/medical consent envelopes and money?	
What arrangements have been made for students not attending?	
Has the office been given a grade split list of children who are present at school, but not attending the excursion?	

<b>FIRST AID ARRANGEMENTS</b>	
Who is responsible for the first aid arrangements?	
What are the first aid arrangements that need to be made?	
Have the First Aid Kits been checked? (see office staff if items need to be replaced)	
What arrangements have been made for students requiring medication i.e.: asthma and daily medication? Please see Office staff for administration information.	

**Duty of Care**

Staff has a duty of care to ensure students are safe at all times. Risk factors should be considered and minimised.

Department Lodgement	
If volunteers are supervising a group of students, has consideration been given to the students they are required to supervise. Challenging students should be supervised by teaching staff.	
If on a walking excursion, the following factors should be considered:	-
Has the walking route been checked for safety hazards?	-
Is it near water?	
Are there any snakes in the vicinity?	

