



OVERNIGHT EXCURSION PROCEDURES

DIOCESE OF WAGGA WAGGA

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PROCEDURES FOR OVERNIGHT EXCURSIONS FOR DIOCESAN SYSTEMIC SCHOOLS

Excursions – Off School Site Activities

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1. Procedures

The principal must authorise a teacher to be in charge of an excursion and approve the management plan for the excursion.

The teacher-in-charge must prepare an Excursion Management Plan (*Appendix A for Overnight excursions & Appendix B for Day Excursions*) for the proposed excursion which will provide an account of the:

- risks relevant to the:
 - environment;
 - transport arrangements;
 - students' capacity in relation to activities;
 - capabilities of the supervisor/supervisory team; and
 - involvement of external providers.
- supervision strategies;
- means of identifying excursion participants;
- information to be provided to parents/guardians for their consent;
- communication strategies;
- emergency response planning; and
- briefing for excursion participants

The teacher-in-charge must also complete the checklist and submit it to the Principal for endorsement prior to forwarding to the CSO in the case of an overnight excursion.

1.1 Assess Risks

In the Excursion Management Plan, the teacher-in-charge is to conduct a risk analysis of the:

- environment;
- transport arrangements;
- level of each student's capacity in relation to activities to be conducted;
- capabilities of the supervisor/supervisory team; and
- involvement of external providers.

1.1.1 Assess the Environment

The teacher-in-charge must determine the suitability of the venue relative to the students' skills and experience, the planned activities and the supervision required.

When a venue selected for an overnight stay does not have smoke detectors, the school must provide them.

Billeting is not recommended but where **billeting** is a component of an excursion, the teacher-in-charge must:

- advise the parent/guardian in the host family of their responsibilities;
- receive a statement from the parent/guardian in the host family giving an assurance to provide a safe and secure home environment for each billeted student including undertakings that:
 - the household members do not have criminal convictions that may preclude the host family from billeting a student;
 - the accommodation includes:
 - a private bedroom or one shared with a student of the same gender;
 - private bathing and toilet facilities;
 - consideration is given to any special requirements (e.g. avoidance of asthma triggers);
 - the student will not be exposed to passive smoking; and
 - a nominated member of the supervisory team will be notified of any travel by the student involving an overnight stay during the period of the billet.
- ensure that a nominated member of the supervisory team:
 - is contactable for the duration of the billet;
 - contacts the student(s) regularly during the period of the billet; and
 - has access to transport in order to visit the student(s) at short notice.

Guidelines

The Teacher-in-Charge may make inquiries about venue conditions.

It is recommended that commercial buildings used for an overnight accommodation have illuminated exit points.

The food preparation areas should be clean and the sleeping areas well ventilated. A sufficient number of well maintained toilet facilities should be available.

In the case of billeting the authorising principal should make contact with the principal of a school in the locality where the billeting is to occur. Information should be sought regarding the propriety of host families and the billet arrangements.

1.1.2 Assess Transport Arrangements

The teacher-in-charge must ensure that arrangements for the safe transport of excursion participants have been made.

The consent form must indicate to parents/guardians the details for transporting students to and/or from the school/venue(s).

Where parents/guardians have given approval for the student to make their own transport arrangements to and/or from a venue, a nominated member of the supervisory team must acknowledge the arrival and approve the departure of the student from the venue.

The use of private and commercial vehicles must comply with the requirements of the current Road Traffic Act.

Transport by air must be confined to recognised commercial operators.

If a student is required to leave an excursion prior to the scheduled time, a nominated member of the supervisory team must be satisfied that appropriate arrangements are in place for the student to safely reach their destination.

Guidelines

In the case of bus travel, it is recommended that at least one supervisor travel on each bus. The maximum number of school students on a bus engaged to transport students should not exceed the number of passengers that the vehicle is licensed to carry.

Vehicles driven by students or staff should only be used to transport other students where no other option exists and parent and principal approval is provided. (See Appendix H). An application for teacher/volunteers to transport student by private vehicles is contained in Appendix G. It is recommended that private vehicles used for transporting students have comprehensive motor vehicle insurance and parent and principal approval is provided. Learner or Provisional Drivers should not transport students on school related activities. In exceptional circumstances, such as in the case of an emergency, the teacher-in-charge may exercise discretion pertaining to the use of private vehicles.

1.1.3 Assess the Students' Capacity

The teacher-in-charge must be satisfied that the excursion activities do not exceed the skill level of students.

The teacher-in-charge must be aware of student health care maintenance and/or intensive health care needs.

A reassessment of students' capacity must be undertaken if any circumstances surrounding the excursion activity change. This includes any change in the condition of the environment, or in the medical fitness (e.g. conditions such as asthma or epilepsy) or capacity of the students to undertake the activity.

Alternative activities or extra support must be arranged for those students who wish to take part in the excursion but do not have the prerequisite skills for the planned activity. Alternative arrangements are to be made for any student who does not participate in an excursion.

In the planning and conduct of an excursion, the teacher-in-charge must take into account students' cultural requirements.

Guidelines

A sample Student Medical Information Form is provided in Appendix F.

1.1.4 Assess the Skills of the Supervisor/Supervisory Team

Each excursion must have a teacher-in-charge.

The teacher-in-charge must ensure that there is a supervisor/supervisory team with appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion. Principal's need to ensure that participating staff have levels of first aid training appropriate to the proposed activity, location and any student disabilities, and that adequate and appropriate first aid kits are available.

All accompanying teachers must have recognized current training in CPR. At least one supervisor is to have a current and recognized Senior First Aid Certificate.

Collectively, the supervisory team must have the skills to:

- identify and establish a safe activity environment;
- effect a rescue and render emergency care;
- monitor and respond to weather and environmental conditions before and during excursion activities; and
- monitor and assess the physical well being of the students.

Where a member of the non-teaching staff, an external provider or a volunteer agree to perform tasks that require them to personally care for students in the absence of a member of the teaching staff, the teacher-in-charge must consider the suitability of that adult for the task being assigned taking into account the:

- number of students involved;
- age, experience and capabilities of the students;
- activities to be undertaken;
- characteristics of the venue; and
- health status, skills, and experience of the adult.

The role of supervisors and volunteers (*Appendix K*) will be determined by the teacher-in-charge.

Guidelines

Adults, who are not teachers, but who possess the appropriate experience, competencies and/or qualifications, can be supervisors.

Non-teaching staff, volunteers and external providers have a right to refuse a request to personally care for students and to have their decision respected by members of the teaching staff. However, a member of the non-teaching staff may have limited scope to refuse a request from a member of the teaching staff to personally care for students if,

*by reason of their Job Description Form, the request relates to a task that he or she is required to perform as part of his or her normal duties.
Volunteers may be requested to complete a Confidential Declaration (see Appendix C) indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children.*

1.1.5 Assess the Involvement of External Providers

Where an external provider is engaged, the teacher-in-charge must be satisfied that the external provider is competent.

For intra and interstate excursions, external providers (and their staff) involved in activities with students, must have a current national police certificate.

The teacher-in-charge and the manager of the venue/external provider must clearly establish the respective responsibilities of their staff.

For intra and interstate excursions, the teacher-in-charge must inquire whether the selected external provider(s) has the appropriate level of public liability insurance.

Excursions may involve use of the services of other government agencies or private companies. In such cases School staff must **not** sign indemnities, disclaimers or other documents provided by the agencies or companies which absolve them from liability for their own negligent acts or omissions.

Guidelines

The suitability of an External Provider may be determined from the information they provide (via telephone, web-site or through correspondence) related to:

- *recent experience (including maintained log books);*
- *current qualifications, accreditation and any other relevant training; and*
- *public liability insurance. (Certificate of Currency)*

External Providers contracted to provide services for students on an approved excursion, are expected to have obtained national police certificates for all participating employees to ensure their probity. Other persons taking a supervisory role on the excursion in a voluntary capacity (including those assisting the external provider) may be asked to sign the Confidential Declaration form (see Appendix C).

1.2 ESTABLISH SUPERVISION STRATEGIES

Supervision strategies must ensure that the safety and well being of students is maintained at all times. The teacher-in-charge is to determine the number of supervisors and the supervisory strategies. (Teacher Student ratios Appendix D)

Supervisory requirements for an excursion must be considered in accordance with the:

- age of the students;
- experience and ability of the students;
- student medical conditions or disabilities;
- supervisor(s) competence and experience;

- type of activity to be undertaken;
- nature of the environment;
- location of the activity; and
- weather.

Supervision strategies must address the circumstance where students are not in clear view of the supervisor(s).

For overnight and extended excursions, supervisory and accommodation arrangements are to be such that supervisors are not placed in a position where there is potential for allegations of improper conduct. In particular, sleeping and ablution arrangements must not place any supervisor in situations where the propriety of their behaviour could be questioned.

Guidelines

In water-based activities, consideration should be given to positioning, scanning and safety check systems. It is also necessary to gain appropriate approval from parent/caregivers for student participation in water-based activities (Appendix J) or Bush walking activities (Appendix I).

1.3 DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

The teacher-in-charge is to decide on a suitable system(s) of identification for excursion participants based on the assessment of the environment, students' skills, the type of activities to be undertaken, and the number of students.

Guidelines

Systems for identifying students include the wearing of:

- *school shirts, uniforms*
- *school hats*
- *name tags*
- *neoprene armbands*

Each identification system may be used in combination with others.

1.4 PROVIDE INFORMATION AND SEEK CONSENT

Parent/guardian consent is required for all excursions. Information must be provided to parents/guardians to enable them to make informed decisions about their children's participation in an excursion (see Appendix E)

Parents/guardians must be given information related to any proposed excursion well in advance of the date of the excursion. This information must include full details of:

- the purpose of the excursion;
- date(s);
- activities to be undertaken;
- duration of activity(s);

- location of activity(s) (including alternative venues);
- student contact arrangements during the excursion;
- transport arrangements;
- cost;
- supervision to be provided (number of supervisors and number of students);
- staff action in case of student accident or illness on the excursion;
- liability for loss or damage to student property and medical costs incurred in case of accident or illness; and
- special clothing or other items required.

Students participating in an excursion must not be permitted to engage in additional or alternative activities for which parental approval has not been gained.

Parents/guardians must be reminded to provide information about any changes to their children's health or fitness prior to the commencement of an excursion.

Guidelines

A sample consent form is provided (see Appendix F).

Written parental consent is sought to ensure that parents or guardians make an informed decision about their child's participation. This provides them with the opportunity to exclude their children and helps protect school personnel because parents have been made aware of the nature of the excursion. While written parental consent is necessary, this consent does not indemnify the school nor relieve supervisors of their duty of care responsibilities.

Where it is not possible to obtain parental/guardian consent because of the age or living arrangements of a student, consent can be sought from any other person considered appropriate by the principal. If no other person is available, the principal may exercise his/her discretion to allow the student to agree to the conditions pertaining to the excursion. The reasons for exercising such discretion must be exceptional.

Consent for recurring excursions to specified venues may be obtained at the beginning of the year or at the commencement of the particular unit of study to which the excursions are related. The teacher-in-charge should be mindful of the possibility of changes to students' health from one week to the next.

Where financial hardship is understood to be the reason for a student's non-participation, schools should endeavor to provide financial assistance.

The teacher-in-charge should ensure that parents and guardians of culturally and linguistically diverse students are provided with all necessary information regarding the excursion.

The use of interpreter and translator services should be considered.

1.5 DEVELOP COMMUNICATION STRATEGIES

Excursion management planning must include the development of a communication strategy that enables regular communication amongst all members of the group. The strategy must clearly identify a signal for gaining the full group's attention.

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

The communication strategy must enable contact with on-site and off-site support services.

An alternative mode of communication must be available in case of the failure of the primary communication method.

Guidelines

Communication strategies that enable regular communication amongst all members of the group may include public address systems, megaphones, air horns, whistles or, if necessary, scheduling regular group meetings.

1.6 COMPLETE EMERGENCY RESPONSE PLANNING

The teacher-in-charge must develop or obtain a response plan that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.

The teacher-in-charge is to ensure that emergency procedures, including emergency signals, are clearly understood by all students and supervisors.

All supervisors must be familiar with the evacuation procedures to be followed and, where appropriate, the location of emergency equipment.

During an excursion a nominated supervisor must have ready access to:

- a list of the names of participating students and their parent/guardian contact telephone numbers;
- the Student Medical Information Forms of those students who are known to have particular health requirements; and
- relevant health information of supervisors.

A copy of all planning documents must remain with the school.

For excursions involving an overnight stay, the teacher-in-charge must ensure that a copy of the planning documents, including all Student Health Forms and Health Care Authorisations, are taken on the excursion, with a further copy being provided to the Principal.

For excursions undertaken during school vacations, students' names, addresses (home and away), contact telephone numbers and the itinerary for the excursion are to be provided to the Catholic Schools Office

Guidelines

Mobile telephones should not be relied on as the sole method of communication. In remote locations, consideration should be given to other means of emergency communication such as an Emergency Position

Indicating Radio Beacon (EPIRB) or a satellite telephone.

For Excursions to remote locations, the emergency response plan may include:

- *a map of the area/s to be used, showing the location of the nearest telephone, ranger's residence, hospital, State Emergency Services office, nursing station and other similar relevant information;*
- *access details (i.e. on-foot, 2WD and 4WD) including barriers;*
- *a list of the resources the group will have with it (i.e., first aid kits, number of staff and external providers with first aid qualifications, stretchers, number and type of vehicles, and other camping equipment);*
- *an estimate of the time it might take to raise an alarm and the amount of time that might elapse before appropriate support could be provided; and*
- *the communication medium that will be employed (i.e. fixed telephone, mobile telephone, satellite phone, radio, Emergency Position Indicating Radio Beacon (EPIRB)).*

1.7 BRIEF STUDENTS AND SUPERVISORS

The teacher-in-charge is responsible for ensuring that all relevant information about respective responsibilities and obligations is clearly communicated to students and supervisors. Topics that must be included are:

- emergency procedures and signals;
- methods of communication;
- appropriate use of any equipment;
- roles of supervisors;
- the system for identifying students and supervisors;
- areas demarcated specifically for identified student groups; and
- standards of acceptable behaviour.

Guidelines

Special information sessions must be arranged for students who were absent from preparatory excursion briefings.

The consumption of drugs that will impair the judgment of supervisors during an excursion is prohibited.

The guidelines for the use of tobacco during an excursion must be consistent with those that apply in the school setting.

The expectations for student behaviour and safety must be consistent to those that apply in the school setting.

1.8 RETAIN RECORD OF EXCURSION(S)

Details relating to all excursions are to be retained by the school. Details of the Excursion are to include the:

- signed management plan;

- names of planning and supervising staff;
- names of participants.

Guidelines

It is recommended that the teacher-in-charge conduct a post-activity evaluation to assist with the planning of further excursions.

1.9 GAIN APPROVAL(S)

1.9.1 Excursions

The written endorsement of the principal must be obtained for an excursion to gain approved status. Excursions involving overnight stay and international travel require the additional approval of the Director of Schools.

For both international travel, the documentation provided, must include:

- a brief description of the purpose of the excursion;
- an outline of the itinerary including accommodation details;
- the source of funding for the excursion;
- names, addresses (home and away), and contact details of students and supervisors;
- relevant medical action plans for each student and supervisor undertaking the travel;
- a copy of the *Checklist for Excursions* (see Appendix A) bearing the Principal's signature;
- a supporting statement from the Education Consultant;
- as appropriate, an air travel application form for each staff member; and
- an out-of-hours (including holiday) contact telephone number of a member of the teaching staff (not on the excursion) who is familiar with the excursion participants and itinerary details.
- Travel arrangements must include medical and other insurances for all excursion participants.
- The teacher-in-charge must forward a detailed plan (regarding the travel, accommodation and supervisory arrangements) to the school Principal.

The information must include the procedures to be followed in the event of termination of a student's participation on an excursion, the Principal must:

- be satisfied that the plan appropriately addresses safety standards and duty of care responsibilities before forwarding the information to parents/guardians;

- be satisfied that the teacher-in-charge has the appropriate skills and experience to organise the excursion and provide for the management of events that may arise during the excursion; and
- attest in writing that the student(s) is sufficiently responsible and reliable to participate in the excursion.
- the consent form bearing the parent/guardian(s) signature must be returned to the school and subsequently, it (or a photocopy), forwarded to the teacher-in-charge. A copy must be retained by the school.
- The names, addresses and contact details of all participants must be lodged with the Catholic Schools Office.

Guidelines

There is a separate policy for International Secondary Student Exchange Programs.

Police clearances are not required for external providers who reside and provide services overseas. However, the teacher-in-charge should indicate to the Principal of participating schools the steps that have been taken to establish the propriety of such providers. Similarly, the teacher-in-charge of an international excursion is not required to enquire as to the level of public liability insurance of external providers located overseas.

The state of the international political climate may lead to the decision to postpone or cancel an International Excursion. The decision to proceed, postpone or cancel an International Excursion should be made by the Principal in consultation with parents/guardians of the participating students and, where appropriate, the Department of Foreign Affairs and Trade. The Teacher-in-Charge may take the precautionary measure of determining the conditions that provide for cancellation or deferment of air ticket purchases. Organisers, a day or so before the scheduled departure, should assure themselves that the chosen destination for the excursion is 'safe' by contacting the Department of Foreign Affairs. Similarly, organisers should obtain the telephone number of the Australian Consulate in the country to be visited.

Where the Department of Foreign Affairs does not deem the destination to be a risk to participants but parents/guardians do, their consent for their son/daughter to participate may be withdrawn. Similarly, supervisor's role may also elect to withdraw from the excursion.

The attention of organisers is drawn to Billeting (see page 3.1.1 this document).

The Catholic Schools Office provides public liability insurance and Workers' Compensation insurance cover for employees. The school Accident insurance policy covers students to a maximum of \$200,000 for medical and ancillary expenses where these costs are not covered by Medicare or private health insurance. The total amount payable under this policy cannot exceed \$200,000 per student when all of these costs are added together. Any costs beyond this amount are the responsibility of the parent or guardian.

Each school has taken out student Accident Insurance Cover with CCI Volunteer workers who, with the approval of the principal, have a

supervisory role during an educational Excursion, are covered during performance of duties by personal accident insurance and by public liability insurance. There is no insurance cover for loss of or damage to their personal property.

Participants (teachers, other adults and students) on those excursions that do not gain the appropriate approval(s) do not access the school insurance policy or other insurances such as workers' compensation.

Liability rests with the organiser.

Teachers who arrange excursions without ensuring Catholic Schools policy is followed could be individually liable in the event of an accident.

In such circumstances, staff may not be afforded the Catholic Schools Office protection under the principle of vicarious liability (i.e. where an employer bears the cost of damages resulting from an employee's negligence). Similarly, staff may not be covered by Workers' Compensation if they are injured while involved in an excursion activity that does not have the official approval of the Principal.

1.9.2 PRIVATELY ARRANGED ACTIVITIES

Principals must ensure that staff and parents are aware of the distinction between approved excursions and privately arranged activities. In particular, principals must ensure that staff and parents/guardians are aware that privately arranged activities are not approved by the school and that, accordingly, neither the school nor the Catholic Schools Office will accept any responsibility for students or staff members who choose to participate. Rather the responsibility for the activity will rest entirely with the individual who arranges the activity in his/her private capacity.

Overnight Excursion Management Plan, Checklist & Application

This is to be completed by the Teacher-in-Charge of an excursion. The Principal and the Director of Schools will consider the information when determining approval. Please refer to the CSO Excursions Policy and Procedures document. Reference details are indicated where appropriate.

School:	Teacher in Charge:
	Date of Excursion:
Purpose of the Excursion:	
Venue: Ref 3.1.1	Cost per Student:
Transport: Ref 3.1.2	Time of Departure:
	Time of Return:
Student Activities: Ref 3.1.3	
Supervisors: Ref 3.1.4	Contact Phone Numbers:
External Providers: Ref 3.1.5	Contact Phone Number:
Supervision Strategies: Ref 3.2	

Participants: Ref Appendix D and 3.3	Total Students: Total Supervisors: Supervisor/Student Ratio : <input type="text"/> : <input type="text"/>
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Instructions to Students and Supervisors: Ref 3.7
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Provide Information & Seek Consent: Ref 3.4 Appendix E and Appendix F
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Approval Ref 3.9	Principal _____ Date: _____
Notes	<input type="checkbox"/> Original Parental Consent & Medical Information Form to be taken on the Excursion by Teacher-in-charge <input type="checkbox"/> School to retain a File Copy of Excursion documents. <input type="checkbox"/> First Aid Kit/First Aid Officer <input type="checkbox"/> Canteen Manager notified <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Information to Volunteer Helpers/Supervisors <input type="checkbox"/> Provision for non-attendees and students with Special Needs <input type="checkbox"/> Staff notified of Excursion <input type="checkbox"/> Office Staff notified

RISK ANALYSIS

The Teacher-in-charge is to conduct a risk analysis with reference to the Catholic Schools Office Policy and Procedures document as indicated below.

RISK MANAGEMENT PLANNING	DANGERS For each inherent risk list the factors which could lead to the risk eventuating	RISK MANGEMENT STRATEGIES Indicated actions and precautions that will be taken to reduce risks.
Environment Ref: 3.1.1		
Transport Ref 3.1.2		
Students Ref 3.1.3		
Supervisory Team Ref 3.1.4		
External Providers Ref 3.1.5		

CHECKLIST FOR EXCURSION MANAGEMENT PLAN

Purpose of the excursion

The educational purpose of the excursion is described.

Assess the environment

The site has been assessed and is considered to be appropriate for the excursion.

Assess transport arrangements

Arrangements have been made for the safe transport of excursion participants.

Assess the students' capacity

Excursion activities are suitable for the students' capacity.

Provision has been made for any student with special needs.

Up to date information regarding student health care maintenance and/or intensive health care needs has been obtained.

Assess the capabilities of the supervisory team

Collectively the supervisory team has the skills to:

- identify and establish a safe activity environment
- effect a rescue and/or render emergency care
- monitor weather and environmental conditions before and during activities
- monitor the physical well being of the students

Assess the involvement external providers

Competence of external providers is established.

External providers conducting activities with students have a current national police certificate.

Staff responsibilities of the school and venue have been established.

External providers hold the appropriate level of public liability insurance.

ESTABLISH SUPERVISION STRATEGIES

Supervision strategies have been established.

DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Systems for identifying excursion participants have been established.

PROVIDE INFORMATION AND SEEK CONSENT

Parents/guardians of student participants have been provided with full details of the excursion.

Student participation is subject to receipt of the signed consent form.

DEVELOP COMMUNICATION STRATEGIES

Appropriate methods of communication, including emergency signals, have been developed.

COMPLETE EMERGENCY RESPONSE PLANNING

An appropriate emergency response plan has been developed or obtained.

The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

BRIEF STUDENTS AND SUPERVISORS

Students and supervisors have been/will be fully briefed on responsibilities and obligations.

RETAIN EXCURSION RECORDS

Relevant excursion details will be retained.

GAIN APPROVALS

Appropriate approvals have been gained.

Teacher-in-charge _____

Date _____

I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this application

Principal _____

Date _____

Director of Schools

Consent _____

Date _____

Day Excursion Management Plan and Checklist

This is to be completed by the Teacher-in-Charge of an excursion. The Principal will consider the information when determining approval. Please refer to the CSO Excursions Policy and Procedures document. Reference details are indicated where appropriate.

School:	Teacher in Charge:	
Purpose of the Excursion:		
Venue: Ref 3.1.1	Cost per Student:	
Transport: Ref 3.1.2	Time of Departure:	
Student Activities: Ref 3.1.3		
Supervisors: Ref 3.1.4	Contact Phone Numbers:	
External Providers: Ref 3.1.5	Contact Phone Number:	
Supervision Strategies: Ref 3.2		

Participants: Ref Appendix D and 3.3	Total Students: Total Supervisors: Supervisor/Student Ratio : <input type="text"/> : <input type="text"/>
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Instructions to Students and Supervisors: Ref 3.7

Provide Information & Seek Consent: Ref:3.4, Appendix e and Appendix F
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Approval Ref 3.9	Principal _____ Date: _____
Notes	<input type="checkbox"/> Original Parental Consent & Medical Information Form to be taken on the Excursion by Teacher-in-charge <input type="checkbox"/> School to retain a File Copy of Excursion documents. <input type="checkbox"/> First Aid Kit/First Aid Officer <input type="checkbox"/> Canteen Manager notified <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Information to Volunteer Helpers/Supervisors <input type="checkbox"/> Provision for non-attendees and students with Special Needs <input type="checkbox"/> Staff notified of Excursion <input type="checkbox"/> Office Staff notified

RISK ANALYSIS

The Teacher-in-charge is to conduct a risk analysis with reference to the Catholic Schools Office Policy and Procedures document as indicated below.

RISK MANAGEMENT PLANNING	DANGERS <i>For each inherent risk list the factors which could lead to the risk eventuating</i>	RISK MANGEMENT STRATEGIES <i>Indicated actions and precautions that will be taken to reduce risks.</i>
Environment Ref: 3.1.1		
Transport <i>Ref 3.1.2</i>		
Students <i>Ref 3.1.3</i>		
Supervisory Team <i>Ref 3.1.4</i>		
External Providers <i>Ref 3.1.5</i>		

CHECKLIST FOR EXCURSION MANAGEMENT PLAN

Purpose of the excursion

The educational purpose of the excursion is described.

Assess the environment

The site has been assessed and is considered to be appropriate for the excursion.

Assess transport arrangements

Arrangements have been made for the safe transport of excursion participants.

Assess the students' capacity

Excursion activities are suitable for the students' capacity.

Provision has been made for any student with special needs.

Up to date information regarding student health care maintenance and/or intensive health care needs has been obtained.

Assess the capabilities of the supervisory team

Collectively the supervisory team has the skills to:

- identify and establish a safe activity environment
- effect a rescue and/or render emergency care
- monitor weather and environmental conditions before and during activities
- monitor the physical well being of the students

Assess the involvement external providers

Competence of external providers is established.

External providers conducting activities with students have a current national police certificate.

Staff responsibilities of the school and venue have been established.

External providers hold the appropriate level of public liability insurance.

ESTABLISH SUPERVISION STRATEGIES

Supervision strategies have been established.

DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Systems for identifying excursion participants have been established.

PROVIDE INFORMATION AND SEEK CONSENT

Parents/guardians of student participants have been provided with full details of the excursion.

Student participation is subject to receipt of the signed consent form.

DEVELOP COMMUNICATION STRATEGIES

Appropriate methods of communication, including emergency signals, have been developed.

COMPLETE EMERGENCY RESPONSE PLANNING

An appropriate emergency response plan has been developed or obtained.

The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

BRIEF STUDENTS AND SUPERVISORS

Students and supervisors have been/will be fully briefed on responsibilities and obligations.

RETAIN EXCURSION RECORDS

Relevant excursion details will be retained.

GAIN APPROVALS

Appropriate approvals have been gained.

Teacher-in-charge

Date _____

I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this application

Principal

Date _____

Prohibited Employment Declaration for the Diocese of Wagga Wagga

Child Protection (Prohibited Employment) Act 1998

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a registrable person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person,

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment, where at least one of the essential duties of the position, involves direct contact with children where that contact is not directly supervised. Section 3 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

Under this Act.

- it is an offence for a prohibited person to **apply for, undertake or remain in** child related employment.
- employers must ask existing employees, both **paid** and **unpaid**, and preferred applicants for employment to declare if they are a prohibited person or not.
- All child-related employees **must** inform their employers if they are a “prohibited person” or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a "registrable person" under the Child Protection (Offenders Registration) Act 2000. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.

Name

Signature

Date_____

HomeAddress_____

Note: Seek legal advice if you are unsure of your status as a prohibited person.

Teacher Student Ratios for Excursions

Teacher Student ratios should not exceed the following:-

General Sporting	1:20
General Excursions	1:20
Camps and Retreats	1:20

If a general excursion or camp has one of the following activities the ratios are:

Swimming	1:10
Bush walking (short 1hr)	1:15
Bush walking (extended)	1:10
Canoeing (camp activity)	1:12
Expedition (canoeing)	1:6
Horse Sports	1:10
Bikes (tracks, BMX, mountain)	1:15
Orienteering (camp activity)	1:20
(remote)	1:10
Ropes Course	1:8
Rowing	1:12
Sail boarding	1:10
Alpine Skiing	1:12
Cross Country	1:10

These sports are inappropriate for schools

Bungee Jumping	Rock Fishing
Tobogganing	Hang Gliding
Boxing	Rodeo

Overnight stays of mixed gender must have both female and male adult supervision.

EXCURSION INFORMATION FOR PARENTS Sample Letter to Parents with Excursion Details

Include the following details as appropriate:

- *times and dates of departure and return*
- *program outline*
- *destination*
- *map of the area, where appropriate and for all outdoor adventure activities*
- *mode of travel and route, including supervision available*
- *purpose of the excursion including planned outcomes for students*
- *nature of activities to be undertaken eg. swimming, bush walking, etc*
- *accommodation arrangements (if applicable)*
- *name of the teacher/s in charge*
- *names of leader/s and accompanying adults*
- *equipment and clothing needed*
- *food requirements*
- *degree of difficulty*
- *full details of cost*
- *special rules applicable to the excursion*
- *procedures for dealing with unacceptable behaviour. These procedures should include the possibility of exclusion and return home of students*
- *means of contact with the group*
- *emergency contacts and procedures in the event of a critical incident.*

Include the following paragraphs:

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.

Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, willful or disobedient behaviour.

In the case of excursions not involving an overnight stay, costs are incurred as a result of accident or illness are the responsibility of the parent/guardian.

The school accident insurance policy applies for approved camps/excursions involving an overnight stay. The policy covers students to a maximum of \$10,000 for medical and ancillary expenses where Medicare or private health insurance does not cover these costs.

Parents are required to inform the organizers well before the scheduled excursion departure of any change to their child's health and fitness so that appropriate supervision may be arranged. Where it is considered necessary, school staff will arrange medical assessment and treatment for students.

Attach and request that the *Medical Information Form* be completed where appropriate. Where swimming/water activities are involved, request approval for the student to take part in the activity.

In the case of travel by private car, include where appropriate:

It is the responsibility of the driver to ensure that he/she carries the required driver's licence, that the vehicle is appropriately registered and insured, is roadworthy, and the number of passengers does not exceed the seat belt provision of the vehicle.

EXCURSION CONSENT AND MEDICAL INFORMATION FORM:

I _____ permit _____ to take part in the
 (Name of Parent – printed) (Name of Student)

_____ on _____
 (Title of Excursion) (Date of Excursion)

I understand and agree with the activities of and arrangements made for the Excursion. During the Excursion I delegate my authority to the Supervising Staff and/or Instructors involved in the Excursion. Such teachers or instructors may take whatever disciplinary action they deem necessary to ensure the safety, wellbeing and successful conduct of the students as a group and individually.

In the event of illness or an accident that requires medical attention, I permit Supervising Staff to seek necessary medical attention on behalf of my child and I agree to be responsible for any costs incurred through such action.

I further authorise qualified practitioners to administer anaesthetic if such an eventuality arises.

Signature of Parent _____ Date _____

Contact Phone Number: Home: _____ Work: _____ Mobile: _____

EXCURSION MEDICATION INFORMATION :

Please provide the following information – students are not permitted to take part in the Excursion without this information being provided.

- 1) **Does your student have any medical condition/s that may affect his/her safety during an excursion?** NO [] YES [] *please specify below*
 Eg. Asthma, fainting, seizures allergies, diabetes etc... please include any medical allergies

- 2) **Will your student be carrying and or self administering any medication in relation to the condition/s listed above?** NO [] YES [] *please specify below*
MEDICATION: Parents are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of prescribed medications prior to the excursion

- 3) **Are you a member of a Private Health Fund?** NO [] YES [] *please specify below*
 Name of Private Health Fund: _____

Number : _____

Medicare Number: _____

- 4) **Please provide any other information about your child which will enable the organizers of the excursion to provide better care for your student.**

APPLICATION FOR TEACHER/VOLUNTEERS TO TRANSPORT STUDENTS IN PRIVATE VEHICLES

Use of Private Transport for Students to Schools Sponsored Events

To be used when teachers/parents transport children on behalf of the school to excursions sporting events etc.

Licence number of volunteer driver: _____

Is the licence current? _____ Year? _____

Registration number of volunteer driver car: _____

Principal has sighted Certificate of Registration Yes/No
Comprehensive Insurance Yes/No

As the volunteer driver I am aware that if there is an accident, my driver's insurance will be claimed against (i.e. the driver will be sued, not the school). It is therefore essential for drivers to have comprehensive insurance.

I will be transporting the following students in my car. (A seatbelt must be available for each passenger)

Signed _____ **(volunteer driver)**

Date: _____

Principal's Approval: _____

TRANSPORTING STUDENTS

Parent Consent Form for Students being Transported by Teacher/Volunteer in a Private Vehicle

I give permission for my son/daughter _____ to travel by private car to _____ on _____.

I am aware that my son/daughter is being driven by _____.

Signed _____ Date: _____
(Parent/guardian)

Bush Walking Party Intentions Form

This form provides information about a walking party from _____
School.

Copies of this form are being provided to: _____

Phone number(s): _____

Other adults on the trip and phone numbers:

Planned trip route:

Day 1: _____

Day 2: _____

Day 3: _____

Starting day, date and time: _____

Location at which vehicles have been left: _____

Vehicle registration numbers: _____

The group carries:

Waterproof jackets (colours)

Spare dry clothes

Food for _____ days

Whistles

Morroe/Cyalume light sticks.strobe/flares/other*

Tents or emergency shelter (colours)

Sleeping bags

First aid kit

Matches

Map and compass

**Cross out anything not applicable*

The contact person for the group is _____. He/she can be contacted at phone number _____/ If the walking party has not returned by _____ (day,date,time) and we have not communicated with the Contact Person, he/she will report our situation to the police at _____.

Note: Attached to this form is a list of all the students participating in this walk. Details include their names, sex, age and class. Also attached is a map showing the route of the walk.

WATER ACTIVITY CONSENT NOTE

Only complete this section of the consent form if the excursion involves any type of water activities.

I give permission for student _____ of class to

Participate in swimming _____ (details)

Please tick a box if the student is

A strong swimmer average swimmer

Poor swimmer non-swimmer

What distance can be swam without a flotation device? _____ m

Signed: _____ Date: _____
(Parent/Guardian)

INFORMATION SHEET FOR VOLUNTEERS ON EXCURSIONS

Dear _____,

Thank you for offering to be an Excursion Assistant to _____ on

_____.

You will need to bring the following items:

Could you please report to the classroom teacher by _____ am/pm and we intend to return to the school by _____ am/pm

Additional Information: _____

Please return the attached confirmation as soon as possible and contact me if you have any further queries.

Classroom Teacher

EXCURSION ASSISTANCE CONFIRMATION

Name: _____

I have received the information on the excursion on _____ and confirm I will be attending.

Signed: _____

Confidential Medical Information

Medicare Number _____

Health Fund Number _____

Contact Phone Number _____