



Department of  
Education  
and Training

**EXCURSIONS: OFF SCHOOL SITE ACTIVITIES**

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## 1 POLICY

- a) An excursion is any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of teaching staff employed under s237 of the *School Education Act 1999* and has gained the appropriate approval(s).
- b) The minimum level of approval for all excursions is that of the principal. Where Department of Education and Training funds (i.e. as salary or contingency costs) are used for an interstate or international excursion, the additional level of approval required is that of the relevant Executive Director (interstate) and the Minister for Education and Training (international) respectively.
- c) Parents or guardians of students must be given clear and comprehensive details of the excursion and their consent for the participation of their children must be obtained before the excursion.
- d) Principals are responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both students and supervisors.

## 2 BACKGROUND

### 2.1 RATIONALE

The Department of Education and Training recognises that the experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes. The provision of opportunities for students to learn from the wider community builds on and reinforces the school curriculum. Excursions are an important means of providing such opportunities.

The Department of Education and Training encourages schools to conduct well planned off school site activities that are integrated with learning programs. Activities conducted outside the relatively protective environment of the school site involve greater risk. Therefore particular attention must be given to ensuring the safety and welfare of all excursion participants.

### 2.2 DEFINITIONS

#### 2.2.1 BILLET

Students being accommodated overnight in the homes of volunteer host families during an excursion.

#### 2.2.2 CONFIDENTIAL DECLARATION

A declaration signed by an adult, who is not an employee of the Department of Education and Training but wishes to participate in an excursion, which indicates whether or not s/he has any convictions or whether or not any circumstances or reasons exist which might preclude him/her from working with or near children.

### 2.2.3 EXCURSION

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of teaching staff employed under s237 of the *School Education Act 1999* and has gained the appropriate approval(s).

### 2.2.4 EXTERNAL PROVIDER

A business/individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity.

### 2.2.5 GUIDELINES

Advice and examples of good practice for implementing policy. Guidelines are not compulsory.

### 2.2.6 INTERNATIONAL EXCURSION

An excursion that involves travel overseas and requires the approval of the Minister for Education and Training.

### 2.2.7 INTERSTATE EXCURSION

An excursion that involves travel to another state(s) and requires the approval of an Executive Director.

### 2.2.8 PRIVATELY ARRANGED ACTIVITIES

An activity for which the appropriate approval has not been obtained and therefore the Department of Education and Training, including the school, does not hold any responsibility for the conduct of the excursion.

### 2.2.9 PROCEDURES

Detailed specification of steps and processes to be observed in system-wide management. Contravention of a procedure may constitute a breach of discipline pursuant to section 80 of the *Public Sector Management Act 1994*.

### 2.2.10 SCHOOL SITE

The school at which the student is enrolled.

### 2.2.11 SUPERVISOR

An adult who acts in a designated supervisory capacity.

### 2.2.12 SUPERVISORY TEAM

All adults who have a supervisory role on an excursion.

### 2.2.13 TEACHER-IN-CHARGE

The member of the teaching staff who is authorised by the principal to manage an excursion.

### 2.2.14 TEACHING STAFF

Has the same meaning as in section 237 of the *School Education Act 1999* and Regulation 127 of the *School Education Regulations 2000*.

### 2.2.15 VENUE

The building, grounds and facilities, external to the school, where planned activities occur during an excursion.

### 2.2.16 VOLUNTEER

An adult or organisation who/which offers services for school activities but receives no remuneration from the school for the services provided.

## 2.3 RELATED POLICIES, PROCEDURES AND GUIDELINES

The following Department of Education and Training policies and procedures are related to the *Excursions* policy:

*Duty of Care for Students*

*Behaviour Management in Schools*

*Departmental Insurance Covers – RiskCover Fund Guidelines*

*Duty of Care – VET for Schools Students (VSS) Attending TAFEWA Colleges*

*Records Management Manual for School, College and Campus Records*

*Occupational Safety and Health*

*Outdoor Education and Recreation Activities*

*Risk Management*

*Short Term School Visits/Study Tours for Overseas Students*

*Student Health Care*

*Workplace Learning Procedures and Guidelines*

## 3 RELEVANT LEGISLATION

*Occupational Safety and Health Act (1984)*

*Occupational Safety and Health Regulations (1996)*

*School Education Act 1999 ss 61(1)(b), 63(i)(c)(ii), 64(1)(e)*

*School Education Regulations 2000, Regulations 38 & 39*

*Working with Children (Criminal Record Checking) Act 2004*

## 4 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 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 complete the checklist at Appendix A and submit it to the principal for endorsement.

## 4.1 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.

### 4.1.1 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.

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.

Excursions are not to be conducted in the Wittenoom town-ship or locations near the Wittenoom mining area. Wittenoom is not to be used as a base for excursions into the Karijini National Park.

**Guidelines**

*The Teacher-in-Charge may make inquiries about venue conditions by contacting:*

- *the district education office closest to the venue(s);*
- *the local government authority's environmental health or building services department;*
- *Fire and Emergency Services Authority or the Police Service;*
- *the Department of Conservation and Land Management (CALM) or the local land manager (for natural sites such as beaches or forests); or*
- *the tour organiser(s).*

*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.*

#### 4.1.2 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 their child 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.*



*All licensed school bus drivers are Federal Police screened every two years by the Department of Planning and Infrastructure.*

*Vehicles driven by students should only be used to transport other students where no other option exists.*

*It is recommended that private vehicles used for transporting students have comprehensive motor vehicle insurance.*

*School staff who use their own vehicle to transport students are covered by the Department's general liability and motor vehicle insurance provided that the conditions detailed above are met.*

*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.*

*The public liability insurance requirement for 'surveyed' charter boats is \$10 million.*

#### 4.1.3 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.

##### **Guideline**

*A sample Student Health Information Form is provided in Appendix B.*

#### 4.1.4 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.

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.

Volunteers who perform “child related work” as defined in the *Working with Children (Criminal Record Checking) Act 2004* (located at [www.slp.wa.gov.au](http://www.slp.wa.gov.au) or [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)) and who are not eligible for an exemption, must provide a current Working with Children Check in accordance with the following schedule:

<b>Volunteers working with children 0-7 years inclusive</b>	<b>From 1 January 2006</b>
Volunteers working with children 8-12 years inclusive	From 1 January 2007
Volunteers working with children 13-17 years inclusive	From 1 January 2008

The role of supervisors 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.*

*The Working with Children Check came into effect on 1 January 2006 and will be phased in across different sectors over five years. People exempt from having a Working with Children Check include:*

- *volunteers under 18 years;*
- *parents volunteering for school activities where they have a child enrolled in the school. (This exemption does not apply to volunteer parents attending overnight camps unless the parent is engaged in child related work for no more than five days in a calendar year);*
- *short term visitors to Western Australia carrying out child related work for two weeks after their arrival, and for no more than two weeks over a 12 month period; and*
- *workplace supervisors of students on work experience unless they otherwise carry out child related work*

*More detailed information is available by contacting the Department of Education and Training enquiries line on (08) 9264 4391 or by visiting the website located at [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)*

*Volunteers who are exempt from having a Working with Children Check should 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.*

#### 4.1.5 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, other than staff member of a University must have both a current National Criminal History Record Check and a current Working with Children Check.

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 Department 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.*

*Volunteers who are assisting an external provider but are exempt from having a Working with Children Check, should be requested to complete a Confidential Declaration (see Appendix C) indicating whether or not they have any convictions or whether there are circumstances or reasons that might preclude them from working with or near children.*

*Government owned buildings and premises such as the Museum, Art Gallery, Department of Education camp schools, Zoological Gardens and land administered by CALM are insured by RiskCover and therefore comply with the public liability insurance requirements of the Excursions policy.*

*Public liability insurance requirements are detailed in Appendix D.*

#### 4.2 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.

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.

**Guideline**

*In water-based activities, consideration should be given to positioning, scanning and safety check systems. Detailed information is provided in the Outdoor Education and Recreation Activities policy.*

#### 4.3 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.

**Guideline**

*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.*

#### 4.4 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.

With respect to the cost of excursions, principals must be aware that section 99(5) and 100(4) of the *School Education Act 1999* requires all charges for a school year to be determined and approved in accordance with subsections (3) and (4) no later than two (2) months before the beginning of the school year.

#### **Guideline**

*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 endeavour 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.*

## **4.5 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.

**Guideline**

*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.*

## 4.6 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 Health Forms and Health Care Authorisations 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 district education 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.*

*The attention of Excursion organisers is drawn to WorkSafe Western Australia Commission's Guidance Note Working Alone (Section 8).*

*For Excursions to rural 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)).

#### 4.7 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.

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

The consumption of alcohol or of drugs that will impair the judgement of supervisors during an excursion is prohibited.

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

The *Smoking in the Workplace* policy applies during excursions.

#### 4.8 RETAIN RECORD OF EXCURSION(S)

Details relating to all excursions are to be retained by the school in accordance with the Department's Manual for Records Management (1995). Details of the Excursion are to include the:

- signed management plan;
- names of planning and authorising staff;
- names of participants;
- a brief description of the excursion; and
- parent consent forms.

##### **Guideline**

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

## 4.9 GAIN APPROVAL(S)

### 4.9.1 EXCURSIONS

The written endorsement of the principals of the schools attended by participating students must be obtained for an excursion to gain approved status.

Excursions involving **interstate** travel require the approval of the relevant Executive Director.

Excursions involving **international** travel require the approval of the Minister for Education and Training.

For both **interstate** and **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 District Director;
- 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.

**International** travel has the following **additional** requirements:

- 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 of each student. The information must include the procedures to be followed in the event of termination of a student's participation on an excursion.
- The principals of the schools attended by participating students 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 relevant District 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 principals of participating schools 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.*

*Where a Government school teacher has responsibility for organising an international excursion that involves students from Government, Independent and/or other Catholic Schools, RiskCover public liability insurance will apply.*

*Where a non-Government school teacher has responsibility for organising an international excursion that involves students from Government, Independent and/or other Catholic Schools, the public liability insurance will be supplied by that teacher's employer. The attention of organisers is drawn to Billeting (see page 7 this document).*

*Air travel application forms may be obtained from the Travel Reporting Officer located in the Financial Accounting area in central office.*

*The Department of Education and Training provides public liability insurance and workers' compensation insurance cover for employees. The Department has a school camp/excursion insurance policy that applies automatically for camps or excursions involving an overnight stay, provided that the appropriate approvals have been gained. Excursions that do not involve an overnight stay are not covered by the school camp/excursion insurance policy.*

*The school camp/excursion insurance policy covers students to a maximum of \$10,000 for medical and ancillary expenses where these costs are not covered by Medicare or private health insurance. The policy also includes home tutorial expenses up to \$5,000 and for reasonable funeral expenses. The total amount payable under this policy cannot exceed \$20,000 per student when all of these costs are added together. Any costs beyond this amount are the responsibility of the parent or guardian.*

*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 camp/excursion insurance policy or other insurances such as workers' compensation. Liability rests with the organiser.*

*Teachers who arrange Excursions without ensuring Departmental policy is followed could be individually liable in the event of an accident. In such circumstances, staff may not be afforded the Department's 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.*

#### 4.9.2 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 Department of Education and Training 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.

## APPENDIX A CHECKLIST FOR EXCURSION MANAGEMENT PLAN

### PURPOSE OF THE EXCURSION

The educational purpose of the excursion is described.

#### 1. ASSESS THE RISKS

##### 1.1 Assess the environment

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

##### 1.2 Assess transport arrangements

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

##### 1.3 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.

##### 1.4 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

##### 1.5 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.

#### 2. ESTABLISH SUPERVISION STRATEGIES

Supervision strategies have been established.

#### 3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Systems for identifying excursion participants have been established.

#### 4. 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.

#### 5. DEVELOP COMMUNICATION STRATEGIES

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

**6. 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.

**7. BRIEF STUDENTS AND SUPERVISORS**

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

**8. RETAIN EXCURSION RECORDS**

Relevant excursion details will be retained.

**9. GAIN APPROVALS**

Appropriate approvals have been gained.

<b>Teacher-in-charge</b> _____	<b>Date</b> _____
<i>I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this excursion.</i>	
<b>Principal</b> _____	<b>Date</b> _____

# APPENDIX B SAMPLE STUDENT HEALTH FORM

## STRICTLY CONFIDENTIAL

This information, that is required for each student participating on the excursion, will assist the school and supervising teachers in the preparation and planning of an excursion.

### STUDENT DETAILS

Student's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Parent/guardian's full name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone no. – home: \_\_\_\_\_

– work: \_\_\_\_\_

– mobile: \_\_\_\_\_

Name of family doctor: \_\_\_\_\_ Telephone no: \_\_\_\_\_

#### Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion

Yes  No

If "yes", please give details:

\_\_\_\_\_

#### Is your child allergic to:

Penicillin	<input type="checkbox"/>	(Please give details)	_____
Any other drug	<input type="checkbox"/>		_____
Any food	<input type="checkbox"/>		_____
Other	<input type="checkbox"/>		_____

Date of last tetanus vaccination: \_\_\_\_\_

#### Medication

Parents/guardians are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of prescribed medications prior to the excursion.

Is your child presently taking tablets and/or other forms of prescribed medication?  
Yes  No

Does your child self-administer the medication?  
Yes  No

If "yes", state name of medication, dosage and frequency of use:

Does your child have a current Health Care Authorisation Plan at school?

Yes  No

#### Other information

Please provide any other information about your child which will enable the organisers of the excursion to provide better care for your child.

\_\_\_\_\_

### APPENDIX C CONFIDENTIAL DECLARATION



Department of Education and Training  
Government of Western Australia

**DEPARTMENT OF EDUCATION AND TRAINING**  
151 Royal Street  
EAST PERTH WA 6004  
Telephone: (08) 9264 4111

**CONFIDENTIAL DECLARATION**

**This form is for persons requiring access to schools who are not employees of the Department of Education and Training**

Please place a tick in one of the boxes below.

(1)	I declare that I <b><u>do not have</u></b> any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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or

(2)	I declare that I <b><u>do have</u></b> convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.	<input type="checkbox"/>

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(BLOCK PRINT PLEASE)

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

*Excursions: Off School Site Activities*  
All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education and Training employees.

## APPENDIX D CATEGORIES OF PUBLIC LIABILITY INSURANCE FOR INTRA AND INTERSTATE EXCURSIONS

Public Liability Insurance requirements for external providers have been placed into categories and each category has two subsections *active* and *passive*. The terms refer to the nature of the involvement of the students. In the event that the students are only observers, or an audience, then the activity is considered to be *passive*. Those activities where the students participate physically are considered to be *active*.

The nature and number of the various activities are many and the examples given here act as a guide only. As in other areas of the Excursion policy, principals and the teacher-in-charge will exercise their professional judgement in matching an activity with a category.

The public liability insurance requirement for 'surveyed' charter boats is \$10 million.

### **CATEGORY ONE – EXTERNAL PROVIDER PROVIDES VENUE**

#### **PASSIVE**

\$5 million PLI

Example: cinema, theatre, visit to company premises

#### **ACTIVE**

\$10 million PLI

Example: overnight accommodation, swimming pools, sports centres etc

### **CATEGORY TWO – EXTERNAL PROVIDER PROVIDES BOTH INSTRUCTOR(S) AND VENUE**

#### **PASSIVE**

\$5 million PLI

Example: visit to company premises with guides provided.

#### **ACTIVE**

\$10 million PLI

Examples: skating rinks (ice/roller), climbing walls, horse riding, indoor sport.

### **CATEGORY THREE – EXTERNAL PROVIDER AT ANOTHER EXTERNAL PROVIDER'S PREMISES**

#### **PASSIVE**

\$5 million PLI for each external provider (with exception of overnight stay)

Examples: theatre arts, "Ribbons of Blue"

**ACTIVE**

\$10 million PLI for each party (i.e. provider and premises)

Examples: vertical ropes, abseiling, windsurfing, canoeing, swimming pools.



**APPENDIX E SAMPLE INFORMATION FORM FOR PARENT/GUARDIAN***To be retained by parent***REASON FOR EXCURSION/SCHOOL CAMP****ACTIVITIES TO BE CONDUCTED****DATE(S)****COST****LOCATION****TRANSPORT ARRANGEMENTS****ITINERARY**

<b>Location</b>	<b>Arrive</b>	<b>Depart</b>

**STUDENT CONTACT ARRANGEMENTS DURING EXCURSION****SUPERVISION TO BE PROVIDED****STAFF ACTION IN CASE OF ACCIDENT OR ILLNESS ON THE EXCURSION****SPECIAL CLOTHING OR OTHER ITEMS REQUIRED****NOTE:**

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/guardians 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.

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




The school camp/excursions 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 organisers 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.

## APPENDIX F SAMPLE PARENT/GUARDIAN CONSENT FORM

**CONSENT FORM FOR** **EXCURSION**  
**TO BE RETURNED SIGNED TO THE SCHOOL BY** \_\_\_\_\_ .

### Contact Information

 Home:	 Work:	 Mobile:
Other:		
<p>I have read and understood the information regarding the _____ excursion on _____                  and give my consent for my son/daughter: _____ to attend.</p>		
<p><b>Signature of parent/guardian:</b> _____ <b>Date</b> _____</p>		

\* The following details have changed from those recorded on my child's medical information form.