Excursion Procedures

**Burren Junction Public School**

August, 2018

NSW Department of Education

Burren Junction Public School

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**Excursion Procedures**

**Rationale:**

**School Excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted external to the school site. They can pose risks. The policy and procedures are directed at managing such risks.**

This policy and associated documents are located on Burren Junction Public School’s school server on Teacher Drive in a folder labelled: Policies. Teachers may seek paper copies of this policy from this location.

**NSW Department of Education Guidelines**

* *Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.*
* *Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.*
* *A duty of care is owed to students in the school environment and while on excursions.*
* *The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.*
* *The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.*
* *A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion****.***
* *Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.*
* *Safe transport or a safe walking route is to be organised for excursions.*
* *Students must behave appropriately at all times while on excursions, including when animals are encountered.*
* *Regular weekly school sport is not regarded as an excursion but is subject to operational and consent procedures.*
* *Visits by sporting teams and performers arranged and conducted by Department of Education and Training state office units and regional bodies are not regarded as excursions but are subject to specific health, safety and welfare procedures.*
* *The Department of Education and Training is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student.*
* *Excursions are part of quality teaching and learning programs.*
* *Excursions are a valuable teaching and learning vehicle, often integral to quality curriculum delivery in that they provide access to teaching content and learning experiences not available at the school.*
* *School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days or weeks requiring overnight or long term accommodation.*
* *A school excursion is initiated, organised and supervised by a school and approved by the principal and, when more than one school is involved, the principals of all schools involved.*
* *Schools are to regularly review and update their procedures for the safe conduct of excursions on the basis of implementation experience, systemic and locally produced risk profiles and the evaluation of teaching and learning outcomes.*

*NSW Department of Education and Training*

*Reference No.: PD/2004/0010/V05*

**Burren Junction Public School Excursion Guidelines**

The following excursion guidelines are specifically pertinent to Burren Junction Public School. They have been negotiated with staff and parents in terms of NSW DET Guidelines indicated above and with direct reference to DoE policies.

**All excursions leaving school grounds are to be regarded as variations of school routine**. This includes overnight, walking, sporting, team, whole school and regional excursions. All excursions will be treated in the same manner with approvals, risk assessments and requiring storage of records by the school.

All excursion notes are to include the school letter head and must be approved by the principal.

**Principal’s Approval for Variation of Routine**

All school excursions must be approved by the Principal. Reasonable time is needed for approval. Applications for overnight excursions need to be with the Principal four weeks in advance of the excursion. Excursions held during the day need at least one week’s notice. All excursion paperwork is to be stored at school.

All applications must include:

* *Excursion checklist* completed
* A copy of the *parent permission note*
* *Risk Assessment*
* Signed consent forms and *medical consent forms* from parents (These may be taken on an excursion but must be lodged with the approval on return)
* *Excursion budget*

**Mandatory Curriculum Links**

**All excursions will only be approved where a direct link is made to existing school curriculum units or specific syllabus units.**

**The school has a 3 year cycle of major excursions for Years 4 to 6**

**A Sport & Recreation Camp or other relevant agreeable option (2017)**

**Sydney (2018)**

**Canberra (2019)**

**The school has an annual excursion to a Sport & Recreation Centre for Years 2 & 3 for a period of two to three days.**

**Student Attendance**

As excursions are recognised elements of the school curriculum then students cannot be removed from their right to a learning experience unless special considerations apply. Excursions are not to be seen either as a privilege or a tool for student discipline. All students must be given the option to attend an excursion.

Students withdrawn from an excursion must be provided with an alternative learning program with appropriate supervision, usually in the school setting. If parents or caregivers do not permit participation of a student on an excursion, the school will make available a sound alternative educational experience which provides for similar learning outcomes, particularly where an assessment task relates to the excursion.

No child is to be excluded from attending an excursion on the basis of inability to pay. Where circumstances apply the Principal will approve student subsidies for those in need from Student Assistance Funding. Such funding will usually be in the form of a non-refundable deposit.

The support needs of students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers particularly in terms of Risk Assessments. Appropriate support should be provided for these students so they can access the learning experiences available through excursions.

Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour.

Policies and procedures relating to [student discipline in government schools](https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/PD20060316.shtml) also apply while students are on excursions. The Department Student Welfare Policy applies outside of school hours and off school premises because there is a “clear and close connection” between the school, the students and the activity in which they are engaged.

**CPR / Emergency Care**

All teachers on the excursion are expected to have current CPR and emergency care qualifications.

**Parent or caregiver information and consent forms**

The attached *parent permission note* pro-forma provides wording to create an information form and permission slip for use with a range of excursions. This is the minimum information required and is the mandatory excursion permission pro-forma. Depending on the nature and specific activities of each excursion, further advice and details may need to be included.

For many excursions it will not be necessary to collect a new medical information form. Medical information held by the school should, however, be updated as required and take account of activities proposed for the excursion.

Section A provides a simple information form that will be of use for most excursions.

Section B provides wording to cater for a range of activities that may occur on excursion, and advice on the privacy implications of the collection of personal data. These sections should be copied as required and inserted into Section A.

As personal information will be sought on students, the consent form must include advice on privacy and the use of personal details. A sample is provided.

Parents and caregivers should provide the organising teacher(s) with informed consent for the excursion, including:

* relevant medical information relating to their child
* acknowledgement of the supervision arrangements in place and, where necessary, the accommodation arrangements.

A suggested *medical consent form* is attached.

**Excursion Costs**

Excursion costs are to be kept to a minimum. It is expected that in all excursions involving a large outlay of school funds, usually overnight or those requiring lengthy bus transport will involve a 25% non-refundable deposit from parents. Parents are to be advised that the deposit will ensure an excursion place however unless special circumstances prevail the deposit is non-refundable. The Principal will determine such circumstances.

School staff are not expected to pay to go on an excursion. Accompanying parents will only pay what is necessary to cover their cost. Where accompanying parents are required for supervision purposes as is the case with the Sydney excursion there will be an attempt to reduce parent costs.

Excursion supervisors are expected to complete the *Excursion budget.*

**Risk Assessments**

**A risk assessment is to be conducted and a risk management plan developed before** **approval can be given for any excursion.**

***Risk assessments*** need to be completed as per the attached guide. Where possible these may be downloaded however consideration needs to be given to specific issues related to Burren Junction Public School students. Particular consideration needs to be given to the management of students at risk. This may include provision of an SLSO, parent or additional teacher or in the case of students who it is deemed are a safety risk to themselves or the group withdrawal may be an option.

From 2018 all completed Risk Assessments from staff will be located on SENTRAL Doc. Manager for staff access.

**Student Teacher Ratios**

The number of teachers to accompany the students for each excursion is to be determined by the principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.

Principals in determining the number of teachers required for an excursion should be guided by Department statements on class sizes. Fewer students per teacher will be necessary for some excursions such as bushwalking, swimming etc. Particular aquatic and outdoor recreation activities have suggested teacher/instructor to student ratios. These are identified in the Guidelines for Specific Activities section of [*Sport and Physical Activity in Schools*, Safe Conduct Guidelines](https://www.det.nsw.edu.au/policies/student_serv/student_welfare/safe_sport/PD20020012.shtml). The Principal will determine the final supervision ratio. Guidelines include:

* Swimming at Beach and Inland Waterways

A minimum of two adult supervisors with appropriate expertise and/or training in the teaching or instruction of swimming must be present at all times. They must also have the ability to competently initiate an emergency rescue. The suggested adult supervisor to student ratio in any swimming activity is not to exceed 1:15.

* Unstructured Aquatic Activity

The suggested teacher student supervision ratio for unstructured aquatic activity must not exceed 1:20

There must be sufficient numbers of appropriate, responsible adults, including support teachers and school learning support officers, to ensure and assist with adequate supervision. Other adults assisting with supervision may include parents, volunteers, specialist instructors and venue staff. Note, however that the Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations. Students with special needs require differing supervision ratios. This will be reflected in the *Risk Assessment.*

Students on excursion must be subject to direct adult supervision and should not be allowed to ‘go off on their own’.

**For coeducational groups, male and female staff supervisors are required. In the event of no staff member of a specific gender being available, this position may be filled by a parent who has undergone suitable DoE screening processes, such as a WWCC.**

**Overnight excursions**

On overnight and extended excursions, supervisory and accommodation arrangements are to be such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made. In particular, sleeping and washing arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned.

**Student Medication**

* Prescribed Medication

The parents of any students requesting administration of prescribed medication during an excursion must fill in a Health Care Plan available from the office and signed off by the Principal. Where a Health Care Plan exists in the school then another is not necessary. Administration of prescribed medication is a voluntary act by staff and needs to be carefully monitored. A coordinator of medicines will need to be identified by the excursion coordinator. Students may carry prescription inhalers or epi-pens.

* Non Prescription Medication

Department Of Education policy indicates that non-prescription medication is not to be administered by school staff unless accompanied by verbal or written permission from parent or guardian. It is unreasonable to expect parents to administer such drugs personally and teachers may be asked to administer car sickness, headache tablets and the like. Administration of non-prescription medications to students is not sanctioned by the DoE. The excursion coordinator will consider administration on a case by case basis.

Where medications are supplied these must be in a sealed plastic container (such as an ice cream container) with instructions clearly labelled and delivered to the coordinator of medicines who will maintain a suitable register.

**Generic walking excursions**

Burren Junction Public School will seek to have all student parent or caregivers sign a *generic excursion note* at the beginning of each school year. This note will allow for walking excursions only around town.

The value of such visits is recognised and on rare occasions there may be insufficient time to obtain the permission of parents or caregivers prior to the visit. The Principal may approve the inclusion of students who do not have the generic note completed.

For all such excursions a note to parents prior to the excursion is desirable.

**Car travel**

The transporting of students in the cars of staff members, parents, caregivers, volunteers and other students should only occur in those circumstances where there is no feasible option available to provide alternative transportation. Comprehensive insurance is not generally required. This may only occur under the following conditions:

* 1. written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained
  2. the driver is licensed and, if issued with a provisional licence, complies with any [relevant peer passenger conditions](http://www.rta.nsw.gov.au/licensing/gettingalicence/car/p1p2_conditions.html)
  3. the vehicle is registered
  4. the number of passengers in the vehicle does not exceed the number of seatbelts
  5. current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle.

**Communication**

The excursion proposal must consider and include mobile phone numbers for the coordinating teacher as well as all supervising staff if available. In addition phone numbers for venues where the excursion will be for a considerable period of time need to be supplied to the school. A list of all students attending the excursion should be left with the variation approval.

**Excursion Proforma: Excursion – Parent or caregiver information and consent forms**

*Burren Junction Public School*

Alma St. Burren Junction NSW 2386

Telephone: (02) 67961464 Facsimile (02) 6796 1458

Email: [burrenjunc-p.school@det.nsw.edu.au](mailto:burrenjunc-p.school@det.nsw.edu.au)

Website: www.burrenjunc-p.schools.nsw.edu.au

Dear parent or caregiver,

     ’s class will be going on an excursion to       on       to      .

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

The cost of the excursion is $

The class will depart from       at       and return to       at

Travel will be by      .

The staff member with emergency care training and CPR training is

Accompanying staff are

**Insert as appropriate:**

* **Overnight excursion advice**
* **Water activities advice**
* **Privacy advise – whenever personal information is sought the privacy advice must be included.**

Excursion coordinator

----✂-------- Please detach and return to       by       ---------------

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

My son / daughter has the following special needs (please provide full details and include any relevant medical details)

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

**Insert as appropriate:**

**Overnight excursions – response**

Signature Date**Section B**

|  |
| --- |
| **Overnight excursions - advice** |
| Accommodation will be at ……………………………………………………………….  Travel will be by ………………………………………………………………  The group will be supervised by ……………… ……………… ………………  *Additional information (consider advice on the number of students and teachers, protective clothing or equipment)*  ……………………………………………………………………………………………………………  …………………………………………………………………………………………………………… |
| **Overnight excursions - response** |
| I understand that my son / daughter will stay overnight at ……………… ……………… ……………… |

|  |
| --- |
| **Water or swimming activities - advice** |
| The excursion will involve the following water or swimming activities: ………………………………  These activities will take place at: ………………………………………………  The school will provide the following flotation devices to students who may require assistance in the water: ……………………………………………………………… |
| **Water or swimming activities - response** |
| In relation to the proposed water or swimming activities, I advise that my child is a: (*please tick one*)   |  |  |  |  | | --- | --- | --- | --- | | ⬜ strong swimmer | ⬜ average swimmer | ⬜ poor swimmer | ⬜ non-swimmer |   I advise that my child requires the following flotation device to assist him/her in the water:…………………………………………………………………………….  I undertake to provide this device so that my child can participate in the excursion. Yes / No  I give / do not give permission for my child to participate in the water or swimming activities. |

|  |
| --- |
| **Privacy notice**  **Note**: A Privacy notice must appear on all forms issued by the Department used for collecting personal information. A sample *Privacy advice* noticeis below for use with consent forms. Principals will need to fill in the blanks to make this relevant to each particular excursion. A Privacy notice will also need to be included on any electronic personal information data collection system.  **Privacy – advice** |
| The information provided on […*date…*] by […*name..*] is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about [….*student name…*] who is currently enrolled at the school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with […*name of school…*].  It will be used by officers of the NSW Department of Education and Training to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.  Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.  Provision of this information is not required by law. However, a failure to provide the information maymean that your child cannot participate in a particular excursion or school activity. In such circumstances the school will make available a sound alternative educational experience.  Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.  You may correct any personal information provided at any time by contacting the school office. |

**Burren Junction Public School**

**Excursion – Request for Approval**

Please complete and submit this form and attached proformas to the Principal for approval of a variation of Routine to attend **any** excursion. All school excursions must be approved by the Principal. Reasonable time is needed for approval. Applications for overnight excursions need to be with the Principal four weeks in advance of the excursion. Please ensure that you are familiar with the DoE guidelines on school excursions.

|  |  |
| --- | --- |
| Proposed Excursion Activity: |  |
| Mandatory curriculum links. Please provide the unit name: |  |
| Excursion Organiser: |  |
| Other supervising teachers: |  |
| Other staff attending including parents: |  |
| Class/ Group involved: |  |
| Date/s of excursion: |  |
| Time of day: |  |
| Number of students: |  |

Approval Granted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Date

**Burren Junction Public School**

**Excursion – Checklist**

Please tick off all appropriate checks below ensuring that those indicated with an \* are attached to this application. Parent permission and medical notes must be attached to the Excursion – Request for Approval upon your return. Those in italics are as accompanying proformas.

* *Approval from Principal* has been obtained \*
* Accommodation, bus, travel etc. booked
* *Excursion Budget* completed allowing for supervising adults, additional staff
* A copy of *Parent or Caregiver information and consent form* attached \*. This note should include arrangements for parents in case of late return
* Excursion program attached
* *Medical Consent Form attached \**
* Lists of attending and non-attending students attached to this application along with an indication that alternative learning programs for students not attending the excursion are considered
* Communication issues considered including attached staff mobile phone numbers for those attending and where appropriate the phone numbers for those sites being visited
* Excursion itinerary attached
* *Risk assessments* including consideration of students at risk attached\*
* Where parents are attending please ensure *‘Prohibited Employment Declarations’* are attached \*
* All permission notes and medical information notes must be attached to this file on return \*

**Burren Junction Public School**

**Risk management process and proforma**

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

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

To support schools, a [database of venue and safety information](http://detwww.det.nsw.edu.au/adminandmanage/ohands/excursions/index.htm) (Intranet only) from common excursion sites is on the OHS webpage. These should be considered and attached to the excursion risk management plan.

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

**Steps in developing the excursion risk management plan**

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

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

* ***Identify the hazards***

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

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

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

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

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

* ***Document plan***

Document the excursion risk management plan.

* ***Communicate the plan***

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

* ***Monitor and review***

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

**Checklist**

Step 1 Is a previous risk assessment for the excursion available? If so, review and update with reference to this checklist, considering such issues as changes to the student group, individual student health care plans, the effectiveness of the controls and previous incidents on previous excursion.

Step 2 [Obtain venue information](http://detwww.det.nsw.edu.au/adminandmanage/ohands/excursions/index.htm)

To assist in planning excursions, information is available on the [OHS web](http://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm)page for frequently used venues.

If no venue and safety information is available on the database, contact the venue. Depending on the nature of the excursion and the proposed activities, enquire about:

* + Public liability cover
  + Accreditation of venue staff for the task/activity
  + Access and special requirements e.g. for students with special needs
  + If venue located in vicinity of Sydney or major CBD, be aware of possible evacuation trials or plans (NSW State Emergency Management Committee: [www.emergency.nsw.gov.au](http://www.emergency.nsw.gov.au) )
  + Emergency procedures and relevant training of venue staff
  + Known hazards and controls related to proposed activities
  + Where a student with a severe food allergy is attending an excursion venue where food is provided, contact the venue to enquire about their procedures to cater for severe food allergies. Explain the nature of the student’s anaphylactic condition, the foods that trigger anaphylaxis and the serious consequences for the student coming into contact with that food. Consultation with parents/carers is essential in this process.
  + Mobile phone and emergency services access for the excursion
  + Equipment available; ask venue to confirm that equipment and machinery are maintained, repaired and in good working order with safety features operational
  + Use of licensed personnel for construction, maintenance and repairs
  + Availability of appropriate facilities e.g. showers, refreshments, toilets.

Step 3 Assess venue and safety information for your student group. Note this on the proforma and attach the venue and safety information to your risk management plan.

Step 4 In consultation with key stakeholders, analyse the excursion and list the activities, that is, break the excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.

Step 5 Identify the hazards associated with the activities and the potential risks associated with these hazards. Take account of venue and safety information, the student group, individual student health care plans and previous incidents on excursions. See Guidance in completing the Excursion Risk Management Plan Proforma for categories of hazards and the Sample Excursion Risk Management Plan for examples.

**Important note about Step 5**

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

Step 6 Assess the risks associated with the hazards using the risk assessment matrix in the Guidance in completing the Excursion Risk Management Plan Proforma. This gives a risk ranking and thus a priority order for managing the hazards.

Step 7 Develop appropriate strategies to eliminate or control the risks (including action to ensure that child protection procedures are followed, health care plans are updated for students, and that all necessary aides and equipment are available) using the hierarchy of controls on the Guidance in completing the Excursion Risk Management Plan Proforma.

Step 8 Document the risk management plan including emergency management procedures to deal with potential incidents. The attached proforma may be used. See also the Sample Excursion Risk Management Plan for examples.

Step 9 Communicate the plan to excursion supervisors including responsibilities for emergency response. Provide relevant information to participants and their families.

Step 10 Review the excursion risk management plan on completion.

Guidance in Completing the Risk Management Plan Proforma: Excursion

**Hazard Identification**

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

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

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

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

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

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

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

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

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

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

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

**Risk Elimination or Control**

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

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

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

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

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

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

**Burren Junction Public School**

|  |
| --- |
| Excursion Budget |

Excursion to

|  |
| --- |
|  |

Excursion Date/s

|  |
| --- |
|  |

Teacher/s Name

|  |
| --- |
|  |

Calculate the cost per student: No of students attending excursion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Total $ **Ex GST** | Divided by no of students = |  |
| Bus/Coach Cost: | $ | $ |  |
| Accommodation: | $ | $ |  |
| Entry Fees: | $ | $ |  |
| Entry Fees: | $ | $ |  |
| Entry Fees: | $ | $ |  |
| Entry Fees: | $ | $ |  |
| Entry Fees: | $ | $ |  |
|  |  |  |  |
| **Subtotal non-food**: | $ | $ Per Student | **\* \* \* \*** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Including  **GST** | Divided by no of students = |  |
| Food cost: | $ |  |  |
|  |  |  |  |
| **Subtotal inc food:** | n/a | $ Per Student | **\* \*** |
|  |  |  |  |

|  |  |
| --- | --- |
| Subtotal non-food: \* \* \* \* Per student | $ |
| Subtotal inc food: \* \* Per student | $ |
| Add these two amts: | $ Per Student **~~~~~~** |

|  |  |
| --- | --- |
| Take the total cost in **~~~~~~~** | $ |
| Add 5% Contingency reserve | $ |
| Total cost per student: | $ |

**Medical Consent Form**

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| --- |
| Participant Details |

First Name Last Name

|  |  |
| --- | --- |
|  |  |

Date of Birth Postal Address

|  |  |
| --- | --- |
| / / |  |

|  |
| --- |
| Parent / Guardian Details |

First Name Last Name

|  |  |
| --- | --- |
|  |  |

Home Phone Work Phone Mobile Phone

|  |  |  |
| --- | --- | --- |
|  |  |  |

Relationship to participant:

Parent Guardian Grandparent Family member

|  |
| --- |
| Health details and related information |

Diabetes Epilepsy A current illness A disability/chronic illness

Sleep walking An allergic condition Asthma (Please provide asthma plan)

Behavioural problems Bed Wetting Attention Deficit Disorder (ADHD or ADD)

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private Health Insurance fund Number

|  |  |
| --- | --- |
|  |  |

Medicare Number Position on Card Valid date

|  |  |  |
| --- | --- | --- |
|  |  | / / |

|  |
| --- |
| Current Medication |

Name of Medication Dosage required Time dosage required

|  |  |  |
| --- | --- | --- |
|  |  |  |
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|  |
| --- |
| Special requirements and dietary needs |

Please identify any special needs or requirements not listed above (e.g.: wheelchair access etc.)

|  |
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| --- |
| Parent / Guardian Consent |

I agree for my child/ward to attend the above excursion and to undertake all activities. I authorise in the case of an emergency for staff to receive medical attention as necessary.

Name of parent/guardian Signature Date

|  |  |  |
| --- | --- | --- |
|  |  | / / |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Excursion Risk Management Plan Proforma** | | | | | | |
| *Name of school*:  *Name of principal*:  *Description and location of excursion*:  *Date(s) of excursion*: | | | | *Group/class*: *Number in group/class*:  *Name of excursion coordinator*:  *Contact number*:  *Accompanying staff, parents, caregivers, volunteers*: | | |
| **Activity** | **Hazard Identification**  Type/Cause | **Risk Assessment** Use matrix | **Elimination or Control Measures** | | **Who** | **When** |
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| *Venue and safety information reviewed and attached*: **Yes / No**  *Plan prepared by*: *Position*: *Date*:  *Prepared in consultation with*:  *Communicated to*: | | | | | | |
| **Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs. | | | | | | |

**Excursion – Prohibited Employment Declaration**

Commission for Children and Young People Act 1998

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000)* to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines.*

**Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:**

* An offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
* An offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
* An offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
* An offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
* An offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
* An offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
* Any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

**NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.**

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

* Involving intentionally wounding and causing grievous bodily harm to a child; or
* Of attempting, or of conspiracy or incitement, to commit such an offence

**Under Commission for Children and Young People Act 1998:**

* It is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child-related employment;
* Employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are prohibited person or not;
* All people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
* Penalties are imposed for non-compliance

**I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for* *Children and Young People 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 *Commission for Children and Young People Act 1998.* I am aware that it is an offence to make a false statement on this form.**

**I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998.***

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

**I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998.***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Block letters)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alias/previous/maiden/othernames)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***THIS FORM IS TO BE RETURNED TO BURREN JUNCTION PUBLIC SCHOOL WHERE IT WILL BE KEPT ON FILE.***

**BURREN JUNCTION PUBLIC SCHOOL**

**EXCURSION REFUND POLICY & PROCEDURES**

Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter.

Parents who would subsequently like to request a refund, for their child’s non attendance on a school excursion, are required to apply in writing clearly outlining the reason/s the student did not attend.

This request will be forwarded to the Principal and Administration Manager for their consideration. All refunds will be at their discretion and will generally be processed after all excursion accounts have been finalised.

The decision whether to grant a refund request will take into consideration the following:

1. Whether a non-refundable amount has been indicated on an excursion. This amount will not be refunded to the student.

- *An exception may be made if there are students or parents on a waiting list. Any substitutions will need to occur prior to arrangements being finalised, or the closing date of the excursion. Substitutions will be made at the discretion of the Principal, Administration Manager and the teacher organising the excursion.*

2. Where there is a set cost for an activity and a per head rate has been applied; eg $2000 cost for the bus for 20 children. 5 pull out and the excursion fund is short $500.

3. Whether advance payments have been made (e.g. accommodation/transport deposits, performances, etc).

- *For major excursions such as “Canberra” and “Sydney” where travel is arranged through an agent, students are required to take out travel insurance to recover their money in the event they are unable to attend. Once arrangements are finalised the school is unable to arrange a refund.*

*4.* Whether the reason provided is “justifiable” and after consideration of the above points.

Justifiable Reasons for a Refund

• *Illness/Injury –a medical certificate must be provided.*

• *Hospitalisation, medical appointments – if supporting documentation provided.*

• *Bereavement in the family.*

Un-Justifiable Reasons for a Refund

• *Change of mind*

• *Personal reasons*

• *Part-time employment*

• *Being pulled out of or sent home during the course of an excursion due to misbehaviour*

Please Note: the above are examples only and all requests will be judged according to their merits.

The school does not make a profit from excursions.

The refund will exclude any subsidy the school has made on your behalf.

An Administration fee may be deducted from the monies paid to cover the costs involved in issuing the refund.