KINCPPAL-ROSE BAY SCHOOL
EXCURSION POLICY (P-12)

PURPOSE
The purpose of this policy is to establish a framework and provide
directions for planning and implementing excursions for students
from Preparatory to Year 12 enrolled at Kincoppal-Rose Bay,
School of the Sacred Heart

RELEVANT TO
All staff P-12

DEVELOPED BY
Director of Teaching and Learning

DATE OF INTRODUCTION
March 1998

DATE OF REVIEW

MODIFICATION HISTORY
March 2005
March 2010

RELATED DOCUMENTS
School Overseas Excursion Policy (Yr 6-12)

RELATED FORMS
Excursion Application Form
Risk Assessment Form
Sample Risk Assessment Form
Excursion Consent Form
Excursion Checklist
Health Information Form
Staff CPR List
RATIONALE

School excursions are structured learning experiences provided by, or under the auspices of the school which are conducted external to the school site and approved by the Principal or in case of more than one school involved, the Principals of all the participating schools. School incursions are structured learning experiences provided by, or under the auspices of the school which are conducted on the school site and approved by the Principal or in case of more than one school involved, the Principals of all the participating schools. For the purpose of this document an incursion will be treated the same as an excursion.

The purpose of any excursion should be to provide valuable educational experiences that would not normally be realized in the classroom situation. The aims and objectives of any excursion must be ratified by the relevant Stage Coordinator, Head of Department, Year Coordinator or other relevant coordinator before approval is sought from the Deputy Head of the Junior School (P-6) or the Director of Teaching and Learning (7-12).

An excursion may be KLA based (e.g. Geography field trip), Pastoral (e.g. camps, dances), Liturgical (e.g. retreats), Leadership (e.g. peer support training) Social Justice (e.g. community service) or Extra-curricular (e.g. sporting spectator or participant). It could be conducted during or outside of school hours and could involve an overnight stay of one or more nights.

Excursions are inclusive, and all students in the specific learning group, including those with disabilities, are to be given the opportunity to participate.

In all cases, excursions are part of the school program and subject to the normal codes of professional and pastoral practice and duty of care. In addition, students on excursion are representatives of the school so there are implications in terms of management of students, organization of such events, communication with parents and dealings with the public.

This policy does not cover overseas trips. Please refer to the relevant documentation School Overseas Excursion Policy (Yr 6-12).
PROCEDURES

Prior to an Excursion:

Planning and Booking an Excursion:
Excursions must be planned on an annual basis by the relevant coordinator: KLA, Pastoral, Liturgical, Leadership, Social Justice, Extra-curricular. An overview of proposed excursions, including educational rationale and approximate timing is given to the Deputy Head of the Junior School (P-6) or Director of Teaching and Learning (7-12) by Term 1, week 3. Applications for excursions that occur in Terms 2-4 will still be considered for approval after this date; however, applications will close each term after week 3. In special cases it is left up to the discretion of the Deputy Head of the Junior School (P-6) or Director of Teaching and Learning (7-12) to approve late applications.

Excursions for Years 9-12 will not occur in the week prior to examination blocks. In the case of Year 12, no excursions will occur in Term 3 prior to their HSC Trial Examinations. Ideally those teachers with Year 12 classes should try to remain at school to teach their Year 12 class.

In the senior school, a limit of one excursion per subject in a school year which occurs during class time is recommended. Where possible, the timing of excursions should not be for whole days but afternoons or out of school hours. Where possible, faculties should liaise to try to combine school year excursions so as to alleviate the disruption caused in taking part year groups out of class. In planning field trips, the coordinator should endeavour to use local sites wherever possible to cut down on travel time.

Overnight excursions or other major excursions should be planned for twelve months in advance for inclusion in the school diary.

Staff members arranging an excursion must complete the necessary documentation forms available on staff zone:

- Excursion Application Form (Appendix A)
- Excursion Checklist (Appendix B)
- Risk Assessment Form (Appendix C)
- Permission Note (Appendix D)

They seek approval through their Head of Department or relevant coordinator that the excursion supports the educational/pastoral outcomes stated and the Head of Department or relevant coordinator signs the forms.

The forms are then given to the Deputy Head of the Junior School (P-6) or Director of Teaching and Learning (7-12), who check that it meets the guidelines and fits in the with the School's Assessment and School calendar. They indicate approval by signing the form. Final approval rests with the Principal.

The Deputy Head of the Junior School (P-6) or Director of Teaching and Learning (7-12) ensure that the excursion in logged onto the school calendar and notify staff via the weekly memo. They arrange for relief staff and notify the relevant personnel in regards to special information/requests e.g. boarding lunches.

Staff must leave work for their other classes for the day, as well as ensuring that all other duties are covered. Senior school staff need to complete replacement notifications and submit them to the Curriculum Services Officer by 12pm of the previous day.

A copy of the excursion form documentation is returned to the staff member in charge of the excursion for their records, and a copy is kept by the Deputy Head of the Junior School (P-6) or Director of Teaching and Learning (7-12).
Film screenings and live performances

Prior to approving excursions involving film screenings and live performances, careful consideration must be given to the appropriateness of the film or performance for the proposed viewing group. Staff should refer to Use of Classified Films, Videos, DVDs and Computer Games in Schools (Office of Schools June 2007).

Staff giving consideration to excursions involving live performances, including public lectures and presentations, should refer to the Controversial Issues in Schools policy.

Risk Assessment

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

The extent of pre-exursion planning will depend on the nature of the excursion and its location. In many situations prior experience of the site or a briefing from a responsible person with a sound knowledge of the site will suffice.

However, a visit to the proposed excursion site is recommended when unfamiliar or potentially high risk activities are contemplated e.g. wilderness camping or field trips to inhospitable terrain. In these circumstances the pre-exursion visit should address issues such as access, injury prevention and emergency evacuation. Note also that staff involved in wilderness camping or field trips to inhospitable terrain or remote areas will require additional skills and competencies (see bushwalking section of Sport and Physical Activity in Schools, Safe Conduct Guidelines).

Communication of risk management plans must be made to those who need to know, including staff and other adults on the excursion and appropriate school based staff members who may be instrumental in initiating emergency response.

Teachers leading excursions involving sporting or physical activities should also consult the Sport and Physical Activity in Schools, Safe Conduct Guidelines.

Swimming and water activities

Where any excursion involves swimming or water activities, the eight elements of the Water Safety Guidelines for Unstructured Aquatic Activity (venue selection; parent/caregiver consent; staff supervision; risk management; staff induction; student induction; testing student proficiency; and classifying students) must be complied with.

Parents must be asked to indicate the swimming ability of their children when giving consent for students to participate in excursions involving water activities. The determination of whether or not a student will participate in swimming or water activities while on the excursion will not, however, depend solely on advice from parents.

It will also be necessary to determine the aquatic proficiency of students prior to participation in unstructured aquatic activity. This assessment must take place irrespective of parental or caregiver permission for the students to participate in the swimming or water activities.

Principals and teachers organising excursions involving swimming and water activities should also consult the Swimming and Water Safety section of Guidelines for the Safe Conduct of Sport and Physical Activity in Schools.

When planning excursions involving aquatic activity other than swimming such as boating, sailing or board riding, the organising teacher should investigate requirements relating to the provision of personal flotation devices (such as lifejackets, buoyancy vests or buoyancy garments) and ensure all students and staff comply.
Additional activities

Students participating in an excursion must not be permitted to engage in additional or alternative activities, which were not originally scheduled in the program, and for which parental or caregiver approval would normally have been required (e.g. horse riding or water activities).

Risk Management associated with excursions to courts

Teachers planning excursions to courts are required to conduct a risk assessment with a view to ensuring students are not exposed to court hearings where the subject matter is inappropriate to their age, maturity or life experiences.

Students should be briefed about absenting themselves from courts if they inadvertently find themselves hearing what could be embarrassing or potentially traumatising information or where they discover they are acquainted with people before the court.

Teachers accompanying students on excursions to courts should check the list of matters to be heard on the day of the excursion, consult with court officers and police in attendance, seek advice from their Principal where they are uncertain and, if necessary, restrict students from attending certain courts.
Permission notes:

Parents or caregivers must be informed in writing of the details of any excursion, including details of all planned activities, their educational value, the method of transport, destination/s, departure and return times, equipment required, any subsequent arrangements, level of supervision and the name/s of the teacher in charge.

A signed consent form (Appendix) from parent/s or guardian/s is required for each student attending. Verbal approval may be sought when it is not possible to obtain a signed consent form. A record of verbal approval indicating time, date, person spoken to witness will be kept by the excursion organiser.

If permission is not granted for a student to attend an excursion, appropriate alternate arrangements must be made.

The following policy note and request for medical information are to be included, in bold print or boxed on all excursion permission notes. Please note that they must be included in the tear-off section that is to be signed by the parent and returned to the school. These signed permission slips should be kept by the teacher until the end of the school year. Any billing queries will be addressed by the Bursar’s Office. Any disputes should be referred to the Deputy Head of the Junior School (P-6) or Director of Teaching and Learning (7-12).

School Excursion Policy

Excursions are an important part of the School’s academic and pastoral programs. In planning for an excursion, the School bases the cost on the number of students expected to attend. Parents are asked to complete a permission form indicating that their child may attend. Once permission is given, parents are liable for the cost of the excursion, which will be billed to the student’s account. In the case of a student being absent from the excursion, it is not possible to provide a refund, once this permission form has been signed.

Does your child have any medical conditions or requirements? Yes/No

Details:

In the event of any illness or accident, do you agree to an ambulance being called? Yes/No
**Supervision:**

**Staff to Student Ratio:**

Staff student ratios should be appropriate, depending on the nature of the excursion.

**Preschool:**
The minimum adult to child ratio for *preschool excursions is one adult to five children*. If the excursion involves using public transport or crossing a major road the ratio is one adult to four children.

In general a ratio of:

**Primary:**
one teacher per ten students is suitable for non-physical excursions or one teacher per five students is suitable for physical excursions or overnight excursions

**Secondary:**
one teacher per twenty students is suitable for non-physical excursions or one teacher per ten students is suitable for physical excursions or overnight excursions

A ratio of one adult to two children if the excursion is to a beach, river, lake or other place where there is a significant water hazard. These excursions require two of the adults accompanying the group to have a senior first aid qualification which includes resuscitation procedures, a Bronze Medallion, and the ability to implement water safety procedures. If the excursion is for the purpose of swimming lessons or water safety then a one to one ratio must be applied.

If, as part of excursions, students participate independently, without direct supervision from teachers, schools should ensure that parents/guardians are fully informed of and agree to the arrangements and that all possible steps are taken to ensure the safety and welfare of the unaccompanied students including: giving students proper instructions in relation to emergency strategies and so on.

**Staff Qualifications:**

All excursions must be accompanied by at least one member of staff who has undertaken first aid and/or CPR training and whose qualifications are current.

Additionally, any excursion involving swimming or water activities and any excursion involving overnight stays, must include a member of staff who possesses current accreditation in cardiopulmonary resuscitation and emergency care.

**Volunteers:**

Parents or caregivers will frequently volunteer to assist in excursions. The number of parents or caregivers who might be of assistance will vary according to circumstances.

The principal must be satisfied that there are sufficient teachers to maintain adequate control of the whole excursion. Teachers retain the ultimate responsibility for supervision.

Volunteers need to complete a “Prohibited Employment Declaration” form and should be appropriately briefed in relation to their responsibilities, safety and behaviour requirements. Supervisory roles and responsibilities must be clearly allocated and understood by all involved.
Equipment to be taken on Excursion:

An appropriately equipped first aid kit must be taken on all excursions including EpiPen, Ventolin
A list of parent contact details in case of emergency
A list of students with medical conditions and/or dietary requirements
A mobile phone and contact details for the school

Special requirements including special protective equipment

If safety equipment is required the organising teacher must:
• Ensure that it is provided by the excursion provider (and make enquiries as are required to satisfy themselves that the equipment is properly maintained); or
• Ensure that it is provided by the school; or
• Advise the students of the need to provide safety equipment and that participation in the excursion will not be permitted without such equipment

Where a particular excursion activity requires special protective equipment or apparel (e.g. hard hats, helmets for snowboarding), these must be used. Staff and student safety must not be compromised. Staff planning excursions which involve visits to industrial sites must establish the particular requirements relating to site induction by industry employees and the wearing of personal protective equipment, including footwear, by staff and students while on the site.

Students and staff on outdoor excursions should be encouraged to wear clothing that protects them from the sun, such as broad brimmed hats and long sleeves and apply 30+ sunscreen. Students should also be encouraged to carry water in a non breakable container.

Overnight Excursions:

Staff planning overnight excursions should recognise their special duty of care for student safety and welfare in these circumstances. They should take all necessary steps to provide sufficient numbers of appropriate, responsible adults to ensure adequate supervision, especially with co-educational groups. Staff should be aware that they retain the ultimate responsibility for supervision while on excursions and cannot transfer that responsibility to parents, other volunteers or employees of external organizations, such as hotel staff.

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. Likewise, for sleeping and supervisory arrangements every attempt must be made to ensure that there is no sexual contact between students.

For coeducational groups, male and female staff supervisors are required. No alcohol or illegal substances may be consumed by staff during the excursion.
Medical Information:

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 regularly and as required and take account of activities proposed for the excursion. For overnight excursions students must complete and provide updated medical information.

Information identifying food or other allergies, special dietary needs and other health care related issues (including prior conditions such as medical procedures in the last 12 months), should be provided by parents or caregivers.

The organizing teacher should know the health and fitness of students who are to participate in the excursion and make a decision as to whether the excursion activities are appropriate in light of this knowledge.

Particular health care plans may need to be prepared for students with special health care needs or disabilities. These must include provision for the management of such conditions on excursions. A copy of this plan must be given to the teacher in charge of the excursion and its implications discussed before departure.

A medical register of treatment administered to students during an excursion is to be kept by the supervising teacher.

Transportation:

Safe transport or walking arrangements must be made for excursions. Public transportation (government or private bus, ferry or rail services) should be used for school excursions wherever possible. When hiring buses or coaches for excursions, schools should attempt to hire vehicles with seatbelts wherever practicable and particularly for long distance travel outside urban areas. Seatbelts must be worn on buses and coaches when they are available.

Seatbelts are required for K-6 excursions outside the Metropolitan area. Seatbelts are required for all Preparatory excursions.

Reception staff will book buses on behalf of staff when appropriate bus booking forms have been completed and submitted. Ten working days in advance is required.

Private vehicles are not to be used to transport students to and from an excursion.

Student Briefings and Preparation:

Prior to an excursion, students should be given information about the excursion including:

- General information about the aims of the excursion and the activities to expect
- Information about appropriate behavior while on the excursion
- Instructions to follow directions given by (as appropriate) teachers, volunteers, third party providers and so on. In particular, students should be advised to follow all safety instructions.
- Information in relation to dealing with unexpected situations and risks that may occur during the excursion
- Information in relation to steps that should be taken should a student feel unsafe or uncomfortable at any time during the excursion. This should include ways of seeking help should concern arise during and excursion

Where the excursion involves an activity that students have not previously undertaken or require training in, the organising teacher must ensure that instructions and assistance are given to novice students until they acquire the necessary skills.
Changes to Circumstances:

The organizing teacher should ensure that appropriate contingency plans are in place in the event of inclement weather or changes in the circumstances of the excursion environment.

They must:
- Check safety warnings
- Consult relevant authorities
- Monitor weather conditions
- Be prepared to cancel or amend the excursion due to changing circumstances or safety concerns

Third Party Providers:

Where a third party provider is to conduct the excursion, the organizing teacher must be satisfied that the third party provider is sufficiently experienced and competent to carry out the excursion.

The level of the investigation will depend upon:
- The nature of the excursion
- Any special characteristics of the students participating in the excursion
- The riskiness of the activities to be undertaken on the excursion
- The skills and experience of the teachers in relation to the activities to be undertaken on the excursion
- The school’s past experience with the third party provider
- The supervising teacher’s familiarity with the location of the excursion

Request copies of or information as to the:
- Safety policies implemented by the third party provider
- Nature of and steps taken to eliminate or control known hazards
- Training, supervision and monitoring that will be in place to ensure compliance with safe procedures
- Safety record of the third party provider
- Emergency procedures and first aid arrangements in place

Request confirmation that equipment and machinery (including personal protective equipment) is maintained, repaired and in good working order

Request copies of the curriculum vitae of guides who will be in charge of students and request confirmation that the guides have appropriate expertise and qualifications for the activities being undertaken

Confirm that the provider and any person working with students is appropriately accredited to work with children, including under child protection legislation

Request evidence of the third party provider’s liability insurance
During an Excursion:

Behaviour and Expectations:

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 and the application of the school's discipline code
- any specific safety instructions given in relation to the excursion
- To follow instructions given to them by persons in authority for the duration of the excursion

Students must behave appropriately when animals are encountered on excursions. Responsible behaviour involves not interfering with the animal. Appropriate touching of animals, where there is educational value in the activity, should be supervised by teachers, parents, caregivers or volunteers.

Supervision:

Teachers must implement control systems to ensure that students are supervised at all times during the excursion and do not become lost. This might include head counts, buddy systems, provision of maps, the arrangement of rendezvous points and so on.

Even where a teacher is unfamiliar with an excursion site or activities to be undertaken on an excursion the teacher can take steps to discharge the school's duty of care by:

- Inspecting the premises to ensure that they appear safe
- Familiarizing themselves with the emergency procedures, including the location of emergency exits
- Satisfying themselves that the equipment to be used is apparently safe and is under the control of competent and careful people who are supervising its use
- Satisfying themselves that the premises are staffed by people
- Engaged in active supervision
- Apparently competent, careful and experienced
- Observing checks and inspections carried out by the provider to ensure that they are adequate

Teachers should continue to supervise students throughout the excursion, even in the course of activities conducted by third party providers. This is because the school's duty of care is non-delegable.
## Day/Overnight Excursion Application Form

*The application must be submitted to the Director of Teaching & Learning (7-12) or Deputy Head of the Junior School (P-6) at least one full cycle ahead of the requested date*

<table>
<thead>
<tr>
<th>Out-of-School Excursion</th>
<th>In-School Excursion</th>
<th>Overnight</th>
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<tbody>
<tr>
<td>Subject:</td>
<td>Date of Excursion:</td>
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<tr>
<td>Year/Class:</td>
<td>Timetable Day:</td>
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<tr>
<td>Number of students:</td>
<td>Cost per student:</td>
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</tbody>
</table>

**Teaching periods during which class will be on excursion:**

- Time leaving:  
- Time returning:  

**Destination:**

**Mode of Transport:**

**Educational objectives and syllabus links:**

**Names of Staff or Assistants Attending:**

1.  
2.  
3.  
4.  
5.  
6.  

**Replacement needed for:**

- Periods:
  -  
  -  
  -  
  -  

**Application made by:**

**Approved by (Head of Dept/Stage Coord):**

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For use by Director of Teaching and Learning/Deputy Head Junior School

- □ Approved  
  
  ____________________________  Date__________________________

Please complete:
- notification form (7-12)
- checklist form
- risk assessment form

- □ Not Approved  
  
  ____________________________  Date__________________________

Reason

______________________________________________________________________________________________________________
# Appendix B: Excursion Checklist

Complete all questions prior to excursion. Provide copy to Director of Teaching & Learning (7-12)/Deputy Head of Junior School (P-6)

<table>
<thead>
<tr>
<th>ADMINISTRATIVE</th>
<th>Ye s</th>
<th>No</th>
<th>HEALTH AND SAFETY</th>
<th>Ye s</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Has the required manager assessed the excursion relevance? (eg HOD, Yr Coord, Stage Coord etc)</td>
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<td>11. Are you familiar with the excursion location/site prior to the excursion?</td>
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<tr>
<td>2. Has the DTL/Deputy Head Junior School approved in writing the Excursion Application Form?</td>
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<td>12. Risk Assessment</td>
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<tr>
<td>3a. Has the excursion detail been provided to parents/guardians?</td>
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<td></td>
<td>a. Have the related excursion hazards been identified? (Complete RA Form)</td>
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<tr>
<td>b. Has parental/guardian permission been obtained in writing for student participation?</td>
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<td></td>
<td>Note: You can ask the venue if they have available a Risk Assessment proforma for their venue; if so, ask them for it (attach to this checklist).</td>
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<tr>
<td>4. Have you notified the Boarding School with the excursion information and name of attendees?</td>
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<td></td>
<td>b. Have appropriate controls been identified and implemented? (Complete on Risk Assessment Form)</td>
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<td>5. Have you booked/charged the school mobile phone?</td>
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<td>13. Is a first aid kit required? If so collect/sign out from reception. Check the kit for supplies – refer to Nurse if additional supplies required.</td>
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<td>6. Have you checked your class/teaching replacements? Cover slips to School Secretary (Senior School) or Deputy Head Junior School.</td>
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<td>14. Staffing</td>
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<td>7. Have you booked and had confirmation for: - transport (bus, ferry, etc)</td>
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<td>a. Is it necessary for a qualified first aider to be present on the excursion?</td>
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<td>- excursion venue</td>
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<td>b. If so, has this been organised?</td>
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<td>8a. Has a signed &quot;Authority to Bill Student Accounts&quot; form been completed?</td>
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<td>15. Medical Information</td>
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<td>b. Has an Excursion Invoice been forwarded to the Bursar’s Office?</td>
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<td>a. Have you checked for student medical information – refer to the Infirmary.</td>
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<td>9. Has a ‘day’ plan been provided and explained to students and staff that outlines: times, events, venues, emergency procedures, meals etc</td>
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<td>b. Do you have emergency action plans for all identified students with special health/medication needs, to take on excursion. e.g. asthmatics, anaphylaxis, diabetic.</td>
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<td>10a. Have supervisory roles and responsibilities been allocated to staff and documentation provided?</td>
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<td>c. Have you enquired if any student cannot be given medical treatment without PRIOR contact with parents? (refer to HOD).</td>
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<td>b. Do both staff and students understand these?</td>
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<td>16. E-mail the following information to Student Services</td>
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<td>• Name of Excursion</td>
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<td>• Name of Students attending</td>
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<td>• Name of Staff Member attending</td>
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<td>• Time they are leaving school</td>
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<td></td>
<td></td>
<td></td>
<td>• Time they are returning to school</td>
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</tbody>
</table>

Signature of organising teacher: ……………………………. Date…………………………

Signature of Director Teaching & Learning/Deputy Head Junior School………………………….Date…………………………
Appendix C: Excursion Notifications

This form must first be signed by the Director of Teaching & Learning and then completed by the organising teacher. Copies of this form must be given to N. Dennis when applying for excursion

**Director of Teaching & Learning to complete this section**

The following excursion has been approved:

Year/Class: Date of Excursion:

To:

Signature ........................................
N. Dennis

**Organising teacher to complete this section**

Name of Venue: _________________________________________________________________

Address: ______________________________________________________________________

Telephone (venue): ________________ Time depart KRB: __________________________

Returning to school by: ____________________________________________

Names of teachers attending: _________________________________________________

_____________________________________________________________________________

**Organising teacher to complete this section**

**ATTENTION - BOARDING SCHOOL**

Excursion for Year/Class ________________ Date: ________________

Lunch required for boarders: YES* NO  * provide names if not the whole year group.

Late return to school: YES NO
(If YES please provide details)

The organising teacher must also complete the

*Excursion Checklist and OHS Risk Assessment* and
hand to N Dennis when applying for excursion
Appendix D: Excursion Permission Note

<Date>

Year <Level> Excursion to <Destination>

Dear Parents/Guardians,

<Provide a brief overview of the excursion and the reason behind it.>

Details of the Excursion:

Educational Outcomes:

Planned Activities:

Date of Excursion:

Destination/Venue:

Time Leaving:

Time Returning:

Transportation Details:

Cost (charged to your account):

Equipment/Provisions required to bring:

Dress Requirements:

Supervision:

Teacher in Charge:

Subsequent Arrangements:(if wet etc)

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School Excursion Policy

Excursions are an important part of the School’s academic and pastoral programs. In planning for an excursion, the School bases the cost on the number of students expected to attend. Parents are asked to complete a permission form indicating that their child may attend. Once permission is given, parents are liable for the cost of the excursion, which will be billed to the student’s account. In the case of a student being absent from the excursion, it is not possible to provide a refund, once this permission form has been signed.
Please complete, sign and return the permission note below to <Teacher> by <Date>
Yours sincerely,

<Signature>

<Teacher in Charge>

I give/do not give permission for my child/ward ________________________________ to attend the <name of excursion> on <date>.

Class/Pastoral Group: ________________

I understand that a fee of <cost> will be charged to my account in order to cover the cost of the excursion.

SIGNED: ______________________________________________ PARENT/GUARDIAN

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Does your child have any medical conditions or requirements? Yes/No

Details:

In the event of any illness or accident, do you agree to an ambulance being called? Yes/No

<optional for P-6>

☐ I am available to attend and assist with groups (Please tick if you are available and we will ‘lucky dip’ names)
### 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.

---

### 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 ………………… ………………… …………………

---

### 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 ………………… ………………… …………………
Appendix E

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.

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

Steps in developing the excursion risk management plan

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

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

- **Assess the level of risk**
  
  Using the Risk Assessment Matrix determine the seriousness of the risks associated with the hazards by considering both the likelihood and severity of risks. This gives you a risk ranking from 1 being the most serious to 6 being the least serious.

- **Eliminate or control the risks**
  
  Consider the most suitable control strategies for each of the identified hazards using the Hierarchy of Controls.

- **Document plan**
  
  Document the excursion risk management plan.

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

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

An Excursion Risk Management Plan Proforma and Guidance in completing the Excursion Risk Management Plan Proforma provide assistance on hazard identification, the risk assessment matrix and the hierarchy of controls. This material may be used to develop and document the risk management plan.
**Hazard Identification**

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

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

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

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

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

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

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

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

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

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

**Risk Elimination or Control**

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

**Substitute the hazard:** Replace the activity, material, or equipment with a less hazardous one 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.
## Excursion Risk Management Plan Proforma

**Name of school:** Kincoppal-Rose Bay  
**Name of principal:** Hilary Johnston-Croke  
**Description and location of excursion:**  
**Date(s) of excursion:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard Identification</th>
<th>Risk Assessment</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
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<td>Type/Cause</td>
<td>Use matrix</td>
<td></td>
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</table>

**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.
Appendix F

KRB Health Care Centre - Clinic 8am-11:30am & 1:30pm-4pm Monday-Friday

Annette Whiteway  Phone ext 6042 or 0409 938 860

Current Apply (Senior) First Aid Certificates

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tr>
<td>Sandra Armstrong</td>
<td>Boarding</td>
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</tr>
<tr>
<td>Tanya Barber</td>
<td>Counsellor</td>
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</tr>
<tr>
<td>Anita Borg</td>
<td>Business Office</td>
<td>6044</td>
</tr>
<tr>
<td>Roger Bugeja</td>
<td>Maintenance/Bus Driver</td>
<td>6030</td>
</tr>
<tr>
<td>Lynette Butler</td>
<td>Project Manager</td>
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<tr>
<td>Phyllis Chen</td>
<td>Administration</td>
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</tr>
<tr>
<td>Mary-Kate Churcher</td>
<td>Head of Sport P-12</td>
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<tr>
<td>Damien Clucas</td>
<td>PDHPE</td>
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<tr>
<td>David Coleman</td>
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<tr>
<td>Mike Damcevski</td>
<td>Bus Driver</td>
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<tr>
<td>Elaine Dawson</td>
<td>English/Head Woodward House</td>
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<tr>
<td>Billy Dixon</td>
<td>Student Services</td>
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<td>Boarding</td>
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<td>Fiona Ferguson</td>
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<tr>
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<td>Sheree Morris</td>
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<td>Cheryl Rugg</td>
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<td>Jane Sagi</td>
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<td>Kaye Storey</td>
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<tr>
<td>Lauren Whiteway</td>
<td>Boarding</td>
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</tbody>
</table>

Updated: July 2010

If a student, visitor or staff member is unwell or injured send them to The Health Care Centre where they may be assessed and treated with appropriate equipment.

If they are unable to be moved, call The Health Care Centre directly on extension 6042 or 0409 938 860 and state the following: Name of patient, year group and give a clear description of patient’s condition and their location.

D R A B C D  Action Plan

D check for DANGER
R check for RESPONSE
A Check AIRWAY
B Check for BREATHING
C Check CIRCULATION. If no signs of life start CPR with 30 compressions (100 per minute) then 2 breaths.
D Apply DEFIBRILLATOR (Kept on ground floor, behind Senior Reception, near stairs).

112 can be dialled from a mobile phone, anywhere in the world with GSM coverage and is automatically translated to that country’s emergency number.