



## HELENSBURGH PUBLIC SCHOOL EXCURSION POLICY AND PROCEDURES

Please see the NSW Department of Education Policy for further details at <https://education.nsw.gov.au/policy-library/policies/excursions-policy>

### Planning and Risk Management

- The educational value of an excursion takes into account student needs and school resources, costs and the impact it has on regular teaching and learning programs. All excursions will need to be in consultation between the teacher organising, stage supervisor and the Principal.
- Reasonable adjustments will be made to enable a student with a disability to participate in an excursion. If a student cannot participate, alternate activities will be provided that have similar learning outcomes.
- Teachers will adopt a risk management approach. All excursions must have a risk assessment checked by the Principal prior to sending out a note to parents. It will include risk management of students with health conditions. This will include issues such as administration of prescribed and emergency medication.
- In determining the student-adult ratio for school camps and excursions the following factors are to be considered:
  - the types of activities
  - the location of the school camp or excursion
  - the age of the students
  - the camp or excursion facilities
  - gender balance for the supervision of male and female students
  - dormitory arrangement.
- Fewer students per teacher activities will be necessary for some excursions such as bushwalking and particular aquatic events. The *School sport*, *Sport safety* guidelines and *Swimming and Water Safety* guidelines are to be used.
- A medical kit, appropriate to the activities and/or location of the camp or excursion, including individual student medication, shall be kept within close proximity at all times. In addition, the first aid kit must include a general auto injector and an ASCIA action plan (general use) and a general asthma Ventolin inhaler.
- Students participating in an excursion must not be permitted to engage in additional or alternate activities which were not planned.

## **Transport**

- When hiring buses, seatbelts are to be provided. If students are walking to an event which is close by, the safest route is determined. A risk assessment is used to determine the mode of transport prior to the excursion.
- The transporting of students in the cars of staff members, parents and volunteers should only occur in those options when there is no other feasible option available. This may only occur under the following conditions: Written permission of the students being transported is obtained, the driver is licensed, vehicle is registered, students have a seat belt each, current driver's licence and car registration details are sighted. The Principal must ensure that all parents have submitted Appendix 5 – Declaration for volunteers and contractors, and been screened, prior to the excursion.

## **Permission**

- Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the custodial parent/guardian in consultation with the Principal. The permission note shall outline details such as necessary equipment, the method of transport, student medical details and activities to be undertaken, along with any cost.
- In exceptional circumstances when written permission is not able to be sought oral permission can be granted. The class teacher is required to provide a written record of the time and date.
- Permission notes are to be stored at the office after completion.

## **Reporting Serious Incidents**

Teachers or executive organising an excursion are required to report serious incidents while on an excursion. The Principal will ensure that the organising teacher is aware of the incident reporting policy and procedures.

## **Excursion Procedures**

### **3 months prior**

- Meet with Principal and discuss the main details. If the Principal provides approval, the teacher is to liaise with their stage supervisor and place the date on the google calendar. The School Administration Manager will assist organising safe travel to the venue in accordance with NSW Department of Education Guidelines.
- Start filling out the excursion planning forms.

### **8 weeks before**

- Develop a risk assessment taking into consideration students' health needs, transport, emergency response, venue, individual student needs and other risks to consider. If necessary, the organising teacher will need to visit the excursion site prior to developing a risk assessment.
- Teacher to student ratio will take into consideration NSW Department of Education policies such as School Sport, School Safety Guidelines and School Water Safety Guidelines.

- Guidelines for reporting serious incidents are provided to the organising teacher and or the stage supervisor.
- Individual health, learning and behaviour plans are to be gathered as part of the risk assessment and taken as part of the excursion. Where possible learning adjustments will be made for students with health, learning and behaviour needs. This will be done in conjunction with all stakeholders.
- If the risk management plan is approved by the Principal, the organising teacher will communicate the risk management plan to staff.

### **6 weeks before**

- Organising teacher develops a permission note using the school template. It will have details of the activities, supervision, dates and student medical details. The permission note is to be approved by the principal prior to being distributed to parents.
- For excursions with an expense, the note should have information about applications for financial assistance. Review excursion planning form checklist.

### **Before the excursion**

- Permission notes are to be collected by the teacher or the office depending on the excursion type. If there are any difficulties in understanding the written permission note that was submitted by the parent, the teacher or stage supervisor must clarify with the parent. It is the class teacher's responsibility to check the number of students attending. However, the office will assist when necessary by providing a print out of who has paid.
- In the event of the excursion being postponed, another permission note will need to be developed. A record of any oral permission provided by a parent must be documented and kept with the permission notes and list.
- Medical kit, epipens and student health care plans are organised prior to the excursion date. Any medication must be signed out by the organising teacher. A teacher must be trained in prescribed medication if they are to administer prescribed or emergency medication.
- Students reminded of behaviour expectations before the excursion. The school's discipline policy will be invoked if necessary.

### **During**

- Students to be reminded of expected behaviour prior to leaving. The school's student welfare and discipline policy applies to excursions.
- Regularly check the number of students in attendance.
- Ensure the teacher to student ratios and duty of care procedures are followed
- A medical kit is to be kept in close proximity
- Teachers are to have the mobile phones charged prior and to have them on at all times
- Report any serious issues to the Assistant Principal or Principal immediately and the guidelines are to be followed.
- No additional or alternate activities are to be conducted.