



# WALPOLE PRIMARY SCHOOL

## Intrastate Excursions Policy

### *Rationale*

Excursions can supplement the educational program and allow students the opportunity to extend their learning beyond the normal school environment. Excursions must have an educational purpose and link to the school's curriculum objectives. Excursions can be intrastate, interstate or overseas. The purpose of this policy is to address intrastate excursions. Interstate and overseas excursions should refer to the Department's policy and procedures.

### *Procedures*

School excursions should be planned in the context of the total educational program of the school and link to related curriculum activities. The rationale for any excursion should reference the school's curriculum objectives and be relevant to their achievement.

All excursions should take into consideration students' cultural requirements, intellectual or mental capacity and/or the degree of disability. High risk activities should not be planned including, but are not limited to, bungee jumping, jet boating, para/hang gliding, white water rafting, tobogganing or skydiving. There should be alternative activities or extra support for those students who wish to take part in the excursion but do not have the prerequisite skills for the planned activity. There should also be alternative arrangements for any student who does not participate in an excursion. Parents are required to complete signed documentation to confirm that the health information held by the school remains current.

Parents need to be provided with full details of the excursion well in advance of the date to enable them to make an informed decision about their child's participation. This information should include full details of:

- the purpose of the excursion;
- date(s);
- activities to be undertaken;
- duration of activity(ies);
- location of activity(ies) (including alternative venues);
- student contact arrangements during the excursion;

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

The use of interpreter and translator services may be required to provide parents of culturally and linguistically diverse students' necessary information regarding the excursion. If parents do not give consent, students should not participate in an excursion.

Teachers may wish to take students on excursions within the town boundaries, e.g. shop or police station, that do not require transport or water activities. A general permission slip can be called for to cover these circumstances.

The supervisory team needs to have appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion, taking into consideration the characteristics of the student group including:

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

Principals and managers must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for, or hold, a valid Working with Children Check, in accordance with the Department's Working with Children Checks policy. Volunteers who are exempt from having a Working with Children Check should be requested to complete a Confidential Declaration indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children.

For excursions involving an overnight stay(s) and requiring parent/community assistance, an expression of interest will be called for. The final selection decision is the responsibility of the organising teacher. All adults should hold a Working With Children Check. The following also needs to be considered:

- single gender student groups have at least one supervisor of the same gender;

- mixed gender student groups have a mixed gender supervisory team unless all parents have approved of alternatives during the consent seeking process;
- supervisory and accommodation arrangements, especially for sleeping and ablutions, are such that supervisors are not placed in a position where there is potential for allegations of improper conduct or where the propriety of their behaviour could be questioned.; and
- supervisors understand they remain on call at all times, even when sleeping and having time off to relax and that in the event of an emergency, all supervisors may be required to take responsibility for students at short notice. Parents should be made aware of sleeping arrangements and expectations prior to the event.

A communication strategy needs to be planned that enables regular communication among all members of the group. The communication strategy needs to clearly identify:

- a signal for gaining the full group's attention;
- an emergency signal which is explained to all participants, and responses to it which have been rehearsed prior to the commencement of the excursion; and
- an alternative mode of communication in case of the failure of the primary communication method.

Transport will be organised for the group, taking into account numbers, distance and cost. Licensed school bus drivers are required to be Federal Police screened every two years by the Department of Planning and Infrastructure. The use of private vehicles can only be authorised by the principal where there is no other option. Vehicles used to transport students are required to have comprehensive motor vehicle insurance cover and to be suitable for such use. Where parents/guardians have given approval for their child to make their own transport arrangements to and/or from a venue, a member of the supervisory team needs to acknowledge the arrival and approve the departure of the student from the venue. If a student is required to leave an excursion prior to the scheduled time, a member of the supervisory team needs to be satisfied that appropriate arrangements are in place for the student to safely reach their destination.

Children under the age of seven in vehicles need to be restrained in a booster seat by a correctly adjusted and fastened seatbelt. There is no law requiring children under seven years to use a child restraint or booster seat on buses with more than 12 seats. However, we encourage children to wear any seat belts that are available.

The venue must be deemed suitable for the excursion. This may be done by the coordinator personally visiting the venue or site or gaining approval from local authorities or the external provider or tour organiser. Where excursions involve the use of the services of external providers (including individuals, government agencies or private companies), Department staff cannot sign indemnities, disclaimers or other documents which absolve the external provider from liability for their own negligent acts or omissions. The suitability of an external provider may be determined from the verbal or written information they provide related to:

- recent experience (including maintained log books);
- current qualifications, accreditation and any other relevant training; and
- public liability insurance (see below).

Where an external provider is engaged:

- the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider;
- any staff involved in activities with students need to have a current Working with Children Check.
- Volunteers assisting an external provider who are exempt from having a Working with Children Check should be requested to complete a Confidential Declaration indicating whether or not they have any convictions or whether there are circumstances or reasons that might preclude them from working with or near children

External providers should have sufficient and current public liability insurance covering their legal liability. The external provider should be requested to provide proof of their valid insurance cover. The principal and authorised Department employee in charge of the excursion should give consideration to the number of students going on excursion and whether the insurance cover is enough to cover an incident that may occur resulting in multiple claims by excursion attendees. The suggested level of public liability insurance requirement for cover by external providers is \$20 million.

A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty. During an excursion, a nominated supervisor should have ready access to:

- a list of the names of participating students and their parent contact telephone numbers;

- the Student Health Care Plans and Health Care Authorisations of those students who are known to have health conditions that require support while in the care of the school; and
- relevant health information of supervisors;

First aid equipment needs to be available for the immediate treatment or care of a student or supervisor who is injured or becomes ill during an excursion.

For excursions to rural locations, the emergency response plan needs to include:

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

For further information on the Department of Education's Excursion Policy go to: <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-policy.en?cat-id=3457100>

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# WALPOLE PRIMARY SCHOOL

An Independent Public School

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## PARENT/GUARDIAN CONSENT FORM

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

### Contact Information

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

Please note: Staff accompanying students on excursions will take all reasonable care to protect them from injury and to supervise their behaviour. Parents/guardians should be aware that staff members are not responsible for injuries or damage to property which may occur where, in all circumstances, staff have not been negligent.

Please advise us if there have been changes to medical information. (Complete if it has changed, otherwise leave blank)

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## *EXCURSIONS WITHIN WALKING DISTANCE OF WALPOLE PRIMARY SCHOOL*

*At times, it is possible that the school would like to conduct excursions within the Walpole townsite (eg to Pioneer Park or The Recreation Centre). A blanket note can be provided that gives permission for the children to attend such excursions as long as they do not involve any form of transport or water activities.*

*I have read and understood the information regarding excursions within Walpole that do not require transport or water activities.*

- where transport or water activities are involved that the School will seek separate permission forms.*
- students will always be under the supervision of Walpole Primary School staff. Staff will take all reasonable care to protect them from injury and supervise their behaviour. Parents/guardians should be aware that staff members are not responsible for injuries or damage to property which may occur where, in all circumstances, staff have not been negligent.*

*In the case of an emergency, phone contact will be made with the school and a medical officer.*

*I ..... herewith give staff members of Walpole Primary*

*School permission to take my child/ren on these excursions as they arise:*

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**Signature**

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**Date**