



SECONDARY SCHOOL INCURSIONS AND EXCURSIONS POLICY

Incursions and Excursions

Incursions are organised events which take place at Penrhos College in addition to normal academic activities. Guest speakers and Art Workshops are examples of incursions. Incursions which take place during the normal school day between 7am and 6pm must be applied for using the processes outlined in this policy, placed onto the Event Planner and sufficient staffing must be provided. Risk Management documentation must be completed for all incursions which take place before 6:30am or after 6pm on a weekday, or, which take place on a weekend.

Excursions are any off-campus events which may take place during, or outside of, normal school hours. All excursions must be applied for using the processes outlined in this policy and, Risk Management documentation must be completed and signed by the Assistant Dean of Teaching and Learning for all academic events.

If the incursion or excursion is a pastoral event, then approval must be sought from the Dean of Pastoral Care using the processes outlined below.

If the incursion or excursion is a co-curricular event, then approval must be sought from the Dean of Co-Curricular using the processes outlined below.

The teacher who is organizing any event is referred to as the Teacher-in-charge.

1. Duty of Care and Responsibilities

Responsibility for the welfare and safety of students lies with all College Staff while the students are in our care. This includes excursions held outside the school grounds.

Staff are asked to read through the Duty of Care Policy as well as the Staff Code of Conduct before proceeding with planning the event. Staff planning an incursion or excursion must:

- Have initial discussions with their line manager/s; and,
- Check the College and Event Planners and, apply using the process outlined on the Excursions and Event Planner page on the College Portal.

2. Parental Consent

Consent should be received from a parent before a student is allowed to participate in an activity that is in addition to the regular scheduled classes. Before parents can give permission they must be made aware of all details of the event. The staff member organising the event must complete a Permission Letter, using the pro forma provided on the portal, must be proofed by the Assistant Dean of Teaching and Learning before being forwarded to ssabsentees@penrhos.wa.edu.au for distribution.

Parent information nights may also be organised to disseminate information.

For incursions and excursions held on a regular basis throughout the school year, one consent form only is required. For example, lifesaving lessons held weekly after school.

All Consent Forms should remain in possession of the teacher in charge throughout the duration of the event. A further copy of this information should be retained at the school by the Assistant Dean of Teaching and Learning and 'ssabsentees' for referral during the excursion and future reference.

Only students with a signed consent form will be allowed to participate in an incursion or excursion. The College is required to provide supervision at school for all students not participating in an incursion or excursion. Year group camps are viewed as a compulsory part of the curriculum. No other educational programs will be organised for the year group during camp time.

3. Medical Consent Forms

3a. Students

For incursions and excursions detailed medical information and consent for medical treatment must be taken. The College should request on the medical consent form that they are allowed to call a doctor and/or ambulance and that parents will be required to meet all associated costs. For incursions and excursions, it is the responsibility of staff to check synergetic for medical alerts and basic treatment for known medical conditions prior to departure. The teacher in charge must be aware of any students who require a management plan and the medications provided. Advice may be sought from the Health Centre Manager.

NB: Students who suffer from extreme allergies (Anaphylactic reactions) are required to take an Epipen with them when off campus (in addition to the one carried by the supervising staff member).

3b. Staff

Staff supervising any incursion or excursion must be fit and able to provide duty of care to students. It is the responsibility of supervising staff to inform the Teacher-in-charge of any medical conditions that may affect their ability to provide sufficient duty of care prior to the event. The Teacher-in-charge must then ensure that appropriate accommodations are made to ensure that the duty of care provided to students is not diminished. Staff medicines are to be carried by the Teacher-in-charge.

4. Supervision

4a. Teacher/Student Ratios

- At least two registered Penrhos College teachers must accompany any group irrespective of the group size. A suggested ratio for Secondary School excursions is a minimum of two teaching staff for up to 25 students. An additional teacher or staff member for every 20- 25 girls thereafter.
- The Assistant Dean of Teaching and Learning may approve Operational Services Staff who willingly volunteer to provide duty of care for academic activities.
- At least one staff member providing duty of care must hold a current First Aid Qualification.
- The Department of Education set down guidelines for best practice for student/staff ratios with respect to outdoor excursions, eg. The Ministry of Sport and Recreation recommends an instructor/student ratio of 1:8 for abseiling.
- For extra curricula activities such as a school social an adequate ratio is: one teacher per 30- 35 students (a minimum of two teachers for the first 30 students)
- Overnight camps will be accompanied by a College Nurse.
- Any variation to the above, will be made by the Assistant Dean of Teaching and Learning, given due consideration to the specific student list, the age of students, type of activity, location, venue, and event timing.

4b. School Aquatic Activities

It is necessary to identify any students with medical or physical conditions before the incursion or excursion commences. The inclusion of such children may alter staffing ratios, the location of the excursion, limiting the child's participation in the excursion to selected activities etc.

i. Qualifications

- At least one adult must have current lifesaving qualifications

The following can be used as a guide when setting the minimum requirements:

Closed-water activities:

- RLSSA Bronze Medallion;
- SLSWA Bronze Medallion;
- SLSWA Surf Rescue Certificate;

Open-water activities:

- SLSWA Bronze Medallion;
- SLSWA Surf Rescue Certificate;
- RLSSA Bronze Medallion (for flowing river or waterway).

ii. Adult/student ratio

- there should be at least two supervisors at all times, one supervisor must be qualified and physically able to undertake the activity.

The Department of Education of Western Australia recommends the following ratios for water-based activities for Secondary School students (ages 12-18).

Closed water

In a closed (controlled) water environment (still or slow moving) such as a swimming pool, sheltered coastal area or river, dam, water hole or inland water body, the composition of the supervisory team must meet the following criteria.

Taking into account the minimum requirement of two supervisors, one of whom is a qualified Supervisor, the following minimum supervision levels are required:

- One qualified and physically able to undertake the activity.
- supervisor for every 32 students or part thereof, and
- for every 12 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).

Example number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
9	2	1	2
14	2	1	2
26	3	1	3
33	3	2	3
52	5	2	5
73	7	3	7

Open water

In an open (uncontrolled) water environment (fast moving or turbulent), such as a surf beach, flowing river or waterway, or tidal coastal waters, the composition of the supervisory team must meet the following criteria.

Taking into account the minimum requirement of two supervisors, one of whom is a qualified supervisor, the following minimum supervision levels are required:

- One qualified and physically able to undertake the activity supervisor for every 16 students or part thereof; and

For every 8 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).

Example of number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
-------------------------------	--	--	------------------------

7	2	1	2
12	2	1	2
20	3	2	3
29	4	2	4
35	5	3	5
46	6	3	6

Lifeguards on duty are not to be considered as part of the supervisory team unless they have been engaged formally as an external provider.

5. Planning

The planning stages of incursions and excursions has been divided into two parts:

Planning Application;

Staff should complete the Planning Application Form for their event and submit for approval on the College portal. This approval will 'save the date' on the College Event Calendar, but final approval is subject to the completion of the Risk Management document and other requested information by the Assistant Dean of Teaching and Learning. All planning documents are available on the College portal.

Final Approval;

Final Approval is given when the Risk Management documents, and other documents have been signed by the Assistant Dean of Teaching and Learning when policies and procedures have been considered.

5a. Timing

Staff should consult the Event Planner which is available on the portal to ensure that the planned excursion/incursion/camp/tour does not conflict with other activities or existing approved events. Staff are advised that approval must be sought from the Dean of Pastoral care if an event occurs during a timetabled pastoral period.

Teachers intending on planning an incursion or excursion must discuss the proposal and receive approval from their Head of Department.

5b. Approval and Notification

Staff should complete the electronic Planning Application Form – Incursions/Excursions available on the portal.

i. Curriculum based incursions and excursions

Stage 1: Submit the Planning Approval documentation.

You will receive notification to proceed with your planning found on the College Portal – Final Approval.

Stage 2: Complete the Final Approval document, attaching the Risk Management Analysis form and a letter to parents / guardians outlining the details of the excursion or incursion seeking permission must be written and then proofed by the Assistant Dean of Teaching and Learning. It must be proofed before distributing to students / parents.

Once reviewed, the Assistant Dean of Teaching and Learning will give approval for the event to proceed.

ii. Pastoral activities

Stage 1: Submit the Planning Approval documentation.

You will receive notification to proceed with your planning found on the College Portal – Final Approval.

Stage 2: Complete the Final Approval document, attaching the Risk Management Analysis form and a letter to parents / guardians outlining the details of the camp/tour seeking permission must be written and then proofed by the Dean of Pastoral Care. It must be proofed before distributing to students / parents.

Once reviewed, the Dean of Pastoral Care will give approval for the event to proceed.

iii. Co-curricular activities

Stage 1: Submit the Planning Approval documentation.

You will receive notification to proceed with your planning found on the College Portal – Final Approval.

Stage 2: Complete the Final Approval document, attaching the Risk Management Analysis form and a letter to parents / guardians outlining the details of the incursion or excursion seeking permission must be written and then proofed by the Dean of Co-Curricular. It must be proofed before distributing to students / parents.

Once reviewed, the Dean of Co-Curricular will give approval for the event to proceed.

iv. Notifying Staff

When Final Approval is given, the teacher in charge of the event must notify Secondary Teaching Staff and the Secondary School Attendance Officer ('ssabsentees') of;

- The incursion or excursion
- Students who will be involved

A copy of the letter outlining details of the incursion or excursion must be forwarded to the Boarding House at least ten days prior to the activity.

Boarders:

The names of the boarders who will be taking part in the incursion or excursion must be provided to Boarding House staff. Transportation for out of school hour activities will be organised by Boarding House staff. Booking numbers for taxis, etc, and contact phone numbers are to be provided to the teacher in charge of the activity. Advance notice of food requirements needed during the incursion, excursion, camp or tour must be provided to Boarding House staff and collection times communicated to the students.

6. Responsibilities

6a. Managing Risk

It is recognized that all incursions, excursions, camps and tours possess some inherent level of risk to the students involved.

All risks need to be identified and examined according to the likelihood of the risk happening and the consequences if it does happen. A *Risk Management Analysis Form* must be completed and submitted to the Dean of Pastoral Care and / or the Assistant Dean of Teaching and Learning using the pro formas available on the portal.

The Risk Assessment must identify potential risks (as per pro forma)

- Provide details regarding student medical alerts as indicated by synergetic class lists.
- Provide details of medical conditions and appropriate treatment where necessary, eg, allergies, etc
- Include a copy of student medical forms where appropriate

- Identify who is responsible for carrying an Emergency First Aid Kit which is obtainable from the Health Centre
- Articulate the staff / student ratio which has been determined based on the age of the students and the nature of the activity
- List all relevant phone numbers including that of the teacher in charge, the Dean of Pastoral Care and emergency services.
- Provide instructions for any students who will not be participating in the event. Note - any student who has not returned a permission note is NOT permitted to attend.
- On the day of the incursion or excursion, a list of students in attendance must be communicated to the Secondary School Attendance Assistant prior to departure. All absent students must be accounted for.
- Maintain confidentiality of the data they are responsible for.

6b. Emergency Protocol

A basic emergency protocol should be in place for such situations and known by all those supervising the incursion or excursion. The Dean of Pastoral Care and the Principal must be notified in the event of an emergency.

The protocol must contain at least this information:

- Contact details for all parents;
- An authority for each student, permitting emergency medical treatment to be administered;
- Details of any special medical requirements or allergies for particular students;
Contact details for hospitals and doctors in the area in which they are travelling;
- If it is an overseas tour, the contact details for the Australian consular officials in the country in which they are travelling;
- The procedure to follow in the case of unforeseen events, such as travel delays, an injury to a student, a lost student, natural disaster.
- Maintain confidentiality of the data they are responsible for.

In the case of any emergency or critical incident, the Principal is the first point of contact.

6c. Safety Advice

Before any incursion or excursion the Teacher-in-charge must make sure that all supervising adults and the school are fully aware of all safety aspects. Safety considerations will vary considerably due to the nature of the activity, the students involved, and the length of the excursion/ incursion / camp.

The Teacher-in-charge should have a complete list of all students involved in the excursion/ incursion / tour or camp and knowledge of any medical conditions for individual students.

The location must be checked by the teacher in charge for suitability prior to the incursion or excursion commencing. Once the location has been deemed suitable, clear boundaries must be set to define the area for students use.

All students attending an excursion should be marked on a roll at the beginning and the end of an excursion. Arrangements for any absent students must be made in advance and clearly articulated on the Risk Management Analysis form.

6d. Information and Communication Technology on Incursions and Excursions

The safe and responsible use of information and communication technologies is expected by all staff students and volunteers while on the incursion or excursion. Users are expected to show responsible behaviour when using network, internet email and instant messaging resources, in agreement with the accepted standards of behaviour within the College. Users are held responsible for their own actions when using network, internet email and instant messaging resources. All photographs/videos taken by external parties need to be approved by the Marketing and Development Office before appearing in

any print or digital media (including social media). Staff and Students are advised to read the Cyber Safety Policy and the student Use of Network Internet and Electronic Communication Guidelines.

6e. Qualifications of Staff/Leaders

The teacher or assisting instructor must be sufficiently qualified to run the excursion. This also means that the person in charge has the appropriate skills and abilities and level of fitness to deal with the environment and can demonstrate an ability to manage an injured student.

For aquatic excursions, at least one teacher/instructor should hold a current: Bronze Medallion – The Royal Life Saving Society, or Surf Rescue Certificate – The Surf Life Saving.

For non-aquatic excursions, one teacher/instructor should be able to administer first aid.

There is to be a minimum of two adults regardless of the group size and that one of these adults must be a teacher.

6f. External Instructors

For many incursions and excursions, external instructors are required to either assist the teacher in charge or to run the course themselves. The instructor must have the appropriate Working with Children Check, qualifications, experience, National police clearance, insurance coverage and permits required and holds details of these at the school prior to the incursion or excursion.

Volunteers, including parents, must hold a current Working with Children Card and must complete the relevant volunteer forms with Human Resources. Read and sign off on Volunteers Code of Conduct.

6g. Discipline Procedure

Before the start of any incursion/excursion it is important to outline to all students, assisting adults and parents what student behaviour is expected during the activity emphasising the need for safety standards.

USEFUL RESOURCES

RLSSA

Royal Life Saving Society of Australia – WA Branch

PO Box 28

FLOREAT FORUM WA 6014

Ph: (08) 9383 9988

Fax: (08) 9383 9922

E-mail: rlssa@msn.com.au

Website: <http://www.rlssa.org/au/wa/>

SLSWA

Surf Life Saving Western Australia

PO Box 1048

OSBORNE PARK WA 6916

Ph: (08) 9244 1222

Fax: (08) 9244 1225

E-mail: siswa@siswa.asn.au

Website: <http://www.siswa.asn.au>

CALM

Department of Conservation and Land Management

50 Hayman Road

COMO WA 6152

Department of Education policy and procedures documents to refer to include:

- Excursions
- Excursions Presentation 2004
- Duty of Care for Students
- Water-based Excursions Procedures and Guidelines
- Risk Management
- Organisational Guidelines for Physical Education and Outdoor Education
- Occupational Safety and Health
- Student Health Care
- Short Term School Visits/Study Tours by Overseas Students
- Guidelines for Primary Schools – Physical Education and Sport
- Reporting Fatal Accidents in Schools or School Authorised Activities
- Swimming Pools at Schools

These documents can be found on www.eddept.wa.edu.au/regframe/index.cfm .

OWNER:

Assistant Dean of Teaching and Learning
Dean of Pastoral Care

LAST REVIEW DATE:

November 2016

NEXT REVIEW DATE

November 2018

RATIFIED BY RISK MANAGEMENT COMMITTEE:

Resolution Number: R102/2016 Date: 22/11/2016