Educational Excursions Policy and Procedures

1. Purpose

To ensure that educational excursions and incursions at Gilmore College are managed in an effective way.

2. Policy

- The Principal is responsible for establishing policy and procedures that manage educational excursions and incursions at the College.

- An educational excursion and incursion must have clear educational outcomes which take into account:
  - the teaching-learning program;
  - the needs of the students; and
  - other resources of the College.

- The Principal is responsible for approving all educational excursions and incursions. The Regional Executive Director must be given prior notification of all intended interstate and international excursions. Relevant details of such excursions must be lodged with the Regional Education Office.

- Parents/caregivers must be given clear and comprehensive details of all proposed educational excursions.

- Written parental consent for each child must be obtained for all educational excursions.

- The College will provide an appropriate alternative educational program for students whose parents/caregivers do not approve their participation in the excursion.

- All teaching staff participating in an excursion owe a duty of care to the participating students for the duration of the excursion.

- The College will ensure that all health and safety precautions are taken prior to and during the excursion.
3. Procedures

3.1 General

The Principal must authorise a teacher to be in charge of an excursion and approve the management plan for the excursion.

The Teacher-in-Charge must prepare an Excursion Management Plan for the proposed excursion which will provide an account of the:

- risks relevant to the:
  - environment;
  - transport arrangements;
  - students’ capacity in relation to activities;
  - capabilities of the supervisor/supervisory team; and
  - involvement of external providers.
- supervision strategies;
- means of identifying excursion participants;
- information to be provided to parents/caregivers for their consent;
- communication strategies;
- emergency response planning; and
- briefing for excursion participants.

The Teacher-in-Charge must complete a checklist and submit it to the Principal for endorsement.

3.2 Assess Risks

In the Excursion Management Plan, the Teacher-in-Charge is to conduct a risk analysis of the:

- environment;
- transport arrangements;
- level of each student’s capacity in relation to activities to be conducted;
- capabilities of the supervisor/supervisory team; and
- involvement of external providers.

3.3 Supervision Strategies

The Teacher-in-Charge is to determine the number of supervisors and the supervisory strategies and gain approval from the Principal.

Supervisory requirements for an excursion must be considered in accordance with the:

- age of the students;
- experience and ability of the students;
- student medical conditions or disabilities;
- supervisor(s) competence and experience;
- type of activity to be undertaken;
• nature of the environment;
• location of the activity; and
• weather.

3.4 Communication Strategy

Excursion management planning must include the development of a communication strategy that enables regular communication amongst all members of the group.

The strategy must clearly identify a signal for gaining the full group’s attention.

3.5 Emergency Response Plan

The Teacher-in-Charge must develop or obtain a response plan that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.

The Teacher-in-Charge is to ensure that emergency procedures, including emergency signals, are clearly understood by all students and supervisors.

3.6 Retain Record of Excursions

Details relating to all excursions are to be retained by the College in accordance with the Department’s *Manual for Records Management (1995)*. Details of the excursion are to include the:

• signed management plan;
• names of planning and authorising staff;
• names of participants;
• a brief description of the excursion; and
• parent/caregiver consent forms.
4. Document Control

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<td>25 July 2013</td>
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<td>15 October 2013</td>
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**Links to Regulatory Framework:**
- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- Working with Children (Criminal Record Checking) Regulations 2005 (WA)

**Department Policies:**
- Behaviour Management in Schools
- Duty of Care for Students
- Excursions Off School Site Activities
- Occupational Safety and Health
- Outdoor Education and Recreation Activities
- Student Health Care
- Working with Children Checks

**Implementation and Review:**
The Associate Principal (Student Services) is responsible to the College Executive for the continuous monitoring and review of the Educational Excursions Policy and Procedures.