



Thornlie Primary School

Excursion Policy and Guidelines

Thornlie Primary School recognises excursions contribute to the development of student understandings, skills and attitudes. Excursions are an important means of providing opportunities for children to explore the wider community as a group and extend on the educational programs provided in the classroom.

Requirements

The Principal will only sign off on excursions when the following documents are received:

1. Thornlie Primary School Excursion Planner (mandatory)
2. Checklist for Excursion Management Plan (mandatory)
3. Public Liability insurance confirmation (mandatory)
4. Parent letter and permission form (copy) (mandatory)
5. Student Health form (mandatory)
6. Confidential Declaration for helpers (if required)

(These forms should be completed at least one week before date of excursion)

- **Students must submit written parental permission and payment at least 2 days before excursion date; or students do not attend excursion.**
- **Please be aware that students who do not have written permission will be ineligible to attend your excursion.**
- Please provide the school office front desk with a copy of the day's program along with a class list of students who will be attending the excursion on the day. Class details of students not attending the excursion also need to be left with the front desk.
- Immediately after your excursion send your class list, permission slips and medical forms, in an excursion envelope, to the School Officer for archiving.

Students' Behaviour

- Students who receive 3 behaviour notices recorded on SIS Behaviour, In-School Suspension or Out of School Suspension in the **current school term, before the excursion**, will be ineligible to attend. Arrangements should be made to supervise these students while the excursion is conducted. All students commence the following term with a "clean" record.
- When an excursion is held in the first two weeks of a term the previous term's behaviour record will apply. Parents of these students should be informed in writing beforehand.
Do not hand these students the excursion letter
- Always check with the Principal if you are unsure of a child's behaviour status.

Teacher's signature _____

Date _____

Principal's signature _____

Date _____

Excursion Flow Chart

Discuss your excursion idea with the Principal at least 6 weeks before the excursion date for initial approval.



Commence excursion planning adhering to policy <http://policies.det.wa.edu.au/>



Use APPENDIX A "Checklist for Excursion Management Plan".



Classroom Teacher to book venue and bus. Please ensure you have completed an order form for the bus and venue prior to final confirmation booking.



Complete Draft Parent Information and Permission Letter. Submit all notices to the principal for approval 4 weeks prior to the excursion.



Approved copies of all notes must be given to the school registrar and school officer, prior to sending home. A payment envelope must be attached to all excursion notices requiring payment.



Excursion parent information and permission letter, together with Student Health Form and payment envelope are to be sent home 3 weeks prior to the excursion date.



All parent helpers must sign a confidential declaration prior to attending the excursion.



Bring all excursion paperwork to Principal to sign off (one week minimum before excursion).



Excursion day –Complete your class roll on SIS, provide a hard copy class list of all students attending the excursion to the front office. Class details of students not attending the excursion must also be left with the front office. Take emergency contact and medical details forms with you to excursion. Take mobile phone and First Aid Kit along with any additional medication required for individual students.



After the excursion return all information to the office for archiving including parent permission forms attached to a class checklist.

Please discuss any excursion arrangements you are unsure of with a member of Administration.

Thornlie Primary School – Excursion Planner

Name of Incursion/Excursion: _____

Educational benefit of the incursion/excursion:

Broad outline of the incursion/excursion

Is this a water based incursion/excursion? Yes No
 If yes, different procedures and guidelines apply. Please discuss with Principal.

Date of incursion/excursion: _____ Incursion/excursion to: _____

Teacher in Charge: _____ Departure/ Return time: _____

Room numbers involved: _____ Number of children attending: _____

Teacher supervising left over students _____

Names of staff attending: _____

Names of Parent helpers: _____

Parent Confidential Declaration forms completed? Yes No

Regular visitors / mentors / tutors etc that need to be notified of the class absence? Yes No

It is important to establish “less GST” and “plus GST” costs for bus and students.

Total Costs <u>less</u> GST		Total Costs <u>plus</u> GST	
Bus	\$	Bus	\$
Inc / Exc costs	\$	Inc / Exc costs	\$
Cost of Inc / Exc + Bus	\$		
<u>TOTAL</u> cost per child	\$		

Please fill out **both** less GST and plus GST sections.

School Order Number for Bus Company _____

School Order Number for Incursion/Excursion Company _____

Principal’s permission to plan the excursion _____ Date _____

Please note: This form is NOT the final sign off for excursion approval

Checklist for Excursion Management Plan

- PURPOSE OF THE EXCURSION:** The educational purpose of the excursion is described.
- 1. ASSESS THE RISKS**
- 1.1 Assess the environment:** The site has been assessed and is considered to be appropriate for the excursion.
- 1.2 Assess transport arrangements:** Arrangements have been made for the safe transport of excursion participants.
- 1.3 Assess the students' capacity**
Excursion activities are suitable for the students' capacity.
Provision has been made for any student with special needs.
Up to date information regarding student health care maintenance and/or intensive health care needs has been obtained.
- 1.4 Assess the capabilities of the supervisory team**
Collectively the supervisory team has the skills to:
- o identify and establish a safe activity environment
 - o effect a rescue and/or render emergency care
 - o monitor weather and environmental conditions before and during activities
 - o monitor the physical well being of the students
- 1.5 Assess the involvement external providers**
- Competence of external providers is established.
 - External providers conducting activities with students have a current working with children check card and national police certificate.
 - Staff responsibilities of the school and venue have been established.
 - External providers hold the appropriate level of public liability insurance.
- 2. ESTABLISH SUPERVISION STRATEGIES:**
- Supervision strategies have been established.
- 3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS:**
- Systems for identifying excursion participants have been established.
- 4. PROVIDE INFORMATION AND SEEK CONSENT:**
- Parents/guardians of student participants have been provided with full details of the excursion.
 - Student participation is subject to receipt of the signed consent form.
- 5. DEVELOP COMMUNICATION STRATEGIES:**
- Appropriate methods of communication, including emergency signals, have been developed.
- 6. COMPLETE EMERGENCY RESPONSE PLANNING**
- An appropriate emergency response plan has been developed or obtained.
 - The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.
- 7. BRIEF STUDENTS AND SUPERVISORS**
- Students and supervisors have been/will be fully briefed on responsibilities and obligations.
- 8. RETAIN EXCURSION RECORDS**
- Relevant excursion details will be retained.
- 9. GAIN APPROVALS**
- Appropriate approvals have been gained.

Teacher-in-charge _____ **Date** _____

*I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy.
I approve this excursion.*

Principal _____ **Date** _____



STUDENT HEALTH FORM
STRICTLY CONFIDENTIAL

This information, that is required for each student participating on the excursion, will assist the school and supervising teachers in the preparation and planning of an excursion.

STUDENT DETAILS

Student's name: _____ Date of birth: _____

Parent/guardian's full name: _____

Address: _____ Postcode: _____

Telephone no. – home: _____

– work: _____

– mobile: _____

Name of family doctor: _____

Telephone no: _____

Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion

Yes No

If "yes", please give details:

Is your child allergic to:

Penicillin	<input type="checkbox"/>	<i>(Please give details)</i> _____ _____ _____ _____
Any other drug	<input type="checkbox"/>	
Any food	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Date of last tetanus vaccination: _____

Medication

Parents/guardians are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of prescribed medications prior to the excursion.

Is your child presently taking tablets and/or other forms of prescribed medication?
Yes No

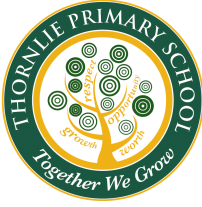
Does your child self-administer the medication?
Yes No
If "yes", state name of medication, dosage and frequency of use:

Does your child have a current Health Care Authorisation Plan at school?
Yes No

Other information

Please provide any other information about your child which will enable the organisers of the excursion to provide better care for your child.

Parent / Carer Signature **Date**



CONFIDENTIAL DECLARATION

This form is for persons requiring access to schools who are not employees of the Department of Education and Training

Please place a tick in one of the boxes below.

(1)	I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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or

(2)	I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.	<input type="checkbox"/>

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: _____ Date: _____
(BLOCK PRINT PLEASE)

Signature: _____

Company: _____

Address: _____

Telephone: _____

School: THORNLIE PRIMARY SCHOOL

CATEGORIES OF PUBLIC LIABILITY INSURANCE

Public Liability Insurance requirements for external providers have been placed into categories and each category has two subsections *active* and *passive*. The terms refer to the nature of the involvement of the students. In the event that the students are only observers, or an audience, then the activity is considered to be *passive*. Those activities where the students participate physically are considered to be *active*.

The nature and number of the various activities are many and the examples given here act as a guide only. As in other areas of the Excursion policy, principals and the teacher-in-charge will exercise their professional judgement in matching an activity with a category.

The public liability insurance requirement for 'surveyed' charter boats is \$10 million.

CATEGORY ONE – EXTERNAL PROVIDER PROVIDES VENUE

PASSIVE

\$5 million PLI

Example: cinema, theatre, visit to company premises

ACTIVE

\$10 million PLI

Example: overnight accommodation, swimming pools, sports centres etc

CATEGORY TWO – EXTERNAL PROVIDER PROVIDES BOTH INSTRUCTOR(S) AND VENUE

PASSIVE

\$5 million PLI

Example: visit to company premises with guides provided.

ACTIVE

\$10 million PLI

Examples: skating rinks (ice/roller), climbing walls, horse riding, indoor sport.

CATEGORY THREE – EXTERNAL PROVIDER AT ANOTHER EXTERNAL PROVIDER'S PREMISES

PASSIVE

\$5 million PLI for each external provider (with exception of overnight stay)

Examples: theatre arts, "Ribbons of Blue"

ACTIVE

\$10 million PLI for each party (i.e. provider and premises)

Examples: vertical ropes, abseiling, windsurfing, canoeing, swimming pools.