

Excursion/Incursion Proposal

The Principal is the Excursion Approval Authority for all local area excursions/incursions. Recurring excursions/incursions for the same group of students can be approved through the one proposal. Principals are to clearly check each aspect of the proposal form and any other additional documents where applicable.

There must be an excursion leader. Usually the person who organises the excursion/incursion.

The proposal needs to demonstrate how planned activities will contribute to and/or enhance curriculum outcomes.

The responsibilities of the excursion leader:

- ◆ Complete the PROPOSAL for the excursion/incursion and meet with principal
- ◆ Once PROPOSAL is APPROVED by the Principal complete rest of excursion/incursion package.
- ◆ Undertake a risk assessment, safety/health, wellbeing of students and staff. Develop strategies for minimising and managing those risks. This will inform staff to student ratio.
- ◆ Familiarise themselves with the venue.
- ◆ ALL external providers MUST have a minimum of \$20 million public liability insurance. Obtain a copy of the providers Certificate of Currency.
- ◆ Check safety/evacuation procedures. (You do not need to visit the site)
- ◆ Inform/copy the supervisory team of all information for the excursion/incursion.
- ◆ A copy of all documentation is to be taken on the excursion/incursion. These records may be carried on electronic devices.
- ◆ A communication strategy developed e.g. a signal to gain the groups attention, emergency signal response.
- ◆ Mobile phones should not be relied upon as the only means of communication, especially in an emergency. Determine whether other means of communication may be required.
- ◆ Roles of supervisors.
- ◆ Recess & Lunch duties have been swapped/negotiated.
- ◆ Any students not attending the
- ◆ Standards of acceptable behaviour.
- ◆ Organise bus quote with administration.
- ◆ Ensure First Aid backpack is stocked and available for the day of the excursion.
- ◆ Notify Manager of Corporate Services and School Officers of date and time of excursion including travel time i.e. time leaving and arriving back to school.

Excursion/Incursion Proposal

School:	<i>HILTON PRIMARY SCHOOL</i>		
Class/Year Groups:			
Excursion/Incursion to:		No. of students attending:	
Departure date and time:		Are there any water based activities?	Yes/No (if yes, describe)
Return time:			
Excursion/Incursion leader:			
Documents attached:	Names, addresses and contact details of students, supervisors and next of kin <input type="checkbox"/>		
	Up-to-date student health care plans and information <input type="checkbox"/>		
	Parent/Carer/Guardian consent forms <input type="checkbox"/>		
	Copy of insurance certificate/s <input type="checkbox"/>		
	Additional documents (please list):		
Educational purpose of incursion/excursion			
The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-10 Western Australian Curriculum.			<input type="checkbox"/>
Details:			
Educational benefit of excursion/incursion			
The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done in the classroom/school environment.			<input type="checkbox"/>
Details:			
Venue/site for the excursion/incursion			
The venue or site for the excursion is suitable for the student group.			<input type="checkbox"/>
Details:			

Risk assessment

The risk management plan covers proposed alternative arrangements in circumstances where part of the excursion/incursion or any activities scheduled for the excursion are unable to proceed.

Details:

The risk assessment considers and documents:

- the number of students, their age range, and the students' experience, capacity and behaviour;
- the excursion/incursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;
- the method of transport to the excursion/incursion venue and all activities;
- issues that might arise due to the length of time of the excursion/incursion and/or possible weather, additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with the *Outdoor Education and Recreation Activities for Public Schools Policy (2019)*;
- any medical or behavioural conditions that need to be managed; and
- any special clothing or required items that should be taken on the excursion/incursion by students and supervisors.

Students' capacity

Participating students have the capacity to undertake the excursion/incursion as evidenced by the student health care plans and information and as attested to by Principals of any participating school.

Details:

Supervisory team

An appropriately qualified supervisor a suitable supervisory team, supervision strategies and a system for identifying excursion participants have been established.

Supervision strategies have been established with the supervisory team.

Systems for identifying excursion participants have been established. E.g. uniform and Id Card

Details:

Briefing students and supervisors

All relevant information about respective responsibilities and obligations have been communicated to students and supervisors. The excursion/incursion leader has confirmed, in writing, during the consent seeking process, that parents/carers/guardians are fully aware of all supervisory arrangements throughout the excursion/incursion.

Details:

Communication strategy

An appropriate communication strategy has been established and communicated to all those attending the excursion/incursion.

Details:

Transport arrangements

Arrangements have been made for the safe transport of excursion/incursion participants.

Details:

Emergency response planning

An emergency response plan (including contact details for supervising staff) has been developed, provided and retained by the Principal of the school.

Details:

There are clear procedures to be followed in the event a student's participation on the excursion/incursion is terminated.

Working with children checks

There is a valid WWCC for each supervisor/adult travelling on the excursion/incursion where required.

Detailed cost of excursion/incursion

The excursion/incursion has been properly costed, with details of staff costs including expenses and teacher relief.

The excursion/incursion has been properly costed.

Parents/carers/guardians have been informed of all fundraising provisions.

Parents/carers/guardians have been informed of any fundraising monies that will remain with the school in case of cancellation.

Details:

Waivers

No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.

External providers

Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established. All documents have been sighted and attached.

Details:

All documents have been retained and appropriately stored.

Information to Parents/Carers/Guardians for their consent

Parents/carers/guardians have been provided with full details of the excursion/incursion and have provided signed, informed consent.

I confirm that all sections of the *Proposal for Local Area Excursion/Incursion* have been completed in accordance with the *Excursions in Public Schools Procedures* and the *Local Area Excursions* document.

Authorised Excursion Leader _____ **Date** _____

Principal _____ **Date** _____

PURCHASE ORDER NUMBER FOR VENUE/PROVIDER (after approval) _____

Parent Information Excursion/Incursion

Dear Parent/Carer/Guardian

I am pleased to provide you with the following details regarding our excursion/incursion.

Excursion to:													
Class/Year groups attending:													
Departure venue, date and time:													
Return time:													
Excursion/Incursion leader:													
Travel details:	<i>Mode of transport and associated details</i>												
Excursion/Incursion cost:	<table> <tr> <td>Transport</td> <td>\$</td> <td rowspan="4"><i>Preferred payment methods:</i> Cash of EFTPOS at Office EFT - Hilton Primary School BSB: 066 144 ACC: 009 00 005 (Include student name and class in description)</td> </tr> <tr> <td>Venue entry</td> <td>\$</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td>Total</td> <td>\$</td> </tr> <tr> <td></td> <td><u>FUNDS DUE BY:</u></td> <td></td> </tr> </table>	Transport	\$	<i>Preferred payment methods:</i> Cash of EFTPOS at Office EFT - Hilton Primary School BSB: 066 144 ACC: 009 00 005 (Include student name and class in description)	Venue entry	\$	Other	\$	Total	\$		<u>FUNDS DUE BY:</u>	
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Venue entry	\$												
Other	\$												
Total	\$												
	<u>FUNDS DUE BY:</u>												
Supervisory team: <i>(Include details of staff member with first aid responsibility)</i>													
Contact arrangements during excursion/incursion:	6458 7900												
Educational purpose of excursion This excursion/incursion has been planned to supplement the following work being completed in your child's classroom and/or is part of their education program.													
Activities Your child will be participating in the following activities. <i>(Water based excursions/incursions require additional supervision advice and student information. Include as appropriate.)</i>													
Special clothing or other items required All excursion/incursion participants are to comply with all venue/site special clothing or other item requirements as prescribed.													
Details:													
Excursion/Incursion Leader signature:	Date:												
Principal signature:	Date:												

Student Health Form

Please complete, sign and return the section below to the school by (DATE).

LOCAL AREA EXCURSION/INCURSION: PARENT/GUARDIAN/CARER CONSENT

Child's name:			
Class – Year:			
Excursion/Incursion to:			
Student health considerations			
If your child's medical condition has changed or your child has special needs, please provide full details and include any relevant medical details on the attached Student Health Care Form.			
Special considerations			
If the proposed excursion/incursion poses any health risks in addition to those identified in the Student Health Care Summary, please outline additional health risks below: <i>e.g. if your child suffers from anaphylaxis there may be risks associated with the provision of meals and storage of an adrenaline auto injector at the appropriate temperature.</i>			
Details:			
Parent/carer/guardian consent			
I give permission for my child to receive medical treatment in case of emergency. I am aware that the school and its employees are not responsible for personal injuries or property damage that may occur on an excursion/incursion, unless the school or its employees are proven to be negligent.			
Next of Kin			
Name		Name	
Daytime Contact		Daytime Contact	
After hours		After hours	
Mobile		Mobile	
Relationship		Relationship	

I consent to _____ participating in an excursion/incursion to _____
(Your child's name) (Destination/Activity)
 on _____
(Date of excursion/incursion)

Parent/Carer Signature

Date

Water Based or Swimming Activities

The excursion/incursion will involve the following water based or swimming activities:

These activities will take place at:

Parent Water based or swimming activities response

Please indicate your child's swimming ability:

Department of Education swimming stage achieved:

Date achieved: _____

I am unsure: (The school will contact you to discuss your child's swimming ability)

Swimming ability:

Stage 1 Beginner	<input type="checkbox"/>	Stage 7 Intermediate	<input type="checkbox"/>
Stage 2 Water Discovery	<input type="checkbox"/>	Stage 8 Water Wise	<input type="checkbox"/>
Stage 3 Preliminary	<input type="checkbox"/>	Stage 9 Senior	<input type="checkbox"/>
Stage 4 Water Awareness	<input type="checkbox"/>	Stage 10 Junior Swim and Survive*	<input type="checkbox"/>
Stage 5 Water Sense	<input type="checkbox"/>	Stage 11 Swim and Survive*	<input type="checkbox"/>
Stage 6 Junior	<input type="checkbox"/>	Stage 12 Senior Swim and Survive*	<input type="checkbox"/>

*Stages 10 to 12 are Royal Life Saving Society of Australia awards. Stage 10 focuses on safety and survival abilities including clothed survival and personal fitness for survival and extends the student's range of swimming skills. Stages 11 and 12 involve further development of survival and swimming skills and endurance. Stage 12 provides a foundation for rescue awards.

I *give / do not give* permission for my child to participate in the water based or swimming activities.

Parent/Carer/Guardian Name: _____

Parent/Carer/Guardian Signature: _____

Date: _____

Excursion/Incursion Incident Guide

Examples of critical incidents : may include, but are not limited to, accidents causing death or serious injury, major vandalism, physical assault, students lost or injured, intruders ignoring request to leave the premises.

