



# ST. FINBAR'S EXCURSION POLICY

*January 2006*

St. Finbar's Primary School, Glenbrook is committed to:

- i. facilitating the educational importance of extending learning experiences beyond the classroom.
- ii. the careful planning of such activities by teachers and staff.
- iii. providing a safe place of work and learning for staff and students.
- iv. adherence to the Diocesan Excursion Policy.

Parental consent must be obtained in writing before a child is included in a specific education excursion. If parents withhold permission, their wish prevails, but the Principal is informed.

## Excursion Procedures:

The following information should be submitted to the Principal via the Stage Leader, on the excursion proposal form for approval, before plans are finalised and at least four weeks before the proposed excursion date.

- (a) place of excursion
- (b) aims - objectives of the excursion
- (c) proposed date
- (d) plans for supervision. *Supervisory ratio is applied dependant upon student age, anticipated student needs and the nature of the excursion. Such decisions are made in consultation with the Principal.*
- (e) time of departure and arrival back at school.
- (f) mode of transport - Office to obtain quotes if buses to be used.
- (g) costing- staff must complete this in consultation with financial secretary.
- (h) grade and number of pupils involved.
- (i) lunch arrangements.

Excursion proposal form to be signed by Principal, giving approval for bookings to be made and letter to parents to be prepared.

Excursions are to be planned well in advance. *Parents should have at least two weeks notice of the excursion, with more time given if the cost of the excursion is above \$20 per child.* The letter to them should include the points included above and be approved by the Principal before printing.

### Bus Transport

If a bus is to be booked, complete the attached Transport Quote/ Booking Request Form in consultation with the Office staff. This form will be returned to you with quotes noted and preferred carrier identified. When the bus is to be booked, return this form to the office for booking to proceed.

This form will then remain in Office for audit and finance records.

### Excursion Safety:

- i. Risk assessments will be filled out by the teacher/s organising the excursion or activity prior to attending the activity. The risk assessment will include the risks, harms, dangers associated with the excursion and the control measures taken in order to minimise these risks.
- ii. Risk assessments will be obtained from one or more of these sources:
  - a. the organisation responsible for the excursion site;
  - b. CEO OHS Officer- Harry McNaught;
  - c. school based Risk Assessment Tool (see Principal).
  - d. completion of Excursion Policy appendix Risk Assessment proforma.
- iii. First aid and student medication requirements are to be taken on each excursion. One staff member will take responsibility for this aspect of the excursion, including the completion of medication records and first aid records.
- iv. A teacher trained in first aid must attend each excursion. Overnight excursion, and those involving water activities, must be attended by a staff member with current CPR Certification.
- v. If a student's behaviour prior to an excursion, gives cause for safety concerns, this must be discussed with the student's parents, module supervisor and principal.
- vi. If a student's behaviour is to become unsafe during the course of an excursion, decision must be made pertaining to their management:
  - a. sitting out of excursion activity, teacher member supervision;
  - b. contact to parents;
  - c. removal from excursion – collected from activity by parents/ or principal.If concerns exist regarding possible student behaviour/safety issues, this must be considered when setting supervisory levels.
- vii. Permission forms, including parent contact numbers, must be taken on all excursions.
- viii. In the event of an accident or illness while on the excursion the principal must be contacted. They will then advise re contact to parents and processes to be followed.



## ST. FINBAR'S, GLENBROOK

### Transport Quote / Booking Request Form

Class / Stage \_\_\_\_\_

Teacher/s \_\_\_\_\_

Date of Excursion: \_\_\_\_\_ Venue: \_\_\_\_\_

Departure from School: \_\_\_\_\_ (Rates cheaper after 9:00am)

Departure from Venue: \_\_\_\_\_ (in consultation with transport)

Return to School: \_\_\_\_\_ (Rates cheaper if back at school before 3:00pm)

Number of Children: \_\_\_\_\_

Number of Teachers: \_\_\_\_\_ Number Parent Helpers: \_\_\_\_\_

PLEASE NOTE: 1. To return by 3.00 (when possible) if travelling by bus.  
2. When available, hire coaches with seatbelts.

TWO QUOTES – Finance Secretary, in consultation with Principal and Organising Teacher, to decide which one to accept. Forms will then be kept in the office.

QUOTED BY: _____ (Name of Company/Group)
TOTAL COST _____ COST PER STUDENT _____
QUOTED BY: _____ (Company Contact)

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TOTAL COST _____ COST PER STUDENT _____
QUOTED BY: _____ (Company Contact)

Bus Company Chosen \_\_\_\_\_ Telephone No. \_\_\_\_\_

Authorised by: \_\_\_\_\_

Booking Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_



## PROPOSAL FORM FOR EXCURSION

Before completing this form, please ensure that a Transport Quote has been received if travelling by bus.

Proposed date of Excursion \_\_\_\_\_ Class / Stage \_\_\_\_\_

Teacher/s \_\_\_\_\_

Venue \_\_\_\_\_

Departure Time \_\_\_\_\_ Return to School Time \_\_\_\_\_

Mode of Transport:  Bus  Train  Private Car  Walking

*Please consult with Finance Secretary regarding GST component, when costing excursions.*

Entrance Cost \_\_\_\_\_

Travel Cost \_\_\_\_\_ **TOTAL COST** \_\_\_\_\_

Educational Outcomes of Proposed Excursion:

Supervision Arrangements / Ratios: (Usually 1:10 but dependent on age and activity)

Lunch Arrangements:

Approval by Module Supervisor: \_\_\_\_\_

Approval by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

*(Upon completion of this form, staff may then proceed to drafting excursion letter for submission to Principal)*



## **EXCURSION RISK ASSESSMENT**

*All teachers must complete this risk assessment* and ensure that the appropriate control measures are in place.

Highlight the hazard that applies to your excursion and tick off when the control measures have been completed.

Please add to this table any risks specific to your excursion.

<i><b>Hazard</b></i>	<i><b>Risk</b></i>	<i><b>Control Measure</b></i>	<i><b>Completed</b></i>
Unprotected outside area (no sun shelter)	Sunburn	<ul style="list-style-type: none"> <li>• School sun safe policy.</li> <li>• Temporary shelter provided.</li> <li>• Students instructed to bring along protective creams.</li> </ul>	<input type="checkbox"/>
Crossing a road	Hit by a vehicle	<ul style="list-style-type: none"> <li>• Continual reminder of road rules.</li> <li>• School procedure for crossing roads in place and reinforced.</li> <li>• Minimum of two adults to walk with student groups- one at front of group, one at rear of group.</li> </ul>	<input type="checkbox"/>
Playing on play equipment	Injury from fall.	<ul style="list-style-type: none"> <li>• Check play equipment meets Australian Standards (available from RATS tool)</li> <li>• Teacher on duty to continually supervise children on equipment.</li> </ul>	<input type="checkbox"/>
Transport Accident	Various injuries	<ul style="list-style-type: none"> <li>• All children to be seated at all times.</li> <li>• Where available, seatbelts to be worn.</li> <li>• Check parent licences and car registration documents.</li> </ul>	<input type="checkbox"/>
Eating prepared meals at functions e.g Camp	Allergies Choking	<ul style="list-style-type: none"> <li>• Check allergies via Permission Form.</li> <li>• Notify venue organisation.</li> <li>• Inform parents of food stuffs that can not be taken to camp.</li> <li>• Supervision of students with food allergies during meal times.</li> <li>• Where relevant, epipen to be taken on excursion.</li> </ul>	<input type="checkbox"/>
Patting or holding animals.	Allergies Chn may be bitten.	<ul style="list-style-type: none"> <li>• Check allergies via Permission Form.</li> <li>• Keep children with allergies away from animals.</li> <li>• Discuss with children appropriate ways to pat and handle animals.</li> <li>• Only handle animals when instructed by keeper.</li> </ul>	<input type="checkbox"/>
Obstructions on the ground.	Chn tripping over resulting in injuries.	<ul style="list-style-type: none"> <li>• Commence area before children commence playing or walking.</li> <li>• An adult walks in front of group to clear any obstructions.</li> </ul>	<input type="checkbox"/>

<i>Hazard</i>	<i>Risk</i>	<i>Control Measure</i>	<i>Completed</i>
Groups of children moving around unfamiliar areas.	Lost children Kidnapping	<ul style="list-style-type: none"> <li>• Small groups of students under direct and vigilant adult supervision.</li> <li>• Name tags on all students.</li> <li>• Where possible, students to wear school uniforms for ease of identification.</li> <li>• Head counts every hour and / or at natural breaks.</li> </ul>	<input type="checkbox"/>
Children moving among plants and trees.	Allergies to plants. Scratches and cuts.	<ul style="list-style-type: none"> <li>• Check allergies via Permission Form.</li> <li>• Keep children with allergies away from plants.</li> <li>• Small groups of students under direct and vigilant adult supervision.</li> <li>• Carry first aid kits for cuts and scratches.</li> <li>• Instruct children on safety e.g not flicking branches back, pulling at bark etc.</li> </ul>	<input type="checkbox"/>
Children in open areas where insects may be e.g ants, bees, spiders.	Insect bites.	<ul style="list-style-type: none"> <li>• Check allergies via Permission Form.</li> <li>• Ensure parents have been instructed to apply insect repellent before children leave home.</li> <li>• Instruct children regarding insect awareness.</li> </ul>	<input type="checkbox"/>
Swimming or water activities.	Drowning	<ul style="list-style-type: none"> <li>• Check swimming capabilities via relevant addition to Permission Form.</li> <li>• Provide safety equipment e.g life vests</li> <li>• Check that instructors are suitably qualified.</li> <li>• Check water depth before students enter water.</li> <li>• Go over basic water safety rules with all students.</li> <li>• <i>Do not swim in rivers.</i></li> </ul>	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

***Teachers are to ensure that safety rules are explained to children for every activity undertaken.***

Teachers' Signatures \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

*This form is to be submitted to the Principal prior to each excursion. They are to be attached to all other relevant Risk Assessment Forms.*



## EXCURSION FLOW CHART / CHECKLIST

