



Excursion and Incursion Policy and Procedures

Reviewed and updated October 2020

The full Excursion and Incursion Policy and Procedures includes guidelines for teachers, and contains additional appendices.

Policy Statement

School excursions are undertaken to further students' learning and social skills development outside their normal school environment. Principals will confirm that all excursions are planned, approved and conducted in accordance with the Excursions in Public Schools Procedures.

Definitions

Excursion

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that:

- has an educational purpose - an outcome linked to students' educational programs. Western Australian Curriculum outcomes and/or the total educational program of the school;
- is organised or managed by a member of staff employed by the Department of Education;
- involves any associated costs being paid directly to the school, not to a third party;
- is insured by the Department of Education; and
- has gained the appropriate approval(s).

IncurSION

IncurSIONs are school-based activities designed to enrich the curriculum and learning experiences of your children, usually in conjunction with work being done in the school conducted on the school site.

Policy Guidelines

This policy contains information for planning and preparing of documentation, required forms and letter templates and must be read in conjunction with;

- *Excursions in Public Schools Policy and Excursions in Public Schools Procedures*
Effective 28 April 2020
- *Outdoor Education and Recreation Activities in Public Schools Policy*
Effective 20 January 2020
- *Recreation and Outdoor Education Activities in Public Schools Procedures*
Effective 1 January 2021

Approval Documentation

An IncurSION/Excursion Co-ordinator must complete an IncurSION or Excursion Template that is forwarded to the Principal for approval prior to the excursion date.

This template details;

- The purpose and activities involved in the excursion
- Educational Purpose/Benefit
- Transport Details
- Detailed cost of IncurSION/Excursion
- Venue/Site suitability
- Risk Management
- Students' capacity and health care
- Supervisory Team and Strategies
- Ratios for Local Area Excursions
- Additional Requirements for Local Area Excursion with Outdoor Education Activities
- Identification of Excursion Participants
- Communication Strategies
- Briefing students and supervisors
- Working with Children Checks
- Waivers
- External Provider
- Parent Consent
- Emergency Response Planning

Approval

All educational incursion/excursion forms must be completed by the Incursion/Excursion Co-ordinator and forwarded to Admin **5 weeks prior** to the excursion date, with all additional documents attached. When your Incursion or excursion is approved, you are required to provide the parent template to the front office to be placed on QKR if there is a cost involved. A copy of the Incursion/Excursion with all additional documents needs to be placed into the 'Incursion and Excursion' file in the front office.

Educational Purpose/Benefit

The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-10 Western Australian Curriculum. The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done in the classroom/school environment.

- Curriculum links
- How do planned activities contribute to and/or enhance curriculum outcomes?

Transport

All transport requires seatbelts and drivers must have a valid Working with Children Check (WWCC). Where parent/carers/guardians are required to transport students to and from a venue, students must only travel with their parent/carer/guardian unless a Car Pooling Confidential Declaration Form (Appendix C) has been completed prior to the excursion date. This form is valid only for the one excursion unless otherwise specified.

Detailed Cost of the Incursion/Excursion

The Co-ordinator needs to calculate the cost of the incursion/excursion as accurately as possible and have this amount confirmed by the Manager of Corporate Services (MCS).

The Co-ordinator must ensure that purchase orders are completed prior to the final costing of the excursion. School order numbers need to be recorded on the template and if paying by credit card, record the name of the purchase card holder on the template.

Venue/Site

The venue or site for the excursion must be suitable for the student group. The proposal specifies the name, address and contact details of the venue and provides an explanation on the venue's suitability and why it is the preferred venue.

Information on the suitability of the location and venue/s relative to the students' skills and experience, the planned activities and the supervision required can be sought from:

- personally visiting the venue (if local);
- other staff members visited within the last six months;
- other schools that have visited the venue or site within the last six months;
- the external provider or tour organiser;
- other Government Departments.

Risk Management

The following forms must be completed to ensure risk management compliance. The Excursion Proposal must include alternative arrangements in circumstances where part of the excursion or any activities scheduled for the excursion are unable to proceed.

Local Area Excursion

- **Form Ex4** Individual Class Risk Management attached (completed by the classroom teacher)
- **Venue Evacuation Plan** attached
- **Venue Risk Management Plan** attached (if applicable)

Local Area Excursion with Outdoor Education or Recreation Activities

- **Form Ex4** Individual Class Risk Management attached (completed by the classroom teacher)
- **Form Ex5** OERA Risk Management attached
- **Venue Evacuation Plan** attached
- **Venue Risk Management Plan** attached (if applicable)

Students' capacity and health care

Refer to the *Student Health Care in Public Schools Policy and Procedures*.

- Current health care information attached.
- Each student's capacity is reassessed if any circumstances surrounding the excursion activity changes.
- Alternate activities or extra support for students as required.
- Consider students cultural and/or personal requirements, intellectual and mental capacity.

Supervisory Team and Strategies

The supervisory team can be made up of school staff and parents.

- Details about the number of supervisors present at activities and roles are outlined in the risk management plan. Supervisors can include teachers, education assistants, parents/carers/guardians.
- All teachers are required to be available to supervise students at all times.
- Duty of care rests with teachers even if parents/carers/guardians are acting as supervisors.
- Supervisors need to advise the Excursion Co-ordinator of any medical condition or requirement that may impact on their supervision responsibilities.
- Collectively the supervisory team needs to have the experience, knowledge and skills to; establish a safe environment, monitor and respond to weather and environmental conditions, monitor and assess the physical wellbeing of students and effect a rescue and render emergency care.

Ratios for Local Area Excursions

If an excursion involves the group being subdivided, the ratio of adults to students is:

- PP = 1 to 4
- Years 1-6 = 1 to 6

If an excursion involves the group being retained as a unit, the ratio of adults to students is:

- PP = 1 to 4
- Years 1-3 = 1 to 6
- Years 4-6 = 1 to 10

Additional Requirements for Local Area Excursion with Outdoor Education Activities

- Ratios for Local Area Excursion with high risk outdoor activities please refer to the individual activity in the *Outdoor Education and Recreation Activities in Public Schools Policy (2020)*.
- For outdoor education and recreation activities, including general water-based activities, the supervisory team or external provider must hold the qualification(s) specified in the relevant section of the *Outdoor Education and Recreation Activities for Public Schools Policy (2020)* and the relevant sections of the *Recreation and Outdoor Education Activities for Public Schools Procedures (2021)*.
- For outdoor education and recreation activities, including general water-based activities, the level of supervision must comply with the relevant section of the *Outdoor Education and Recreation Activities for Public Schools Policy (2020)* and the relevant sections of the *Recreation and Outdoor Education Activities for Public Schools Procedures (2021)*.

Identification of Excursion Participants

- A system of identification is developed (a brief description).
 - School uniform
 - School hat
 - Name tags
 - Wrist bands/ribbons
- All documentation is taken on the excursion by Excursion Co-ordinator or Teacher-in-Charge.

Communication Strategies

- A system is developed that enables regular communication among all members of the group. E.g. PA, megaphone, mobile phone, air horn or whistle.
- Communication strategy explained to all participants and identifies:
 - signal for gaining group's attention;
 - emergency signal and response rehearsed prior and;
 - an alternate mode of communication should primary communication method be unavailable.
- Mobile Phones:
 - School mobile phone must be taken by the Excursion Co-ordinator or Teacher-in-Charge.
 - Personal phones can be taken by other supervisory members as required. In the event of contacting parents, use the school mobile or communicate to parents via the school administration office.

Briefing students and supervisors

The Excursion Co-ordinator needs to clearly communicate all relevant information about responsibilities and obligations to students and supervisors prior to the excursion.

The excursion briefing meeting must include:

- Emergency procedures and signals;
- Method of communication;
- Roles of supervisors;
- System for identifying students and supervisors;
- Standards of acceptable behaviour and;
- Additional session for students absent for the excursion briefing.

Working with Children Checks

- There is a valid WWCC for each supervisor/adult on the excursion where required:
 - This includes school staff, bus driver and any employee of the venue provider;
 - Parent helpers are exempt from needing a WWCC; however, they must complete a Confidential Declaration form available from the front office (Appendix B);
 - Additional family members (e.g. grandparents, siblings, etc.) are required to hold a current WWCC.

Waivers

Department employees must not sign waivers, indemnities, disclaimers or other documents which absolve an excursion venue or other external provider from liability for their own negligent acts or omissions.

External Provider

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

- \$20 million public liability insurance cover and,
- Form Ex3 External Provider checklist must be completed and attached to the proposal.

Parent Consent

The Incursion/Excursion Co-ordinator needs to provide parents/carers/guardians with full details of the excursion **3 weeks** prior to the date, to enable them to make an informed decision about their child's participation. Incursions without cost do not require a permission form however, depending on the activity it may be appropriate to inform parents. When your Incursion or excursion is approved, you are required to provide the parent template to the front office to be placed on QKR if there is a cost involved.

Incursion

- Form In2 Incursion Permission Template (if cost involved)

Local Area Excursion

- Form Ex2 Permission template

Local Area Excursion with Outdoor Education and Recreation Activities

- Form Ex2 Permission template
- Form Ex7 Water Based or Swimming Activities Advice Consent (as required)

Emergency Response Planning

Local Area Excursion

- Details completed on the Local Area Excursion Template:
 - Appendix A Supervisory Team Emergency Contacts and Medical Information (parents/carers/guardians)
 - Appendix D Emergency Response Flow Charts

Local Area Excursion with Outdoor Recreation Activities

- Details completed on the Local Area Excursion Template:
 - Form Ex6 OERA Emergency Response Plan
 - Form Ex7 Water Based or Swimming Activities Advice Consent (as required)
 - Appendix A Supervisory Team Emergency Contacts and Medical Information (parents/carers/guardians)
 - Appendix D Emergency Response Flow Charts

Record Keeping

The principal must verify the relevant excursion information is retained by the school in accordance with Records Management Manual for School, College and Campus and Records Management Policy and Procedures.

- A copy of the approved excursion documentation is required to be placed in the Incursion/Excursion File in the front office.
- A copy of all approved documentation will travel on the excursion with the excursion co-ordinator or the teacher-in-charge.
- Classroom teachers must retain all excursion permission forms until requested at the end of the year, as per school archiving procedures.