Excursions

POLICY

Tungamah Primary School is committed to the creation of a safe, just and respectful environment that supports wellness for all members of the school community. In this, there is a moral obligation and shared responsibility to protect the most vulnerable members of the community.

Tungamah Primary School believes that, while protecting children and young people against sexual abuse is a community wide responsibility, schools have particular moral and legal responsibilities to ensure children and young people are safe in their care and to actively and intentionally work to eliminate all forms of abusive behaviours towards children. There are also particular moral and legal obligations for those in authority to prevent, reduce and minimise child abuse and exploitation in all forms.

All government school staff will be made aware of their legal responsibilities. As part of the government school principal contract, government school principals are required to plan, implement and monitor arrangements to ensure the safety, security and wellbeing of students.

BASIC BELIEFS:

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS:

- To reinforce, complement and extend the learning opportunities beyond the classroom

- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

- To provide a safe, secure learning experience for students in a venue external to the school.

- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.

- To further develop problem solving and life survival skills.
• To extend understanding of their physical and cultural environment.

GUIDELINES FOR ACTION:

• All excursions must be approved by the Principal

• Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal. The Principal or his/her nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.

• The Principal or his/her nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: DET Excursion Policy

• Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). The Assistant Principal will complete the ‘Notification of School Activity’ at : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.

• School Council is responsible for the approval of:
  o Overnight excursions
  o Camps
  o Interstate visits
  o International visits
  o Excursions requiring sea or air travel, weekends or vacations
  o Adventure activities

• The Principal or his/her nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

EXPECTATIONS:

The Department’s requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.

The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
Satisfactory arrangements will be made to provide continuous instruction for the students remaining at
the school during the absence of staff accompanying an excursion.

The Department of Education and Training (DET) will not be involved in any expense associated with
the conduct of excursions. The school may choose to subsidise some excursions or some student’s
expenses.

Prior to conducting a camp or excursion, the approval of the School Council or the principal will be
obtained. Council must approve overnight or adventure activities. The Principal must approve these and
other activities.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in
camps or excursions. Students and their parents/carers need to be made aware that acceptable
standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and
excursions.

All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all
overseas and interstate (domestic) camps/excursions.

**PROGRAM:**

Prior to conducting a camp or excursion, the Department’s requirements and guidelines relating to
camps or excursions, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#), including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The principal or their nominee will ensure that full records are submitted to School Council regarding
the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs
unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and principal will be obtained.
In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and
  the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity
  proposed
- appropriateness of the venue
Tungamah Primary School

Excursions Policy

- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision, with all volunteers required to have a current Working with Children Check, stored at the school as per the WWCC Policy of Tungamah PS.
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for payments:

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each excursion.

- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the school intranet and daily bulletin.

- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.

- All students must have returned a signed permission note and payment to be able to attend the
excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.

- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.

- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.

- Parents may be invited to assist in the delivery of excursions. All parents will require a current WWC, stored at the school as per the Tungamah PS WWCC Policy.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.

- Disciplinary measures apply to students on camps and excursions consistent with the School’s Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student’s return which will be the responsibility of the parents/carers

The school’s emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.
Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

**LINKS AND APPENDICES (including processes related to this policy)**

The Key Links which are connected with this policy are sourced through: [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

**Related Documentation:**

This policy should be read in conjunction with the other policies and procedures of Tungamah Primary School concerned with Child Safety and Pastoral Wellbeing:

- Tungamah Primary School WWCC Register Procedures
- Tungamah Primary School WWCC List
- Tungamah Primary School Duty of Care Policy
- Tungamah Primary School Excursions Policy
- Tungamah Primary School Incursions Policy
- Tungamah Primary School On Site Supervision Policy
- Tungamah Primary School Privacy Policy
- Tungamah Primary School Staff Registers Policy
- Tungamah Primary School Student Engagement and Well Being Policy
- Tungamah Primary School Visitors in School Policy
- VIT Legal Obligations of a Teacher
- VIT Teacher Code of Conduct
- Child Protection and Safety Policy
- Child Protection – Mandatory Reporting Policy
- Child Protection – Working With Children Checks Policy
- Child Protection – Failure to Disclose Policy
- Child Protection – Failure to Protect Policy
- Child Protection – Grooming Policy

**EVALUATION:**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance.
<table>
<thead>
<tr>
<th><strong>Date Implemented</strong></th>
<th>March 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author</strong></td>
<td>Christine Purcell</td>
</tr>
<tr>
<td><strong>Approved By</strong></td>
<td>School Council</td>
</tr>
<tr>
<td><strong>Approval Authority (Signature &amp; Date)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date Reviewed</strong></td>
<td>September 2016</td>
</tr>
<tr>
<td><strong>Responsible for Review</strong></td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Review Date</strong></td>
<td>September 2018</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td><a href="#">DEECD Excursion Policy</a></td>
</tr>
</tbody>
</table>

**Pupil / Teacher Ratios**
<table>
<thead>
<tr>
<th>Activity</th>
<th>Ratio</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abseiling and Rock Climbing</td>
<td>1:1</td>
<td>Rock Face</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Others</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Experienced Staff</td>
</tr>
<tr>
<td><strong>Ropes Course</strong></td>
<td>1:12</td>
<td>3 students to any one element, 1 participating, 2 spotting</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td></td>
<td>No student on any element unless supervised</td>
</tr>
<tr>
<td>Base Camping</td>
<td>1:10</td>
<td>Residential; canvas</td>
</tr>
<tr>
<td></td>
<td>1:15</td>
<td>Study: residential</td>
</tr>
<tr>
<td><strong>Scuba Diving</strong></td>
<td>1:8</td>
<td>Pool training</td>
</tr>
<tr>
<td></td>
<td>1:4</td>
<td>Diving, 2 buddy systems</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td></td>
<td>2 qualified staff</td>
</tr>
<tr>
<td>Board Sailing</td>
<td>1:3</td>
<td>Beginners</td>
</tr>
<tr>
<td></td>
<td>1:5</td>
<td>Novice; intermediate; advanced</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Experienced sailors</td>
</tr>
<tr>
<td><strong>Shooting</strong></td>
<td>1:1</td>
<td>New or inexperienced</td>
</tr>
<tr>
<td></td>
<td>1:5</td>
<td>On the track or mound</td>
</tr>
<tr>
<td></td>
<td>1:15</td>
<td>Observers or waiting</td>
</tr>
<tr>
<td>Boats, Small Sailing - (Dinghies, Catamarans)</td>
<td>1:8</td>
<td>Enclosed Waters</td>
</tr>
<tr>
<td></td>
<td>1:6</td>
<td>Open Waters</td>
</tr>
<tr>
<td></td>
<td>1:4</td>
<td>Open Waters, Adverse</td>
</tr>
<tr>
<td><strong>Snorkeling</strong></td>
<td>1:8</td>
<td>Closed water: pool</td>
</tr>
<tr>
<td></td>
<td>1:4</td>
<td>Open water</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td></td>
<td>2 qualified staff</td>
</tr>
<tr>
<td>Bushwalking</td>
<td>1:5</td>
<td>Overnight</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Day</td>
</tr>
<tr>
<td><strong>Snow Activities</strong></td>
<td>1:8</td>
<td>Alpine, Nordic – overnight</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Alpine, Nordic – day</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Non-skiing</td>
</tr>
<tr>
<td>Canoeing</td>
<td>1:6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Staff members</td>
</tr>
<tr>
<td><strong>Surf Activities</strong></td>
<td>1:10</td>
<td>Beach</td>
</tr>
<tr>
<td></td>
<td>1:8</td>
<td>Surf</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td></td>
<td>1 teacher/instructor in water and</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NOTE</strong> 1 teacher/ instructor on beach</td>
</tr>
<tr>
<td>Cycling</td>
<td>1:10</td>
<td></td>
</tr>
<tr>
<td><strong>Swimming</strong></td>
<td>1:20</td>
<td>Enclosed pools</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Open water</td>
</tr>
<tr>
<td>Horse Riding</td>
<td>1:1</td>
<td>Basics</td>
</tr>
<tr>
<td></td>
<td>1:5</td>
<td>Beginners</td>
</tr>
<tr>
<td></td>
<td>1:8</td>
<td>Semi-experienced</td>
</tr>
<tr>
<td><strong>Water Skiing</strong></td>
<td>1:20</td>
<td>Shore</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student on two at any one time; if highly experienced two may be taken together</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>People in boat – driver and observer; one must be staff member</td>
</tr>
<tr>
<td>Riding School</td>
<td>1</td>
<td>Experienced teacher with instructor</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Experienced teachers if no instructor or group exceeds 10</td>
</tr>
<tr>
<td>Orienteering</td>
<td>1:10</td>
<td>Bush</td>
</tr>
</tbody>
</table>
**APPROVAL APPLICATION:**

To be submitted to School Council or the school for approval as required by DEECD.

**EXCURSION:** .................................................................

**DATE/S:** .................................................................

**DESTINATION / DETAILS:**

........................................................................................
........................................................................................

**NUMBER OF STUDENTS:** ............................................

**PURPOSE OF EXCURSION:**

........................................................................................
........................................................................................

**ORGANISING STAFF MEMBER:** ...........................................

**STAFF PROPOSED:** ...........................................................

**ARE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO**
IF YES PLEASE LIST: ..............................................................................................................

IF NOT AHS STAFF, ARE THEY TO BE PAID?  YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS?  YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:

...........................................................................................................................................

...........................................................................................................................................

Signed: Date:
Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion.

No excursions or camps are permitted in the two full weeks prior to an exam period for any level.

**STEP 1:**

- □ Daily diary clearance obtained  
  Signed: _________

- □ Application approval & signed off in daily diary  
  Signed: _________

**STEP 2:**

(When Step 1 completed this form must be submitted to Business Manager 3 weeks prior to excursion)

**EXCURSION DETAILS**

Date of Excursion: ______________      Excursion to:  
____________________________________

Teacher in charge: _____________      Domain:  
____________________________________

Time of Departure:  ___________________  Estimated time of return: _________________

Number of students attending: _____________  Staff required : __________

**STEP 3:**
## Tungamah Primary School

### Excursions Policy

#### ESTIMATE OF COSTS

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>TOTAL COST (including GST)</th>
<th>GST (A □ 11) COST (excluding GST) (A – B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport / Bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (detail)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the above table

- Total cost of all items excluding GST: (C) $_____________________
- GST (food only): (B) $_____________________
- Subtotal: $_____________________
- Number of Students attending: ____ $_____________________

**FINAL COST PER STUDENT:** $_____________________

(To be determined in conjunction with Business Manager)

Will a cheque be required on the day of the excursion?  YES / NO

- If YES Order form must be completed for costs related to excursion.
□ Bus Company to be used __________________________________________

**STEP 4:**

LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

□ List of participants submitted

□ ALL permission forms to be generated from the school Office

**STEP 5:**

NOTIFICATIONS

□ A list of participating students will be placed on the noticeboard in the Staffroom and on the intranet

□ Canteen must be notified

□ COMPLETE ‘NOTIFICATION OF SCHOOL ACTIVITY’ FORM as attached

Checked / Approved by Business Manager  YES [  ]  Signature: ______________________________

**STEP 6**

(ONLY NECESSARY IF DEPARTMENTAL APPROVAL REQUIRED)
Camps/excursions that require Departmental Approval:-

- Overnight, weekend, interstate, overseas
- Adventure activities
- Non-adventure activities which, by their nature, location or timing, may be hazardous

☐ School Council approval is required for all Step 6 activities

NOTE: If participant numbers are not adequate (payment & permission forms) no less than five school days from activity / excursion, Administration reserves the right to cancel the activity / excursion.

OFFICE USE:

Fee Code: ______________________________ Charge: ________________

INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS

EXCURSION:

VENUE:

TEACHER IN CHARGE:

TRANSPORT METHOD:
DETAILS OF EXCURSION:

SPECIAL NEEDS: (eg Drink bottle, towel, sun hat)

NOTIFICATION OF SCHOOL ACTIVITY

(Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
   - country schools - beyond the local town/city
   - rural schools - beyond the local area
   - metropolitan schools - beyond the greater metropolitan area

SCHOOL NAME AND NUMBER:

Number: School Name:
TYPE OF ACTIVITY:
(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:
(SEE NOTES) Commencing: Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE
& POST CODE: Postcode:

EMERGENCY TELEPHONE NUMBERS: Mobile with group: Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE? Yes: No: Map reference:

TOTAL NUMBERS: Students: Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

Excursion Risk Management Assessment Form:

Section 1 – Environment Emergency Management Assessment

Venue Assessed ________________ for month of __________________

Assess each of the following hazards and any others you think relevant and complete charts below:

- Bushfires
- Severe storms and flooding
- Earthquake
- School Bus Accident/Vehicle Incident
- Missing Student
- Medical Emergencies
- Incidents
- Aggressive student behaviour
- Intruders
- Internal fires and smoke
- Snakes and other wildlife
- Other relevant to camp area

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Very High</th>
<th>High</th>
<th>Moderate</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
<td>Very High</td>
</tr>
</tbody>
</table>
| Risk Management Strategies

Environmental Emergency | Event | Risk Management Strategies

Very high or high likely-hood / very high high impact

Very high, High and moderate likelihood / Very high, high or moderate impact
### Section 2 General Excursion Risk Assessment:

This form is to be completed as part of the planning process for all excursions.

<table>
<thead>
<tr>
<th>Class Group:</th>
<th>Date:</th>
<th>Supervising Teacher:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Dangers</strong></th>
<th><strong>Risk Management Strategies</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors which could lead to each inherent risk eventuating</td>
<td>Strategies to reduce risks</td>
</tr>
</tbody>
</table>

**People**

Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number
<table>
<thead>
<tr>
<th>Equipment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources that impact on</td>
<td>e.g. clothing, footwear, teaching equipment.</td>
</tr>
<tr>
<td>the activity</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors that impact on</td>
<td>e.g. Weather, terrain, water.</td>
</tr>
<tr>
<td>the activity</td>
<td></td>
</tr>
</tbody>
</table>

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost** – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured** – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.
Incursion Risk Assessment Form:

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have WWC
- Activity complies with External Providers Policy guidelines ___________

This form is to be completed as part of the planning process for all incursions.

<table>
<thead>
<tr>
<th>Class Group:</th>
<th>Date:</th>
<th>Supervising (Duty of Care) Teacher:</th>
</tr>
</thead>
</table>

Details of area to be used and safety initiatives if required.

<table>
<thead>
<tr>
<th>Dangers</th>
<th>Risk Management Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors which could lead to each inherent risk eventuating</td>
<td>Strategies to reduce risks</td>
</tr>
</tbody>
</table>

### People

Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number

### Equipment

Resources that impact on the activity e.g. clothing, footwear, teaching equipment
Tungamah Primary School

Excursions Policy

Environment
Factors that impact on the activity e.g. Weather, terrain, water

Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school.

<table>
<thead>
<tr>
<th>Date Implemented</th>
<th>March 2014</th>
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<tbody>
<tr>
<td>Author</td>
<td>Christine Purcell</td>
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<tr>
<td>Approved By</td>
<td>School Council</td>
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<tr>
<td>Approval Authority (Signature &amp; Date)</td>
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<tr>
<td>Date Reviewed</td>
<td>September 2017</td>
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<tr>
<td>Responsible for Review</td>
<td>Principal</td>
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<tr>
<td>Review Date</td>
<td>September 2018</td>
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<td>References</td>
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