

**St Thomas More School  
Elizabeth Park**



**EXCURSIONS, SPORT AND  
OUTDOOR EDUCATION  
POLICY**

# **EXCURSIONS SPORT AND OUTDOOR EDUCATION POLICY**

## **VISION**

St. Thomas More School supports and challenges each student to create:

- A personal relationship with Jesus
- A love of learning
- Relationships that will enhance community life
- A just world
- A respect for the environment
- Confidence in embracing a world of change

## **MISSION**

As a Believing Community, we invite young people to be inspired by the teachings of Jesus, reflect on issues of justice, love, reconciliation and respect and live these values in their daily lives.

As a Learning Community, we believe that the best environment for learning exists where a sense of belonging is valued; where excellence in effort and achievement is recognised and where students develop independent learning skills and take full advantage of educational opportunities.

As a Community Based on Partnership, we are committed to working together to ensure relationships among students, staff, parents, parish and the wider community, are strengthened and maintained.

As a Caring Community, we value and nurture the uniqueness of every individual. We are committed to providing a secure social and physical environment that promotes personal growth and self-esteem.

As a Community Managing the School's Administrative Structures and Resources, we believe that quality teaching and learning is supported by sound management and the optimal provision of resources.

As a Community Preparing for the Future, we believe we can contribute meaningfully to a better world by embracing the opportunities and challenges provided by a rapidly changing environment.

## **RATIONALE**

Excursions, Sport and Outdoor Education are an integral part of the holistic learning experiences of St Thomas More School. They provide extraordinary experiences for students and enrich the school program and life experiences of students.

Excursions, Sport and Outdoor Education Activities require a set of procedures, which maintain the health safety and welfare of staff, students and volunteers. To this end, the St Thomas More **Excursions, Sport and Outdoor Education Policy** reflects the requirements of SACCS Duty of Care Policy, SACCS Child Protection Policy, The Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005 and Occupational Health Safety and Welfare.

## **AIMS**

This policy aims to provide a framework for the safe participation of students in various physical, cultural and sporting activities within the school and, most particularly, beyond St Thomas More School and in the community and the natural environment.

St Thomas More School Excursions, Sport and Outdoor Education activities reflect:

- An obvious relationship to the learning and teaching program
- Safe practices for the health, safety and welfare of all students
- The duty of care owed to the students and staff and an awareness of the legal and OHS&W responsibilities reflected in the proper planning and implementation of the activity
- Open communication with families by providing adequate information to parents to make informed decisions concerning their child's participation in any Excursion, Sporting or Outdoor Education activity

## **POLICY GUIDELINES**

This policy is written in keeping with St Thomas More School's Health and PE Policy, Arts Policy, Child Protection Policy and the SACCS Excursions, Camps, Adventure, Physical and Sporting Activities – Procedures for Catholic Schools 2005.

## PLANNING

### ESSENTIAL ELEMENTS encompasses the:

- relationship of the activity to the curriculum and learning experience
- safety of students
- duty of care owed to the students and an awareness of the legal and OHS&W responsibilities reflected in the proper planning and implementation of the activity.

The following must be prominent when planning an activity for St Thomas More School Students.

- The school will provide adequate information for parents to make informed decisions concerning their child's participation in Excursions, Sport or Outdoor Education activities organised by St Thomas More School
- All staff will be aware and have an understanding of the Disability/Discrimination Act 1992([http://unpan1.un.org/intra doc/groups/public/documents/apcity/unpan004021.pdf](http://unpan1.un.org/intra_doc/groups/public/documents/apcity/unpan004021.pdf)) which makes it unlawful for a school to discriminate against a student on the grounds of the student's disability, by denying the student access, or limiting the student's access, to any benefit, such as a school camp or excursion provided by the school.
- Activities and practices should also reflect the National Junior Sports Policy([http://www.schools.sa.gov.au/policy/file/links/National Junior Sports Policy pdf](http://www.schools.sa.gov.au/policy/file/links/National_Junior_Sports_Policy_pdf)), which incorporates procedures for the development of Junior Sport in South Australia and from which we have developed the St Thomas More **After School Sports Policy**.
- When planning activities, teachers may need to adapt procedures according to a number of variables. For instance, excursion staff/student ratios may need to be lower than those recommended depending on particular relevant circumstances such as the individual needs of certain students and local conditions, including terrain and weather. The ratios in these conditions are minimum ratios only.

## SUPERVISION ISSUES

**A Duty of Care exists whenever the excursion staff/student relationship is in existence.** This includes activities extending outside school grounds or beyond the school day which are authorised or organised by the school. The standard of Care required by excursion staff will vary depending on the excursion staff members skills, experience and level of responsibility as well as on such factors as whether the excursion staff member is an employee or a screened, accredited and registered St Thomas More School Volunteer.

**The school has a responsibility to protect the Health Safety and Welfare of excursion staff. Excursion staff also have a responsibility to take care of their own safety and welfare and that of each other.**

For each Excursion, Sporting Activity or Outdoor Education Activity in school time, at least two adults, one of whom is a registered teacher, must accompany each excursion, sporting activity or outdoor education activity during normal school hours.

For Out of School Sporting Activities St Thomas More refers to and follows the recommendations of the Duty Of Care Policy under SACCS policies procedures and guidelines under [www.ceo.adl.catholic.edu.au](http://www.ceo.adl.catholic.edu.au) and CESA Services folder on CESA Online.

## **DUTY OF CARE**

### **Two main aspects :**

- The excursion staff have a responsibility to provide of adequate supervision and protection from hazards
- The school's responsibility is to provide safe and suitable buildings or shelter, grounds and equipment and the obligation to ensure safe planning systems and procedures in relation to school related activities are in place.

The standard of Care required varies according to such factors as maturity and experience of the students and the nature of the activity. There is a greater Duty of Care in relation to young students and towards those students with complex health needs or disabilities.

Moreover the more hazardous the situation, the greater standard of care is required.

A breach of Duty of Care will occur where there has been a failure by a member of the excursion staff or by the school to meet the required standard of care. To minimise the risks of injury, adequate risk and safety management processes are implemented by the excursion staff and St Thomas More School. (See Appendix A, B, C, & D Checklists for Planning Excursions, Risk Assessment for Excursions, Proposal for a School Excursion Sporting Activities and Outdoor Education and General Consent form for Parents/Caregivers).

Appendix E relates to transporting Children by private vehicle, while Appendix F is a checklist for the Principal and Deputy Principal.

## **SAFETY MANAGEMENT PLANS**

### **The Safety Management Plan must:**

- be left with the school contact person, together with the itinerary, list of participants and relevant medical information. Where necessary, it is also left with the local authorities (eg National Parks and Wildlife).
- reflect the qualifications and experience of excursion staff specific to the activity and the needs of the students.
- ensure that Participants be adequately prepared for the excursion, fitness levels, advice on appropriate clothing and be made familiar with the itinerary.
- show that the choice of activities is appropriate for the age and fitness of the students and reflect the school curriculum and learning experiences.
- ensure that equipment is checked and deemed suitable and in sound condition for use by the age and number of students.
- ensure that appropriate protective clothing has been organised including bike helmets, hats sunglasses, life jackets, appropriate footwear and sunscreen.
- ensure that correct staff / student ratios are adhered to for the particular excursion. (Please refer to the SACCS Procedures and Ratios).
- have alternatives to the plan in place in the event of inclement weather.
- have additional activities in place to keep students engaged when there are times of waiting for events.
- show that the venue has been investigated prior to the excursion and a risk assessment carried out and documented with contingency plans in place.
- have procedures to be implemented in the case of fire, flood, lost students, injury or death of students or excursion staff.

## **CONTINGENCY PLANS**

### **St Thomas More School excursions must be well planned and documented.**

Documentation must include:

- routes
- estimated arrival times
- the staff/student ratio (Available from SACCS Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005)
- itinerary

- plans to cope with minor or major injury, illness or other crises
- that all excursion staff are familiar with emergency plans and procedures and that those plans cover:
  - The response if a participant becomes lost, injured or ill.
  - The means of communicating with the school contact person.
  - First Aid provisions.
  - The provision plans for the health and personal care to support students with individual needs.
  - The nearest suitable transport, doctor, dentist, hospital.
  - The time and distance from the most appropriate medical help.
  - Telephone numbers of emergency services.
  - Emergency evacuation plans.

A copy of the contingency plan must be left with the school contact person, together with the itinerary, list of participants and relevant medical information.

Any changes to the plan must be communicated immediately to the school contact person.

## **ROLES AND RESPONSIBILITIES**

### **THE PRINCIPAL / DEPUTY PRINCIPAL:**

- ensures that procedures in this policy are adhered to
- endorses the curriculum component requirements
- ensures that planning has taken into account the special needs of students and excursion staff
- ensures that a risk assessment has been carried out and documented
- approves appropriate safety procedures and ensures that they are carried out and that excursion staff have the necessary skills for the activities
- ensures that all volunteers are screened and inducted
- ensures that all excursion staff are aware of their Mandatory Notification obligations
- ensures that excursion staff and students are aware of behaviour expectations and conduct standards
- advises the teacher in charge of procedures for withdrawing students who breach behaviour expectations
- ensures that the correct protocols for gaining parental consent have been carried out
- ensures that correct medical information has been collected and retained

- ensures that emergency procedures are in place in the event of a critical incident
- ensures that contact details are accessible and available
- ensures that appropriate documentation is retained

## **THE TEACHER IN CHARGE**

The teacher in Charge must ensure that:

- relevant planning Proformas have been completed
- the Principal has been provided with the relevant information and documentation
- activities are safe and reflect curriculum based student learning outcomes
- the activities and equipment are appropriate to the age and needs of the students
- the excursion reflects inclusive practice and is geared to the skills, abilities and needs of the students and excursion staff
- students and excursion staff are equipped for all reasonable foreseeable conditions
- he/she identifies and assesses the hazards likely to face students involved in any activity and plans for them
- he/she identifies and assesses student medical hazards and plans for them
- students and excursion staff understand the nature and purpose of the activity
- excursion staff are fully briefed and trained in their roles and responsibilities
- excursion staff are aware of the emergency procedures in the event of a critical incident
- excursion staff are aware of their Mandatory Notification responsibilities and OHS&W issues
- appropriate first aid kits and procedures are in place
- all documentation has been completed and made available to the persons responsible and the forms and information are clear and unambiguous
- parents/caregivers are fully briefed regarding the nature and purpose of the activities

## **THE EXCURSION STAFF**

The excursion staff will:

- participate in the planning of the excursion
- take all reasonable steps to ensure their own health safety and welfare and that of their colleagues and students
- assist and support the teacher in charge at all times
- observe standards of safe practice in any activity established by accredited organisations and other specialist instructors



- use correct activity equipment, including any required safety equipment
- plan for any foreseeable hazards
- have knowledge of any relevant student medical information
- be familiar with emergency procedures in the event of a critical incident
- observe strict hygiene and health practices
- be aware of first aid procedures
- observe appropriate standards of conduct

## **VOLUNTARY WORKERS**

Voluntary workers who assume a supervisory responsibility owe a duty of care to the students under their control. However, the primary duty of care rests with teachers to whom the voluntary workers are assigned.

All voluntary workers must undergo police checks.

Before including a voluntary worker as a member of the excursion staff, the Principal (or delegate) and teacher in charge must:

- provide induction
- find out their skills and competence, including any first aid qualifications
- be confident that the voluntary worker possesses the necessary skills and therefore will not jeopardize the safety of other participants
- involve voluntary workers in planning where possible
- clarify the roles of teachers, other excursion staff and particularly voluntary workers
- assign roles and tasks that are meaningful
- ensure that the voluntary workers know when they are considered to be ‘on duty’
- alert them to student health or related issues on a ‘need to know’ basis
- discuss and establish expectations for student behaviour management
- provide full information regarding the itinerary and any other relevant information.

## **THIRD PARTY PROVIDERS AND SPECIALIST INSTRUCTORS**

If third party providers, contractors or paid instructors are used to provide or support activities, the Principal or teacher in charge must ensure that:

- student/teacher/voluntary worker ratios are adhered to with all third party providers
- the provider or instructor holds a current public liability policy

- if it can be reasonably foreseen that the provider or instructor or volunteer has an opportunity to have unsupervised contact with students written evidence of police checks must be sighted
- if in this instance no police checks have been carried out then the school must carry out police checks
- there is satisfactory evidence regarding the fitness and propriety of the instructors, contractors, and other employees of the provider
- there is satisfactory evidence regarding the competence and skill of the instructors and other employees of the provider
- there is satisfactory evidence that the equipment used is safe and in good condition
- that the instructor or third party provider understands the duty of care which they have in relation to student safety and welfare
- the teacher in charge has overriding responsibility for the care and supervision of the students and his or her advice must at all times not conflict with specialist instructors advice except in the interests of student safety and welfare.

### **SCHOOL CONTACT PERSON**

There must be a school contact person for all excursions. This person must be readily contactable at all times for the duration of the activity and where applicable have copies of the following information contained in Appendices A, B, C, D, E.

- attendance lists
- student health and personal care information
- names and family contacts for all students and excursion staff
- itineraries, including dates and estimated times of arrival
- relevant maps, (e.g. bushwalking route)
- copies of the parental consent forms
- where appropriate, the location, description and registration number of any vehicles used by excursion staff to transport students
- the location and telephone number of the nearest police station, or nearest park ranger if more appropriate
- contingency/emergency plans

The school contact person must be aware of the relevant procedures for emergencies and must be able to communicate readily and quickly with the excursion group and must be kept up to date by the excursion group on any variations to the itinerary.

In case of an emergency such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the contact person would:

- immediately contact authorities and provide them with the necessary information
- act as a liaison between the school/emergency services and parents/caregivers.

## **RATIOS**

### **Supervision – Student ratios**

The ratios detailed under *Sporting and Recreational Excursions (Appendix Q)*, Section 9

For activities that involve classes accessing facilities in close proximity to the school as part of the daily activities of the curriculum, St Thomas More School will consider supervision requirements on a case by case basis, taking into account various factors such as age and the needs of the students. If in doubt, teachers must take advice from the Principal Consultants at the Catholic Education Office (Phone 8301 6600).

## **CONSIDERATION OF STUDENTS WITH SPECIAL NEEDS AND DISABILITIES**

The school must take reasonable steps and consult with the student, parents/caregivers and the Special Education consultancy provided by the Catholic Education Office to ensure that the student is able to participate in the excursion and activities provided on the same basis as a student without special needs and disabilities and without experiencing discrimination.

### **Action Plan**

A negotiated Action Plan (AP) is developed for each student who receives Special Education provisions.

- The negotiated Action Plan is the framework for describing the curriculum and associated procedures and responsibilities of St Thomas More staff to ensure the access to, and participation of, students with disabilities in the full life of the school.
- The Principal obtains accurate information about the health, personal care and medical needs of students, from parents/caregivers and others. The Principal will negotiate with the worksite health and safety representative and other agencies about the deployment and training of staff for personal care needs of students with disabilities.
- Safe practices must be formally established and documented within the AP and carried out by trained personnel. Leadership and staff likely to be involved in assisting students receive in-service training.

- The negotiated Action Plan is reviewed regularly, particularly when students' health and care needs change or at transition times.
- Where possible students must be given opportunities to choose the gender of employees who will support their needs for intrusive and personal care.
- The negotiated Action Plan for each student with a disability must provide specific information concerning the management of the student in case of evacuations and emergencies in classrooms and other parts of the school.
- Information must also specify the level of supervision and support necessary for a student to participate in workshops, theatres, studios, gymnasiums etc. Attention to detail in the planning process will ensure a safe workplace for employees and students.
- When planning excursions, always make sure that students' needs for personal care and assistance are covered by appropriately trained and/or credentialed adults to reduce the risk of inappropriate lifting and handling and personal care techniques.
- Training in all areas specified as appropriate must be regularly updated and reviewed as students' needs change.

## **GENDER BALANCE OF EXCURSION**

### **Staff**

It is highly desirable to allocate both male and female excursion staff to excursions.

## **INSURANCE**

Excursion staff are to contact the Principal or Business Manager to ascertain the type and level of insurance the school holds for various groups and situations.

### **Students/children**

Please contact the school authorities for information concerning insurance for students/staff and volunteers.

### **Reporting and notification**

Under current Occupational Health, Safety and Welfare requirements, all accidents involving injury requiring first aid or medical treatment to excursion staff members, students, parents/caregivers, visitors or voluntary workers, must be reported in accordance with Occupational Health, Safety and Welfare first aid and accident reporting procedures. Details of minor accidents and first aid must be logged in the same way. Where an accident or injury is of a severe nature — eg loss of limbs,

fractures, burns, head/eye/back injuries — in addition to notification requirements, additional statements will be gathered and finalized by the Principal as soon as possible. The school's insurer must also be notified. Accidents or incidents in National and State Parks administered by NP&W must also be reported to the Responsible Officer.

Accident/injury reports are legal documents and must not be given to any person other than officers responsible for dealing with them.

## **CONSENT**

### **Approval to conduct an Excursion**

#### **Principal approval**

In Diocesan Schools, the Principal is responsible for the approval of all excursions.

#### **Approval considerations**

Before approving an excursion, consideration needs to include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organization in relation to school policy and these procedures
- the provisions for the safety and welfare of students (including those with a disability or special needs) and excursion staff
- the experience and competence of excursion staff relevant to the activities being undertaken
- the adequacy of the student supervision arrangements
- the cost

### **PARENTAL CONSENT (OR WHEN APPLICABLE, GUARDIAN OR CARER CONSENT)**

A parent/caregiver must provide written consent for their child to take part in an excursion, a regular off site lesson/activity, and any particular adventure activities that will be undertaken during the excursion, offsite lesson/activity.

*(Use Appendix D: General Consent Form for an Excursion/Camp)*

Separate consent forms are normally required for each excursion. If there are to be a series of activities, or similar activities take place on a regular basis, one consent form at the beginning of the period can cover all, provided individual dates, where possible, are listed and the period in question is specified.

## **It is not satisfactory to take children offsite without parental permission.**

All forms must be kept for at least 12 months after the excursion, unless an accident or injury has occurred in which case the forms must be kept until the students are aged 25 years.

Parental consent is required for the following reasons:

- for excursions, to authorize the school to take the student out of the school environment
- to enable the parent/caregiver to alert the school to any medical condition or allergies of the student
- to authorize the school to consent to emergency medical treatment for the student
- for the parent/caregiver to consent to any financial cost of the excursion
- Parents/caregivers asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision, to enable them to make an informed decision and to ensure that St Thomas More School obtains proper consent.
- Consent forms and in particular, medical information must be taken on the excursion by the teacher in charge and a copy must remain at the school and a list of participants and contacts in case of emergency must be held by the designated school contact person.
- The student may give consent in relation to medical treatment and participation in excursions and camps if fully comprehending the nature and consequences of the activities.

## **Failure to Receive Consent**

If a student has not returned the signed consent form **for excursions and sporting activities**, the student's parent/caregiver must be contacted to obtain consent. Where contact is made by telephone it is preferable to use a speaker phone and the excursion staff member must contact the parent/caregiver in the presence of another staff member and note the details of the call, which parent/caregiver the excursion staff member spoke to, the date and time and the fact that consent was given. The staff member must inform the parent/caregiver of all relevant details on any forms sent home for signing. Alternatively, a parent/caregiver may be contacted to obtain written consent by fax or email from the parent.

## **Medical Information**

It is essential that excursion staff have adequate and up-to-date medical information about students who are participating in each excursion or sporting/adventure activity.

In advance of each excursion or sporting/adventure activity, the school must assess whether the nature of the activity is such that the normal medical information which the parent/caregiver has provided at the commencement of the school year is adequate. In some cases, for instance, if the activity is physically strenuous, it would be appropriate to remind the parent/caregiver of the information they have provided to the school and remind them also that if this is inadequate for the activity, they must provide details of any amendments to the information.

Some specialized activities require completion of specialised medical forms eg. Aquatics.

*(Use Appendix G Swimming/Aquatic Consent Form).*

In these cases, the specialized medical form must be sent to the parent/caregiver for completion.

The student confidential medical information form (and medical management or health support plan) must be taken on the excursion by the teacher in charge and must be accessible to other excursion staff in emergency situations.

A copy of the forms and a list of participants and contacts must be held by the designated school contact person while the excursion is being held.

There must be an overall plan for managing student medication during an excursion or and desirably an individual management plan for each student who needs medication. In general, all medication is to be handed to a designated excursion staff member prior to leaving on the excursion.

**All containers must be labeled with the student's name and instructions (as per doctor requirements) for administering the medication.**

In instances where it may be necessary or appropriate for students to carry their own medication (for example, asthma puffers, insulin, adrenalin) the teacher in charge must be notified.

A student must not be denied attendance on an excursion, including a swimming program, because the parent/caregiver refuses permission for a blood transfusion. Transfusions or other courses of treatment are matters for legally qualified medical practitioners.

**Excursion staff cannot be held liable for medical treatment given against the wishes of a parent/caregivers.**

Students with special needs cannot be excluded from excursions, on the grounds that the student has a disability.

## **FIRST AID**

All excursion employees must respond promptly and in line with their training when first aid is required.

### **Qualifications**

All St Thomas More Staff have current First Aid training, at least to the level of Basic Casualty Care. These qualifications remain current for three years.

Employees supervising activities away from the school are encouraged to undertake training in cardiopulmonary and expired air resuscitation (CPR and EAR) in conjunction with the BCC or program.

This qualification is especially relevant for activities on or near bodies of water and excursions held in locations where ambulance response time is likely to be greater than 10 minutes.

### **Additional First Aid Qualifications**

In a number of activities, the leadership/instruction qualifications specified for the teacher in charge/instructors include additional levels of first aid training and certification.

### **First Aid Coordination**

It is recommended that consent forms and medical forms be stored together in a central location. One excursion staff member must be identified to coordinate the provision of first aid during an excursion.

This person's duties would include:

- storage of student medical/health support information in a manner which protects confidentiality, yet ensures availability when needed
- documentation of all first aid interventions and completion of accident and injury records
- providing availability to and maintenance of first aid supplies
- safe storage and documentation in relation to medication and health care equipment

### **Special First Aid needs**

Where employees are supervising students with an additional first aid need (eg. student requires use of EpiPen for anaphylaxis) at least two employees must be trained and able to monitor that first aid intervention.



Where a student requires a first aid intervention outside the province of standard first aid training (eg. invasive procedures eg. insulin injection, tracheotomy, toileting) a credentialed care worker must be present to provide assistance as needed.

### **First Aid Kit**

A first aid kit of appropriate size and contents must be available for all excursions. Individual Asthma Packs must accompany each group leader.

### **Safety Equipment**

The excursion teacher in charge must ensure that the required safety equipment for particular activities is on hand and that relevant participants have been trained in its correct use. Documentary evidence of such training is recommended.

Safety equipment (including on site hired equipment) must be:

- of approved design and quality, to relevant Australian Standards or, where there is no AS, to specifications determined by an activity's accredited governing body
- inspected by the instructor/teacher in charge prior to the activity
- well maintained and in full working order
- correct for the student's size and experience
- provided by participants if it is personal equipment, (eg. mouth guards)

### **LP Gas Equipment**

- LP gas cylinders must be inspected after 10 years by an authorised inspection agency.
- Cylinders are stamped with the date of manufacture and further inspection and approval dates are stamped onto the cylinder. **If this is not current, the cylinder must not be used.**

### **Water activities – life jackets and personal flotation devices**

For any activities in or on water particular attention must be given to the provision of appropriate personal flotation devices (PFD's) (previously known as life jackets). Requirements are detailed under the individual activities.

## **Sun protection**

The teacher in charge of camps and excursions must ensure that all participants apply sunscreens and hats and protective clothing where necessary for outdoor activities.

- It is recommended that schools make sunscreen available to all students and excursion staff.
- Some students are allergic to some sunscreens. This must be ascertained and appropriate sunscreens provided.
- The teacher in charge must ensure that all students are appropriately protected at all times.

## **Clothing and Footwear**

**For all excursions the official St Thomas More Uniform must be worn (ie Summer or Winter Uniform)**

The teacher in charge will determine the type of clothing to be worn if it is deemed inappropriate to wear the official School Uniform.

If an activity requires specific equipment, clothing and footwear to be supplied by the students, details must be sent home as soon as possible, giving families a reasonable time to gather the items. It will be necessary to inspect that the student has the required equipment prior to the excursion. Excursion staff must be mindful of the expense likely to be incurred by families and the fact that this may be an impediment to the participation of some students in some activities.

## **Shelter**

The teacher in charge must ensure that adequate shelter is available to protect participants in all reasonably predictable weather conditions. The shelter provided will depend on the type of activity and the amount of time to be spent outdoors.

## **Mobile telephones and radios**

St Thomas More has a School Mobile phone which is made available to excursion staff to be used in emergency situations. Groups need to be cautious about dependence on mobile phones and need to ascertain where they will work and the location of the nearest telephone service.

## **Identity tags**

**It is recommended that young students, or those who because of a disability or impairment may have difficulty in communicating in an emergency, should wear identity tags on excursions.**

## **STANDARDS OF CONDUCT**

### **Excursion staff**

Excursion staff behaviour on excursions must at all times accord with professional standards and school policy. Any breaches will be dealt with according to the Procedures for Dealing with Allegations of Misconduct. Alcohol or any illicit drugs are not to be consumed by excursion staff for the duration of the excursion.

In relation to smoking, excursion staff must abide by the following:

- no smoking on St Thomas More Excursions
- fire bans and local requirements must be respected at all times.

### **Students**

Students and their parents/caregivers need to be made aware that acceptable standards of behaviour will be expected during excursions and camps.

No student is to be permitted to smoke or consume alcohol or use any illicit drugs on any school excursion or camp regardless of the student's age. Parents/caregivers and students must be informed of this policy before departure and advised that any student who fails to observe this policy may lose the privilege of continuing with the activity. In extreme cases, following consultation with and approval from the school Principal, excursion staff may determine that a student should return home during an excursion or camp. In such circumstances, the parent/caregiver must be advised of the:

- circumstances associated with the decision to send the student home
- the time when the parent/caregiver may collect the child from the excursion, or the anticipated time that the student will arrive home (please note that if the student is sent home, the student must be accompanied by an excursion staff member until collected by the parent/caregiver).

It is important that schools ensure that parents/caregivers signing the approval form for their child to attend the excursion consent to their child being sent home in the event of the student's serious misbehaviour on the excursion or camp.

Parents/caregivers must also be advised prior to the excursion that they will be responsible for any costs associated with the student's return. If during a serious misbehaviour incident the parents/caregivers of the student are not contactable the teacher in charge must immediately contact the Principal to determine an appropriate course of action.

## TRANSPORT

### Selection

Organisers of camps and excursions must take a number of factors into account when selecting transport with the safety of participants always being paramount. The teacher in charge must consider the following:

- the needs of students
- terrain
- costs
- season and time of day
- availability
- driver qualifications and experience

### Private Vehicles

If a school has a school vehicle, it is preferable that this vehicle be used to transport students, rather than privately owned vehicles. However, on occasions it may not be possible to transport students without using the privately owned vehicle of an excursion staff member or voluntary worker. No member of staff or voluntary worker can be obliged to use their private vehicle to transport students. All members of excursion staff must enter into a written agreement regarding the use of the private vehicle for transporting students

*(Use Appendix E Transport of Students/Children by Parents/Volunteers).*

The duty of care to students requires that:

- the vehicle is registered (to be sighted by the teacher in charge) and roadworthy, particularly tyres, brakes and lights.
- as a minimum, vehicles are covered by third party property insurance.
- the driver is experienced and competent and holds a full (no P or L plates). Licence to be sighted by the teacher in charge.
- the driver is not affected by drugs or alcohol.
- the vehicle is equipped with seat belts and these are used properly. **The car must not carry more students than there are seat belts fitted.**
- **a record must be kept of students being transported in specific vehicles.**

- When parents/caregivers and or excursion staff transport students on school activities in their own private vehicle, the vehicle's normal compulsory third party insurance will insure students for any injuries.

It must be made clear to parents/caregivers and excursion staff who transport students in their private vehicles that the school accepts no liability for any damage from an accident involving a private vehicle. If the school is willing to negotiate on payment of excess in the event of damage to the private vehicle, the school must make its position clear prior to the activity. Parental consent is always required for students to travel in a private vehicle.

### **Emergency use of a Private Vehicle**

In the absence of the availability of a school vehicle, the Principal may approve a responsible adult member of the excursion staff (preferably a teacher) driving a private vehicle to an excursion for emergency use.

The vehicle must have current registration, be roadworthy and have comprehensive or third party property insurance. To transport a student in the emergency vehicle, permission must be sought from the Principal and parent/caregiver (by telephone) if at all possible. Alternatively, the consent could be obtained in advance for such an emergency in the consent form.

## **BUSES**

### **General**

Schools must consider carefully the type of bus they hire for a particular excursion.

**For example, where hill or mountain travel is involved, the bus must have a secondary braking system.**

- The excursion staff are still directly responsible for supervising the students and for the overall program.
- Drivers supplied by private bus operators **must not be expected to supervise students.**
- Drivers supplied by private bus operators must never be alone with students.
- A police check is required for accreditation.

### **Licensing**

Licensing must comply with the following minimum standards, which apply to teacher and voluntary worker bus drivers as well as to professional drivers. Therefore:

- drivers must have a LR, HR or HA licence (**to be sighted by the teacher in charge**) and have recent experience in the type of bus to be driven and the terrain to be covered
- Bus Companies hired **must be accredited under the Passenger Transport Act 1994 and possess a current authorization slip (to be sighted by the teacher in charge)**
- the teacher in charge must ensure that the bus company holds current **public liability insurance (to be sighted by the teacher in charge)**
- charter companies must have back up facilities to cover breakdowns
- a current label or certificate of roadworthiness must be affixed to the windscreen (to be sighted by the teacher in charge)
- buses must have sufficient capacity to accommodate all participants and their luggage safely and comfortably.

### **Seating**

The school, in seeking quotes, hiring buses and endorsing any bus travel including travel on school owned buses, must take into account the following considerations:

- All students and excursion staff must occupy a seat.
- Where seat belts are fitted, only that number of passengers may occupy the space and the seat belts must be worn and properly fitted.
- Three students may sit in a double seat only if:
  - The seat does not have seat belts
  - Occupants are aged 14 years or under and fit comfortably
  - The double seat is at least 860mm wide
  - The gap between seat backs is not more than 100mm and the gap between seat cushions is not more than 50mm
  - Seat backs remain in the upright position

### **Luggage**

The teacher in charge must ensure that:

- Where a luggage trailer is in use, a current licence is to be sighted by the teacher in charge
- Luggage is stored in a safe manner, and loose items which could become airborne during heavy braking are secured
- Aisles are always kept clear
- Dangerous substances (eg. gas cylinders) are not carried in the passenger compartment.

## **LONG DISTANCE TRAVEL AND AVOIDING DRIVER FATIGUE**

Drivers (including voluntary workers, teachers and commercial operators) of any type of vehicle must ensure that sufficient rest periods are taken.

### **Long Distance Driving**

Long distance driving is defined as driving a distance for more than 3 hours.

### **Time of day:**

Restrict driving at night (driver fatigue increases if driving during usual rest or sleep hours).

### **Drivers general condition:**

The driver must not start a long drive if already fatigued, stressed, or suffering an illness which could contribute to fatigue.

## **SLEEP OVERTS**

Sleep-overts include overnight stays inside the school or in tents within the school boundary. This section includes 'stay-back-till-dark' activities.

### **Excursion staff qualifications and experience**

#### **Teacher-in-charge**

Experience in supervising students/children in out-of-school hours situations.

#### **First Aid**

See section on First Aid.

### **Excursion staff to student ratio**

- 1:10 for Preschool–Year 2
- 1:15 for Years 3–12

Minimum of two teachers required.

### **Area/location**

- Carefully select the environment with reference to contingency procedures, especially emergency access and egress.

- To minimize the risk of being trapped by fire, sleepovers must be conducted in single storey buildings or on the ground floor in multistory buildings.
- Toilets should be available for use within the building in which the students/children are housed, or nearby if students are camped within the school grounds.

### **Equipment/preparation**

Hazard assessment: Conducted and documented as part of site selection process for the Principal's approval. *A fire safety assessment must be part of the process and include the following* (This may be done in liaison with the local firefighting authority):

- Flammable load present on-site, (ie an area with a wool carpet should be used in preference to one with synthetic floor coverings).
- Strategies for reducing flammable load, (eg relocate movable synthetic furnishings and excessive quantities of paper); empty out waste receptacles.
- All participants must know where functional fire extinguishers are situated.
- Sites used for sleep-overs and any hallway or corridor leading to a required exit must have a smoke detector/s fitted.
- Exit doors must be able to be opened without a key from the inside.
- Sites used for sleep-overs must have a clearly visible, illuminated exit sign above a required exit door and in any hallway or corridor leading to a required exit.

### **Emergencies**

Communication, transportation and other emergency action protocols all planned, in place and operable. *(See 'Contingency plans')*

- An emergency evacuation plan must be clearly understood by all participants.
- In the case of fire, participants must evacuate as a priority and not attempt firefighting.
- Procedures must be in place for dealing with harassment by non-participants
- At least two working torches must be accessible to excursion staff.
- The sleep-over area must be serviced by a telephone, with emergency services contact numbers prominently displayed by the phone or programmed into the telephone.
- Where mobile phones are to be used, a prior check must be made to ensure that reception is available for the area in use and a back-up battery is recommended.
- Local police must be advised of the sleep-over, and extra patrols requested.
- Local firefighting authority and security services must also be advised.



- Identification of the sleep-over location on a St Thomas More School site map is recommended for this purpose, along with notification of the date of the sleep-over and the number of persons involved.

### **Medical**

- Updated health care information — restrictions and special needs — must be communicated to concerned teachers and other excursion staff on a need-to-know basis, as negotiated with the student and family.

**Sleep-over checklist:** To be completed and lodged with the Principal.

*(See Appendix M: Sleepover Checklist).*

### **Safety/supervision/welfare**

- Mixed gender student/child groups must have mixed gender leadership unless parents/caregivers have approved of alternatives during the consent-seeking process.
- Arrangements must be made to ensure students/children have adequate bedding.
- Candles or other naked flames must not be permitted.
- Use of portable heaters is not recommended, but where used must have safety switches that turn off if tipped over. Exclude portable bar radiators.
- Any heater must be kept well clear of combustible material and be turned off when sleeping.

### **SPONSORSHIP**

Sponsorships and promotions should be used to enhance educational programs and not to displace other funding arrangements on which schools depend. Sponsorship agreements must only be negotiated with organisations whose public image, products or services are inconsistent with the ethos and values of Catholic Education.

All sponsorship agreements should be reached through negotiation. The agreement must specify:

- the roles and responsibilities of individual parties, and the nature and level of acknowledgment to be given to the sponsor.
- St Thomas More School will not agree to visible display of sponsorship on a team member or the uniform.

- Participation in sponsorships and promotions must not generate undue pressure on children, parents/caregivers or the school to purchase particular products or services, or to adopt particular beliefs, attitudes or courses of action.
- Acceptance of a sponsor's product or service must not be a condition of an individual student's participation in sponsored activities.
- Any educational materials provided as part of a sponsorship or promotion must be clearly identified as being those of the sponsor.

## **RESOURCES**

### **(SACCS) POLICIES AND PROCEDURES**

- Policy for the Development of Personal Responsibility <http://web.ceo.adl.catholic.edu.au/SACCS/Policies/Persnl%20Dev%20Policy.pdf>
- Duty of Care Policy: <http://web.ceo.adl.catholic.edu.au/SACCS/Policies/DutyofCare.pdf>
- Child Protection Policy <http://web.ceo.adl.catholic.edu.au/SACCS/Policies/chiprot.pdf>
- Procedures for Dealing with Child Abuse <http://web.ceo.adl.catholic.edu.au/SACCS/SACCSguideline/CHILD%20ABUSE.pdf>

These policies and procedure are also available on CESA Online in CESA Services.

### **DATE FOR REVIEW**

<b>Last Review:</b>	2006
<b>Next Review:</b>	2009

# ST THOMAS MORE EXCURSION FORM

Please complete & return to the Deputy Principal two weeks before the excursion.

Name of Excursion	
Place of Excursion	
Teachers Attending	
Class and Year level	
Aims of Excursion	
Date of Excursion	
Time of Departure	
Time of Return to School	
Number of Children attending	Cost per student
Names of Children not attending	
Arrangements for these children	
Transport (private car/train/bus etc)	
Payment/Tax invoice checked with Bursar	
Adults assisting on excursion	
Person responsible for First Aid	
Yard Duty Swaps (if necessary)	
Advised Canteen Manager	
Advised Specialist Teachers	
Advised ESOs	
Alternate activities if weather is inclement	
Teacher in charge	
Attached copies of notices to parents	

**\*\*A photocopy of this form must also be given to the person on the Front Desk on the morning of the excursion.**

Teacher's Signature: \_\_\_\_\_ Deputy's Signature: \_\_\_\_\_

<b>Risk Assessment and Controls</b>			
	<b>Description</b>	<b>Risk Assessment</b>	<b>Actions/Controls/Comments to reduce the risk</b>
<b>Transport</b>			
<b>Movement</b>			
<b>Activity 1</b>			
<b>Activity 2</b>			
<b>Activity 3</b>			
<b>Activity 4</b>			
<b>Activity 5</b>			
<b>Students</b>			
<b>Other</b>			

<b>Consequence</b>						
<b>Likelihood</b>		<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
	<b>Almost certain</b>	High	High	Extreme	Extreme	Extreme
	<b>Likely</b>	Medium	High	High	Extreme	Extreme
	<b>Possible</b>	Low	Medium	High	Extreme	Extreme
	<b>Unlikely</b>	Low	Low	Medium	High	Extreme
	<b>Rare</b>	Low	Low	Medium	High	High

# ST THOMAS MORE

## EXCURSION CHECKLIST FORM

1. Checked school calendar.....
2. Preliminary discussion with Principal/Deputy Principal.....
3. Excursion Form completed and given to Deputy Principal 2 weeks prior to excursion.....
4. Discussed method of payment required with Bursar at least 1 week prior.....
5. Excursion date written in school calendar.....
6. Information/Consent form sent home to parents/caregivers.....
7. Parent's signed consent forms/money returned.....
8. Checked students' health form for physical/medical details.....
9. Checked First Aid and emergency arrangements / First Aid Kit available.....
10. Checked transport arrangements for final number.....
11. Supervision required..... 
  - a. No. of adults.....  No. of students.....
  - b. No. of teachers.....  No. of other adults.....
12. Arranged swap of yard duty.....
13. Advised Canteen.....
14. Advised Specialist Teachers.....
15. Advised E.S.O.....