

PUNCHBOWL PUBLIC SCHOOL

PROCEDURES FOR CONDUCTING EXCURSIONS and INCURSIONS P-6

The following document must be implemented in conjunction with the NSW Department of Education Excursion Policy, The Leading and Operating Department Preschool Guidelines and related documents.

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Preschool

PUNCHBOWL PUBLIC SCHOOL PROCEDURES FOR CONDUCTING EXCURSIONS and INCURSIONS

The following document must be implemented in conjunction with the The Leading and Operating Department Preschool Guidelines and related documents.

PROCEDURE RELATED TO EXCURSIONS

Associat ed National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
2.2	100 101 102	Excursions policy Preschool- Obtaining parent's authorisation and consent

The department's excursion implementation procedures are consistent with the regulations, and make specific reference to taking preschool children on an excursion. In planning an excursion or regular outing a risk assessment is conducted (on the [ACECQA developed template](#)), documenting specific information as outlined in [regulation 101](#). The assessment will identify and assess risks the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising these. As part of this process, consideration needs to be given to the behaviour or developmental needs of individual children. In addition, the risk assessment will clearly state if there is or isn't any water hazards on route or at the excursion location.

There is no specified adult to child ratio required for excursions, though after the risk assessment has been conducted, a decision needs to be made regarding the required number of adults to ensure the children's safety and adequate supervision. Additional adults beyond the 1 to 10 ratio, don't need to hold an approved qualification, for example, if it is determined four adults are required to adequately supervise the children, the teacher, SLSO/AEO and two parent volunteers will suffice. The educator in charge of organising excursion develops the excursion risk assessment.

Before an excursion, a family information letter and authorisation form is prepared. [Regulation 102](#) lists the details which must be included in this (see below). The parent or carer (or a person noted in the enrolment form as being authorised to give consent) must give their written consent for the child to be taken on the excursion before the child is taken out of the preschool premises.

Appropriate first aid equipment must be taken on all excursions (including the preschool's general use EpiPen, asthma reliever medication and general action plans for their use). At least one attending staff member must hold the ACECQA approved anaphylaxis, asthma and first aid qualifications (HTLD004). Additionally, the department requires all attending staff have completed the current mandatory anaphylaxis training.

Regulation 102 – Authorisation for excursions. Regulation 102 states that the nominated supervisor must ensure that a child being educated and cared for by the service is not taken outside the service premises on an excursion unless written authorisation has been provided.

Sub regulation 4 – The authorisation must be given by a parent or other person named in the child’s enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state:

- a) the child’s name
- b) the reason the child is to be taken outside the premises
- c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- d) a description of the proposed destination for the excursion
- e) the method of transport to be used for the excursion
- f) the proposed activities to be undertaken by the child during the excursion; and
- g) the period the child will be away from the premises
- h) the anticipated number of children likely to be attending the excursion
- i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- k) that a risk assessment has been prepared and is available

REGULAR OUTINGS

The regulations consider a walking excursion which is repeated within a 12 month period, such as a walk to a local park or library, as a ‘regular outing’. Written authorisation only needs to be given once in a specified 12 month period for a regular outing ([regulation 102, point 5](#)).

At Punchbowl Public School Preschool for regular outings, such as a short walk in the local area, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change. Parents will be notified when these are occurring via a sign in the preschool entrance and via Seesaw app.

VISITS INTO THE SCHOOL

A visit into the school is not considered an excursion or regular outing. An annual risk assessment is developed and families are informed of such visits in advance via a sign in the preschool entrance and via Seesaw app. When visiting areas of the school preschool teachers take a class list. Risk management plans are located in school office and electronic files kept, these are available for families to view upon request.

Children cannot be taken from the preschool without consent. See below for a list of the information which needs to be included in the information and consent note for families.

3. KEY RESOURCES

- The Leading and Operating Department Preschool Guidelines
- The Early Childhood Code of Ethics.
- National Quality Standard
- DoE Policies and procedures

FOLLOWING DOCUMENT TO BE ACCESSED WHEN CONDUCTING EXCURSION

[Risk Assessment](#)

K-6

**PUNCHBOWL PUBLIC SCHOOL PROCEDURES FOR CONDUCTING
EXCURSIONS and INCURSIONS**
Including Athletics and Swimming Carnivals
*The following document must be implemented in conjunction with the NSW
Department of Education Excursion Policy and related documents.*

The allocation of classroom teachers, specialist teachers, leadership and non-teaching staff will be determined by the learning and safety needs of students attending the excursion. This is determined by the excursion organiser and will be approved by the principal.

Leadership staff are responsible for overseeing the organisation of excursions and incursions. They maintain the responsibility of approving the initial organisation prior to approval being granted by the principal. Office staff are responsible for managing financial matters and checking signatures on payment envelopes relating to excursions.

RATIONALE

Enhancement to in-school, classroom based programs in the form of excursions and changes to routine are an integral part of a child's education. These organised experiences, when fully integrated with classroom work, contributed to children's growth and development through:

- Enriching student's experiences.
- Broadening student's concepts.
- Reinforcing the achievement of outcomes.
- Providing opportunities for the development of appropriate social skills.
- Promoting the development of self-esteem.

FUNDAMENTAL POLICY REQUIREMENTS

1. Determining the educational value of an excursion must take account the needs and resources of the school and the outcomes of the total learning program.
2. Excursions are inclusive, and all students within the specific learning group are given the opportunity to participate.
3. A duty of care is owed to students in the school environment and while on the excursion.
4. The Department's duty of care owed to students for the duration of the excursion cannot be delegated from the schools to parents, caregivers, volunteers or employee of external organisations.
5. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion as it does in schools.
6. A Risk Assessment is to be conducted and a Risk Management and Behaviour Support Plan (where required) is developed before seeking approval for any excursion.
7. Signed consent forms granting permission for students to participate in excursion and a medical information form are to be obtained from parents or caregivers.
8. Safe transport or a safe walking route is to be organised for excursions.
9. Students must behave appropriately at all times while on excursions.

SCHOOL PLANNING PROCEDURES

In order for the learning opportunities of an excursion to be optimised, the planning process must be thorough and comprehensive. The following steps must be followed:

1. Determine the educational value of an excursion, taking into account the needs and resources of the school, the needs of the students and the value/impact of the excursion on learning outcomes.
2. Application is to be submitted to [Principal/ Deputy Principal / Assistant Principal](#).
3. Determine whether the excursion can be inclusive of all students. "Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate, including students with disabilities". However, in some cases students who have demonstrated unsatisfactory behaviour may be prevented from attending an excursion as a consequence of the Punchbowl Public School Student Welfare Policy.
 - Organising teachers should ensure that individual health care plans for students with health care needs or disabilities include provision for the management of such conditions on excursions. A copy of the plan should be given to the teacher in charge of the excursion and its implications discussed before departure.
 - Pre-excursion planning may include a visit to the proposed excursion site by teachers so that decisions on supervision and injury prevention are well informed and so that access for disabled students is investigated. A visit to the proposed excursion site is recommended when unfamiliar or potentially high risk activities are contemplated e.g. Stage 3 Teen Ranch to inhospitable terrain. In such circumstances the pre-excursion visit should address issues such as access, injury prevention and emergency evacuation.
4. Consult with the venue, service provider, school calendar (via SENTRAL) regarding suitable dates.
5. Consult with and identify the number of staff required to ensure the excursion can be conducted safely.
6. Complete the Excursion/ Incursion/ School-Based Activity Checklist.
7. Complete a Changes to Routine Form. This will involve analysing impact on school programs and procedures, planning the itinerary or program and completing a risk assessment.
8. Identify all the costs involved conducting the excursion.
9. Draft the information and permission note to parents. All notes must be approved by Stage Assistant Principal and Deputy Principal.
10. Present the Excursion/ Incursion application to Stage Assistant Principal and Deputy Principal for approval.
11. Ensure that all documents relating to the excursion are placed onto Faculty Drive > Teachers > Excursions/ Incursions, a copy of Permission Note onto SkoolBag and a copy of Permission Note and Variations to Routine documentation is to be emailed to the Office staff.

ACCESS TO PLANNING DOCUMENTS

The following documents are to be considered.

- Punchbowl Public School Excursion/ Incursion/ School-Based Activity Policy.
- Punchbowl Public School Excursion/ Sport/ Change of Routine Form.
- Completed Risk Assessment forms for all sports and transport by walking, train or bus.

Save all documents relevant to excursions into the Faculty Drive > Teachers > Excursions/ Incursions. In a new folder, clearly labelled with the excursion name. Electronic copy is to be submitted to the SASS staff via email.

This will facilitate planning in following years.

PARENT INFORMATION NOTES – Excursion/ Incursion/ School-Based Activity

Parents will be sent a comprehensive information note regarding the planned excursion/change of routine at least 5 weeks prior to the date of activity.

The note will include the following details:

- a) Curriculum link and follow up to the excursion at school;
- b) Description of all the planned activities the student will experience;¹
- c) Date of the excursion/changes to routine;
- d) Deadline date for the return of permission notes and payments;²
- e) Time of departure and return to school;
- f) Details regarding travel arrangements;
- g) Clothing requirements e.g. school uniform, walking shoes etc.;
- h) Details of safety equipment e.g. mouth guards, sunscreen, hats etc.;
- i) Permission sign off;
- j) Medical information statement;³
- k) Where an excursion involved water sport or swimming the note must include a section where the parent indicates the child's swimming ability;⁴

REMINDER NOTES & PHONE CALLS

All notes will be available to parents to obtain and return via SkoolBag. A paper copy of the note will be available for students to access via the classroom teacher or office staff.

Reminder phone calls need not be made except in the case of EAL/D students, where lack of response is possibly an English language communication issue.

DEADLINE FOR THE RETURN OF PERMISSION NOTES & PAYMENT

To enable smooth planning of excursions and changes to routine, the deadline for the return of permission notes and payment will be three (3) school days before the planned date of the activity.

If a student/s family requires financial support, refer the student/s to the Deputy Principal, Student and Community Engagement.

¹ Students participating in an excursion must not be permitted to engage in additional or alternative activities, which were not originally scheduled in the program, and for which parental or caregiver approval would normally have been necessary (e.g. water activities).

² Notes will be available for parents to fill out and return via SkoolBag. Paper copies of the note will be available via Classroom Teacher or Office.

³ Notes should include the following statement

- Teachers supervising the excursion will take with them a copy of your child's parent and emergency contact and medical information from SENTRAL.
- List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.). Leave appropriate spaces for the parents to respond.
- Outline dietary needs including possible reaction to inappropriate diet. Leave appropriate space for the parent to respond.
- Medication/s to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions. Leave appropriate space for the parent to respond.

⁴ This excursion will involve students in water sports and/or swimming. Please circle one of the following options to describe your child's swimming ability:

My child is a **NON-SWIMMER** **WEAK SWIMMER** **AVERAGE SWIMMER**

Students who have not returned permission notes and payment by this deadline will be provided with an alternative program at school.

Parent information notes should clearly identify the deadline for notes and payment.

INCURSION

Viewing Films

In the case of a film screening at school, the note should advise parents of the classification of the film by the [Office of Film and Literature Classification](#).

If the film is rated G there is no consent needed from the parents or caregivers however, if the film is rated PG either written or verbal consent from parents or caregivers are required.

GENERAL POLICY & PROCEDURAL INFORMATION

The following information is provided to ensure that all aspects of the DoE Excursions Policy are considered in the planning process. This will ensure that excursion/change of routine activities are fully planned, support the curriculum and are conducted in as safe a manner as possible.

INCLUSIVITY

Unless exceptional circumstances exist, all students should have the opportunity to participate in an excursion. Costs should be organised to ensure that there is no undue financial burden imposed upon individual members of the group or their families. Where financial hardship is understood to be the reason for a student's non-participation, the school will endeavour to provide financial assistance.

Where a student cannot participate in an excursion, alternate activities must be available that provide for similar learning outcomes, particular where an assessment task relates to the excursion.

DUTY OF CARE

Excursions are potentially the most hazardous activities for school-related accidents. The duty of care owed to students applies whether the school excursion is held during school hours, after school, on the weekend or during school holidays.

All school staff are required to have completed e-Emergency care training and anaphylaxis training. **These qualifications must be current.**

An appropriately equipped first aid kit must be taken on all excursions. Additionally, as required by the department's First Aid Procedures, the first aid kit must include a general use adrenaline auto injector (i.e. EpiPen®) and an [ASCIA action plan](#) (general use) for adrenaline auto injector.

Staff planning excursions involving students with health care needs including those diagnosed with a medical condition that may require an emergency response will consider issues such as administration of prescribed and emergency medication (e.g. adrenaline auto injector, asthma reliever medication) health care procedures and emergency response plans. They will also consider information about disabilities, including special learning needs, that may impact on overall management of the student's health condition on the excursion.

Particular care should be taken where casual staff attend and/or replace regular staff members on excursions. Among other things, they must be briefed about any student with particular health care needs and the role they may have in supporting those needs. They must also be briefed on any student who is the subject of a risk management plan and should complete any relevant training, including the department's annual child protection training, e-Emergency care training and anaphylaxis training prior to participation in a school excursion.

PARENTS, CAREGIVERS & VOLUNTEERS

The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.

Parents or caregivers may volunteer to assist in excursions. The number of parents or caregivers who might be of assistance will vary according to circumstances. Principal/ Deputy Principal must be satisfied that there are sufficient teachers to maintain adequate control of the whole excursion. Teachers retain the ultimate responsibility for supervision.

Parents, caregivers and volunteers must be briefed on safety and behaviour measures prior to the excursion to ensure competency. The Principal/ Deputy Principal, though the organising teacher, must ensure that all parents, caregivers or volunteers accompanying school excursions complete a *Prohibited Employment Declaration* prior to the excursion. These forms are to be completed for each activity undertaken. A summary of the *Prohibited Employment Declaration* and the signed declarations are to be placed onto the Faculty Drive > Teachers > Excursion/ Incursion.

CHILD PROTECTION

All Departmental staff are required to have current child protection training.

The principal or other delegated person must ascertain if an employer or contractor providing a service to students during a school excursion has verified the Working with Children Check number of their employees. The principal or other delegated person must ascertain that the employer or contractor has met their legal requirements as a child-related employer.

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people throughout all stages of an excursion, as they do in schools.

RISK MANAGEMENT & BEHAVIOUR SUPPORT PLAN

The [Work Health and Safety Act and Regulation](#) require principals and teachers organising excursions to use Risk Management and Behaviour Support Plan to ensure so far as is reasonably practicable, the health and safety of students, staff and excursion volunteers. Risk management supports better decision making by contributing to a greater insight into the potential risks and their impacts.

A visit to the proposed excursion site is recommended when unfamiliar or potentially high risk activities are contemplated e.g. Stage 3 Teen Ranch due to inhospitable terrain. In these circumstances the pre- excursion visit should address issues such as access, injury prevention and emergency evacuation.

CONSENT

Signed consent forms granting permission for students to participate in an excursion and a medical information form are to be obtained from parents or caregivers.

In exceptional circumstances, where it is not possible to obtain signed consent forms from parents or caregivers, oral approval can be sought. The Assistant Principal/ Deputy Principal must keep a written record of any oral approvals given by parents or caregivers. Where practical, consideration should be given to confirming in writing the oral consent provided using, for example, a return email.

Medication

Students must not self-administer or carry medications unless there is a written agreement between the school and the student's parents. For many excursions, it will not be necessary to collect a new medical information form. Medical information held by the school should, however, be updated at least annually and as required and take account of activities proposed for the excursion.

TRANSPORT

Bus travel

When hiring buses or coaches for excursions, schools should attempt to hire vehicles with seatbelts wherever practicable and particularly for long distance travel outside urban areas. Seatbelts must be worn on buses and coaches when they are available. Further information about child restraints in motor vehicles is found on the [Legal Services](#) website (staff only).

If students with disabilities are participating in an excursion accessible transport will be required.

CAR TRAVEL

The transporting of students in the cars of staff member, parents, caregivers, volunteers and other students should only occur in those circumstances where there is no feasible option available to provide alternative transportation.

This may only occur under the following conditions:

- written permission from the parents or caregivers of the students being transported is obtained;
- the driver is licensed;
- the vehicle is registered;
- the number of passengers in the vehicle does not exceed the number of seatbelts;
- current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle.

Comprehensive insurance is not generally required. Nevertheless, comprehensive insurance is required if a member of staff is authorised to use his or her vehicle for official business and wishes to make a claim for the payment of mileage. Further information about the use of cars for transporting students can be found in [Legal Issues Bulletins 8 and 24](#).

Principals must ensure that all parents, caregivers or volunteers who transport students in cars complete a [Working with Children Check, Appendix 5 – Declaration for volunteers and contractors](#) prior to the excursion.

STUDENT BEHAVIOUR

Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.

REPORTING INCIDENTS

Staff leading school excursions are required to report incidents occurring while on excursion. In broad, such incidents are those which cause disruption to the excursion; or creates danger or risk that could significantly affect individuals participating in the excursion; or impacts on the effective operation of the excursion; or attracts negative media attention or a negative public profile for the school or the Department of Education; or is an incident which WorkCover describes as a 'serious incident' which must be reported by law.

Prior to the excursion, principals should ensure that staff leading the excursion are familiar with the department's [incident reporting policy and procedures](#) (staff only).

BRIEFING OF STUDENTS AND VOLUNTEER PARENTS

Prior to any excursion, students should be briefed on the school's expectation of their behaviour. Students should also be briefed about their right to be safe and protected, about protective strategies and of avenues for support should concerns arise.

Organising teachers should take time to work with groups of students to consider unexpected situations and risks that might occur during the excursion and to discuss strategies, consistent with the risk management plan, for eliminating or controlling risks. Students should also be given strategies for seeking help and regaining safety. Students participating in excursions to communities which are culturally different to their own should be briefed on cultural sensitivities and appropriate communication in cross-cultural contexts.

Prior to any excursion, parent volunteers should be briefed regarding:

- The school's expectations regarding student behaviour and their role to refer misbehaviour of other issues to the class teacher or executive in charge of the excursion.
- The venue for the excursion and identified risks and how the risks will be managed.

SUPERVISION OF EXCURSIONS

Teacher to Student Ratio

The number of teachers to accompany the students for each excursion is to be determined by the principal in consultation with the organising teacher. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of the students, anticipated behaviour and the nature of the activities to be undertaken.

Principals determining the number of teachers required for an excursion should be guided by department statements on class sizes. Fewer students per teacher will be necessary for some excursions such as bushwalking. Particular aquatic and outdoor recreation activities have specific teacher/ instructor to student ratios. These are identified in the specific sport and physical activity guidelines section of [School sport, Sport safety guidelines](#).

There must be sufficient numbers of appropriate, responsible adults, including Learning and Support teachers and School Learning Support Officers, to ensure and assist with adequate supervision.

SCHOOL UNIFORM

Full school uniform must be worn to all excursions except when the nature of the activity requires alternative clothing. The clothing requirements should be communicated to parents in the information note.

The wearing of school uniforms on an excursion greatly assists with:

- the easy identification of students;
- the effective supervision of students;
- the safe conduct of the excursion through the maintenance of an acceptable standard of discipline; and
- projecting a positive image of Punchbowl Public School and Public Education to the wider community.

SPECIAL REQUIREMENTS

Where a particular excursion activity requires special protective equipment or apparel (e.g. mouth guards, protective apparel), these must be used. Staff and student safety must not be compromised. Students and staff should be encouraged to use sunscreen and wear a peaked or broad brimmed hat on outdoor excursions.

SWIMMING & WATER ACTIVITIES

Where any excursion involves swimming or water activities, principals must ensure that the eight elements of the Swimming and Water Safety guidelines [are adhered to](#).

Parents must be asked to indicate the swimming ability of their children when giving consent for students to participate in excursions involving water activities.

Principal/ Deputy Principal and teachers organising excursions involving swimming and water activities should also consult the [Swimming and Water Safety section of School Sport - sport safety guidelines](#).

IMPACT ON TEACHER RELIEF FROM FACE TO FACE (RFF)

Where an excursion results in a teacher missing their scheduled RFF, the teacher may, as part of the planning process, negotiate a 'swap'.

This swap is to be:

- mutually agreeable with all teachers involved;
- organised by classroom teacher not the teacher who provides RFF;
- in a school event that only relates to a grade or stage/s and is a regular calendar item e.g. swimming carnival, RFF is to be swapped and organised prior to the event.
- in the case of whole school event/s RFF will not be made up.

FOLLOWING DOCUMENT TO BE ACCESSED WHEN CONDUCTING EXCURSION

[Excursion Application](#)

[Check List](#)

[Variation to Routine](#)

[Risk Assessment](#)

[Permission Note](#)

KEY RESOURCES

[Department of Education Policy](#)

[Anaphylaxis Procedures for Schools and associated health conditions](#)

[Sport & Physical Activity, Safe Conduct Guidelines](#)

[Student Health in NSW Public Schools: A summary and consolidation of Policy](#)

[Student Health website](#)

[Schools policies and procedures: Child Protection](#)

[Health and Safety: Emergency Management Guidelines](#) (staff only)

[Health and Safety: Safety Management System: Excursions](#) (staff only)

[Health and Safety: Safety Management System: Risk Management](#) (staff only)

[Health and Safety: Safety Management System: Incident Management](#) (staff only)

[Animal Welfare Policy – Schools](#)

ADVICE

[Early Learning and Primary Education Directorate](#)

[Legal Services Directorate](#) (staff only)

[Health and Safety Directorate](#) (staff only)

[School Sport Unit](#)

[Schools Finance](#) (staff only)

[Multicultural Programs Unit](#) [Records Management Unit](#) (staff only)

[School Safety and Response Unit](#) (staff only)

FURTHER INFORMATION

Director, School Policy and Information Management (02) 9244 5070

