



## **EXCURSION POLICY AND PROCEDURES**

### **1. PURPOSE**

While students are in the College's care, the responsibility for the welfare and safety of students remain with the College at all times. Excursions are undertaken to further students' learning and social skills development outside their normal school environment and include camps. All excursions contain some level of risk. Some excursions will have a much higher level of risk than others. It is essential that all staff involved in excursions have an understanding of the level of risk associated with each excursion they conduct and are able to manage the associated risks appropriately given the ability of the students and the location at which the excursion is held.

Al-Ameen College, places utmost importance on the safety and well-being of all students and staff. Accordingly, the College responds to all elements of foreseeable risk and takes reasonable steps to ensure that students and staff do not risk injury and that their health and safety are not put at risk at any time, including during excursions and camps. This Excursions Policy has been developed to minimise risks associated with excursions and camps.

### **2. SCOPE**

This policy applies to all staff organising excursions for students at Al-Ameen College. The Principal is to authorise all excursions and is responsible for the implementation and compliance of this policy and related procedures.

### **3. POLICY**

Excursions need to have a clear educational purpose and ensure that the duty of care for participating students and staff is adequate and compliant with relevant legislation. All excursions must only be conducted with the Principal's authorisation and parental consent.

The College is to inform all parents/guardians of all details of all excursions and camps and parents/guardians are required to provide the College with all details of disabilities and/or medical conditions that may affect their child's ability to attend and/or fully participate in the planned activities of excursions and camps.

**Standard of Care:** Staff are to be familiar with this policy and implement related procedures to ensure that an adequate standard of care is provided for every excursion. The standard of care will vary depending on the venue of the excursion and the activities that are conducted. Each excursion holds a different level of risk and therefore, a different level of care will be required. The higher the risk, the higher the level of care required. The level of care varies according to:

- number of students;
- age of the students;
- venue;
- conditions;
- ability of students.

When engaging the services of external providers to either run or assist in the running of excursions, the duty of care owed to pupils by the College is only delegable in very specific cases. The engagement of an external provider, no matter what his or her level of expertise is, does not release the College from its obligation to ensure the safety of its students who participate in the excursion.

The standard of care will be breached if staff do not comply with this policy and related procedures and thereby, compromising duty of care. Compromising duty of care will result in a warning and possible disciplinary action.

**Students with Disabilities and/or Medical Needs:** For students with disabilities and/or medical needs, the teacher in charge is to consult the Principal, the child's parents and the child's doctor (at the parent's discretion) and devise an individual emergency and/or medical plan. Parents are required to provide the teacher in charge with all relevant information and sign the plan. The child's parent or a trained nurse may be asked to attend. In cases where the physical disabilities or medical conditions make participation in some or all activities difficult, alternative or adapted activities are to be arranged.

***Parent Consent for Medical Treatment:*** Parents are required to provide detailed medical information and consent for medical treatment for all excursions and camps. The College is to request (on the consent form) that it be permitted to call a doctor and/or ambulance if necessary and that parents will be required to meet all associated costs.

#### **4. RELEVANT LEGISLATION OR AUTHORITY**

Occupational Safety and Health Act 1984 Occupational  
Safety and Health Regulations 1996 School Education  
Act 1999

School Education Regulations 2000

Working with Children (Criminal Record Checking) Act 2004

## 5. PROCEDURES



KNOWLEDGE | FAITH | DISCIPLINE

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### EXCURSION PROCEDURES

#### Notification of Excursion

Excursion Venue:			
Year Group(s):		Estimated Number of Students attending:	
Day/Date:			

Departure time: \_\_\_\_\_

Return time: \_\_\_\_\_

Entry Fee: \_\_\_\_\_

Bus Fee: \_\_\_\_\_

Supervising teachers: \_\_\_\_\_

Excursion Program/Curriculum Outcomes:

\_\_\_\_\_

Requirements:

Water bottle

Hat and put on sunscreen

Snacks

Packed lunch

Writing pad & pencil

School uniform

Sports uniform

Other: \_\_\_\_\_

Teacher-in-charge: \_\_\_\_\_ Signature: \_\_\_\_\_

Excursion is approved by Asst Principal (Teaching & Learning): \_\_\_\_\_

Excursion is authorised by Principal: \_\_\_\_\_

#### PARENT CONSENT TO ATTEND EXCURSION

Parents to complete this permission slip to attend the excursion and return it to the class/form teacher by:

\_\_\_\_\_

I, \_\_\_\_\_, as parent of, \_\_\_\_\_, from Year \_\_\_\_\_, allow my son/daughter to attend the excursion as organised by the College. In case of an emergency, I can be contacted on \_\_\_\_\_.

My son/daughter is allergic to or has the following medical condition(s):

\_\_\_\_\_

I enclose payment with this completed permission slip and I will ensure that my son/daughter wears the school uniform or sports uniform as appropriate for the excursion.

Parent Signature

Date

**Parents to complete this information slip to attend the excursion and return it to the class/form teacher by:**

\_\_\_\_\_.

I, \_\_\_\_\_, as parent of, \_\_\_\_\_, from Year \_\_\_\_\_, understand that in the event of an emergency, I may be contacted and provide the following contact details for my son/daughter:

Parent / Guardian 1:

Home Phone: \_\_\_\_\_ Mobile \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent / Guardian 2:

Home Phone: \_\_\_\_\_ Mobile \_\_\_\_\_ Work Phone \_\_\_\_\_

My son/daughter's regular doctor is \_\_\_\_\_ and medical centre is \_\_\_\_\_.

I understand that in the event of an emergency my son/daughter's doctor may be contacted if the parents / guardians listed above are unable to be contacted, and an ambulance may be called if there is a medical emergency and parents are unable to be contacted.

Parent Signature

Date

**EXCURSION PLANNING &  
DEPARTURE CHECKLIST  
(for teachers only)**

EXCURSION VENUE: \_\_\_\_\_ YEAR GROUP: \_\_\_\_\_

DATE: \_\_\_\_\_

**UNDERTAKE THE FOLLOWING DURING PLANNING:**

**1. CONDUCT A RISK ASSESSMENT (USING TEMPLATE) FOR THE PROPOSED EXCURSION**

**2. OBTAIN PRINCIPAL'S APPROVAL AND CONFIRM THE COLLEGE'S INSURANCE POLICY WITH BM**

- Obtain approval and ensure the Principal is fully aware of all aspects of the activities and the contingency plan to deal with emergencies.

**3. OBTAIN PARENT CONSENT AND PAYMENT FOR ALL STUDENTS ATTENDING**

- Notify parents of the excursion. Parent should be made aware of ALL the details and activities of the excursion.
- Parent consent MUST be received before a student is allowed to attend an excursion and/or to participate in any activity.
- Collect entry fee and bus fee from attending students.

**4. ASSESS EACH STUDENT'S PHYSICAL CAPABILITIES AND MEDICAL/SPECIAL NEEDS (IF ANY)**

- Ensure that students are not made to participate in an excursion/activity beyond their physical abilities.

**5. ENSURE YOU HAVE AN EMERGENCY PLAN**

- Ensure an emergency plan is in place prior to the excursion. As the teacher-in-charge, you need to have a fully charged mobile phone, a portable charger and emergency contact numbers.

**6. BOOK TRANSPORTATION AND MEET ALL REQUIREMENTS FOR USING PRIVATE VEHICLES AND/OR SCHOOL BUS**

**7. BOOK EXCURSION VENUE & CONFIRM BOOKING PRIOR TO EXCURSION DAY**

**DEPARTURE CHECKLIST - COMPLETE THE FOLLOWING ON EXCURSION DAY:**

**1. ENSURE DUTY OF CARE REQUIREMENTS AND STUDENT-TEACHER RATIO IS MET**

- Be mindful of the students' age, venue, weather conditions, physical ability of students and the student-staff ratio required for the activities to be conducted.
- Requirements for all activities need to be adhered to.

**2. ENSURE ALL REQUIREMENTS FOR STUDENTS WITH MEDICAL NEEDS ARE MET**

- Inform all participating teachers of students' medical conditions/needs and action plan as required.

**3. COLLECT FIRST AID KIT, SUNSCREEN AND INSTANT ICE PACKS FROM THE ADMIN OFFICE**

- At least **ONE** staff member attending must have **First Aid training**.

**4. MARK STUDENT ATTENDANCE ON SEQTA**

- If there are students staying behind at school, their names must be given to the office and ensure supervision is organised before departing.

**5. ENSURE THAT YOUR DUTY HAS BEEN SWAPPED WITH ANOTHER STAFF MEMBER BEFORE YOU EMBARK ON YOUR EXCURSION (*please confirm with relief Coordinator*).**

**6. ENSURE THAT STUDENT WORK/LESSON PLANS ARE SUBMITTED TO THE OFFICE OR HEAD OF PRIMARY**

I confirm that all requirements listed above are met. I also confirm that the excursion complies with and will be conducted in accordance with the Excursions Policy and Procedures.

Teacher's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please remember that DUTY OF CARE remains with the teacher and cannot be passed on to others.**



# Al-Ameen College Excursion Risk Assessment

- This template is to be used with reference to the *Al-Ameen Excursion Policy*.
- The completed template must be submitted with the *Notification of Excursion* form to the Assistant Principal (T & L).
- The completed risk assessment must be assessed by the current WHS representative one week prior to the day of excursion.

1. Background Information			
<b>Excursion/Incursion venue:</b>		<b>Date of excursion/incursion</b>	
<b>Description of event / excursion / incursion</b>		<b>Name of person conducting assessment:</b>	

2. Risk Assessment			
	Identify and list Hazards	List Current Risk Controls	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
1			
2			
3			
4			
5			
6			



WHS Representative's name

Signature

Date

**1. Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row.

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

**2. Likelihood** - Evaluate the likelihood of an incident occurring according to the ratings in the left-hand column.

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime ("once in a lifetime / once in a hundred years")
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time. May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly. It is anticipated for each repetition of the activity of event

**3. Risk Matrix** – Using the matrix calculate the level of risk by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

**4. Risk Level/Rating and Actions**

Descriptor	Definition
Extreme:	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken within 48 hours of notification.
Medium:	Notify <b>Nominated employee, HSR / HSC</b> . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.
Low	Notify <b>Nominated employee, HSR / HSC</b> . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.

## 6. REVIEW

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
2011	YI	Originally Released
2013	PR	Reviewed
2017	NM	New Policy written
2019	NM	Reviewed
2021	NM	Reviewed
2021	PR/ME	Reviewed
2025	PR/FP	Reviewed