



## EXCURSION AND CAMPS POLICY

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## **STUDENT SAFETY AND RISK MANAGEMENT**

### **LIABILITY**

A teacher owes students a duty to take reasonable steps to protect them from any injury that the teacher should have reasonably foreseen. This requires teachers and Principals not just to react to situations as they arise but to engage in appropriate risk management to reduce the risks of injury. Principals should implement risk management processes for identifying and controlling hazards and risks. They should also ensure that sufficient members of staff are trained in first-aid to an appropriate level of competency to enable first aid to be given when necessary.

### **REPORTING ACCIDENTS**

For general record keeping purposes, it is important that details of accidents at schools or on excursions be recorded on the appropriate system. The Principal may also wish to obtain further information such as statements from witnesses and retain these on file, with a notation on the statements that they are to be used for the sole purpose of defending any potential or actual legal claim.

### **STUDENT ACCIDENT INSURANCE COVER**

If a student is injured at school, or during a school organised activity, the student's parent/guardian is responsible for the cost of medical treatment. This includes the cost of transport to a medical facility or to their home. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

### **SCHOOL EXCURSIONS GENERAL POLICY**

For the purposes of this policy, an excursion is defined as an activity organised by a school (except work experience) whereby students leave the school grounds for the purpose of engaging in educational activities (including camps, adventure activities and sport). The nature and extent of excursions conducted by a school will depend on the general educational policies developed by the school council and the curriculum programs developed by staff. The requirements and guidelines relating to preparation and safety must be observed in the conduct of all excursions. The Principal, who is responsible for the conduct of all excursions, must ensure that full records are maintained. If accidents or injuries occur, comprehensive reports must be completed and filed promptly. Principals, teachers, school councilors and others involved in school excursions, including camps and adventure activities, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of all their actions, their planning and the curriculum role of the particular activity. The Principal must ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place. All staff and students must wear appropriate and suitable clothing and protective apparel. Equipment must be in good condition and be suitable for each activity undertaken. Satisfactory arrangements must be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

## **APPROVAL FOR EXCURSIONS**

Prior to the conduct of an excursion, the approval of the Principal must be obtained.

In approving the excursion, consideration should include:

- *the contribution of the activity to the school curriculum*
- *the suitability of the activity in keeping with the Islamic ethos of the college*
- *the adequacy of the planning, preparation and organization in relation to the school policy*
- *information provided by community groups and organizations that specialize in the activity proposed*
- *appropriateness of the venue*
- *the provisions made for the safety and welfare of students and staff*
- *the experience and competence of staff relevant to the activities being undertaken*
- *the adequacy of the student supervision*

## **EXECUTIVE PRINCIPAL APPROVAL**

The Executive Principal is responsible for the approval of:

- overnight excursions
- camps
- interstate and international visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

## **PRINCIPAL APPROVAL**

The Principal is responsible for the approval of all single-day excursions (other than those referred to above that must be approved by the Executive Principal) and the staff involved.

## **APPROVAL FOR JOINT EXCURSIONS**

Where Executive Principal approval is required, each school involved in a joint excursion must receive the approval of its own Board and where Principal approval is required, the Principal of each participating school must give approval. In such circumstances, a coordinating Principal or teacher, agreed to by the Principals of the schools concerned, should ensure that:

- the necessary organisational arrangements are undertaken
- the venue is appropriate
- supervision is adequate and that normal procedures for the conduct of the excursion are carried out
- parents/guardians are informed that their children may be supervised by teachers and other approved adults from the other school(s) during the excursion.

## **SELECTION OF VENUE**

The selection of the venue chosen for a camp or excursion activity must be based on sound risk management principles. Camp or excursion venues should be assessed for their inherent safety and suitability as well as for the risks associated with the activities that may occur during the camp or excursion.

When choosing a camp or excursion venue, consideration should be given to the following factors:

- health, hygiene and safety
- buildings and facilities
- facilities for prayer
- accessibility to halal food (if required)
- activity equipment and the conduct of activities
- certification and qualifications of staff
- participant supervision
- emergency and risk management plans
- fire precautions
- first aid facilities
- quality assurance and consumer protection
- references from other schools.

### **OVERNIGHT SCHOOL CAMPS OR EXCURSIONS**

Overnight school camps or excursions may use:

- residential campsites
- overnight campsites and accommodation
- campsites that are also schools (• interstate camps or excursions)
- overseas venues

### **RESIDENTIAL CAMPSITES**

Schools using residential campsites in WA as a venue for their camp or excursion are required to use only accredited campsites. Residential camping is defined as occurring at sites that have permanent facilities such as dormitory accommodation, kitchen, showers, toilets and recreation options.

### **ACCREDITED CAMPS**

In conjunction with using accredited venues, it is recommended that the teacher-in-charge or the Principal inspects any site or facility being used for the first time to ensure the camp is suitable for the school's needs. The teacher-in-charge should consult with the camp manager in order to prepare their risk management documentation. Regardless of whether or not the site has had prior inspection it is essential that the teacher-in-charge checks the camp on arrival to assess apparent dangers and hazards and to prepare contingency plans accordingly.

### **OVERNIGHT CAMPSITES AND ACCOMMODATION**

Where the school uses other venues such as caravan parks, motels/hotels or ski lodges, they may wish to refer to the Campsite and Outdoor Activity Provider program accreditation criteria when undertaking their risk management assessment prior to confirming a booking.

### **OVERSEAS TRAVEL**

Schools travelling overseas should use the same assessment criteria as is used for residential camping within Australia and perform a thorough risk assessment of the proposed travel

location, facilities and venues. Before travelling overseas, schools should check whether there are any travel warnings current for the proposed countries and locations to be visited. The Smartraveller website, the Australian Government's travel advisory and consular assistance service can be found at [www.smartraveller.gov.au](http://www.smartraveller.gov.au). This site also provides useful travel information and tips.

### **EXCURSION EMERGENCY MANAGEMENT**

The emergency management process should extend to and incorporate all excursions. The four components of **preparedness, prevention, response** and **recovery** need to be addressed. Emergency procedures should include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help. All excursion staff and, where appropriate, the students need to be familiar with the specific procedures for dealing with emergencies on each excursion. In particular, emergency procedures pertaining to campsites should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to ensure that procedures are appropriate and to familiarise staff and students with emergency evacuation protocols.

On days of extreme fire danger or total fire ban, the Principal may need to cancel excursions at short notice. Where excursions are not cancelled, special fire safety precautions will be required. The Executive Principal and Principal may wish to consider equipping excursion groups and buses used to transport the students with mobile telephones to be used in emergency situations. It is recommended that where indoor accommodation facilities do not have smoke detectors, the school supply its own detectors.

### **IDENTITY TAGS**

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

### **NOTIFICATION OF OVERSEAS TRAVEL**

Where overseas travel is involved, the school should register its overseas travel plans with the Department of Foreign Affairs and Trade (DFAT). This ensures that should dangerous or exceptional circumstances arise while travelling overseas DFAT will assist in ensuring the safety and security of staff and students.

### **COMMUNICATION DURING AN EMERGENCY**

In the event of an emergency, an accident or an injury to a participant, staff on the excursion should, in addition to undertaking appropriate emergency action, immediately notify the school Principal. For excursions held outside school hours, parents/guardians should be advised of the telephone numbers (both during and outside of school hours) of the designated school contact person. While the students are on the excursion, if parents/guardians have reason to believe that an emergency may have occurred (for example, a media report) they should in the first instance contact the school contact person and not personnel on the excursion. This will ensure that the telephone lines are kept free at the excursion site.

## **FIRST-AID**

The Principal and teachers have a legal duty to protect students in their charge from the risks of hazards that are reasonably foreseeable. They must assist students who may be injured or ill. As the range of activities undertaken on excursions is extensive, the Principal needs to ensure that excursion staff have levels of first-aid training which are appropriate to the excursion activities and location. Teachers and other school staff who are responsible for the care of students at risk of anaphylaxis should receive training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®. Excursions into the wilderness and campsites may result in stings or bites. In the event of a sting or bite the following first aid is to be applied:

### **Insects**

#### Bee stings

Remove the sting by scraping, never squeeze the site. Wash the area and apply antiseptic cream. Keep the sting site rested, elevated and cool. Local swelling and irritation may last for several days.

#### Wasp and hornet stings

These do not leave a sting behind. Treat the area as for bee stings.

#### Ant and other insect bites

Treat as for bee stings.

#### Scorpions

Scorpion stings can be very painful and the pain may persist for several hours. Local redness and numbness often occur. Wash the sting site; apply antiseptic and apply a cool pack. Give pain killers such as paracetamol. Australian scorpions do not cause severe symptoms.

#### Centipedes

Apply antiseptic to the bite site. Local redness, itching and pain are common. Severe pain is sometimes experienced.

#### Spiders

##### Red-back spider (*Lactrodectus*)

Wash the bite site, apply antiseptic and a cool pack. In the majority of cases only minor pain and redness occur. In 25 per cent of cases, severe pain and other symptoms such as sweating, headache, vomiting and muscle pain develop over the first few hours. Take the victim to hospital if there are severe symptoms.

##### White-tailed spider (*Lampona*)

There is no clear scientific evidence that bites from these spiders cause skin ulceration. Treat as for bites from all other spiders.

##### Spiders – all other

Wash the bite site, apply antiseptic and see your doctor if signs of local infection develop. (This information only applies to the regions of South Australia, Western Australia and the Northern Territory.)

## **Marine**

### Jellyfish (non-tropical)

Apply vinegar or Stingose then shower in hot water for at least 15 minutes.

### Blue-ringed octopus

Muscle paralysis with breathing difficulties can occur within minutes of the bite. The bite may not be painful. Apply a pressure immobilisation bandage, perform mouth to mouth resuscitation as required and seek urgent medical help.

### Fish stings

Immerse the sting site in hot water (as hot as can be tolerated for at least 30 minutes). Get medical help for severe pain or if the pain is not relieved by the hot water.

## **Snake bites**

Treat all bites, including suspected bites, as potentially life threatening. Get urgent medical/ambulance assistance. Phone 000 for an ambulance.

- Do not wash, squeeze or puncture the bite site.
- Apply a pressure immobilisation bandage.
- Keep the victim calm and still.
- Do not give food or alcohol.
- Do not allow the victim to walk.
- Bites to the head and body must be bandaged as firmly as possible.
- Do not attempt to catch or kill the snake.

## **PARENTAL/GUARDIAN APPROVAL AND INFORMATION**

Parents/guardians must provide written approval for their child(ren) to take part in an excursion and in any particular adventure activities that will be undertaken during the excursion. Parental consent is required for the following reasons:

- To authorise the school to have the student in its care after normal school hours (for overnight excursions).
- To authorise the school to take the student out of the school environment (for day excursions).
- To authorise the school to consent to emergency medical treatment for the student.
- To enable the parent/guardian to alert the school to any medical condition or allergies of the student.
- To provide the process for the parent/guardian to consent to any financial cost of the excursion.

- To provide the process for the parent/guardian to consent to the student being sent home from the excursion in the event of serious misbehaviour.

Parents/guardians asked to sign consent forms must be given sufficient information about the nature of the proposed activity and the risks involved, and the degree of supervision, to enable them to make an informed decision and to ensure the school obtains a proper consent. Students eighteen years of age and over may sign consent forms on their own behalf. Under certain circumstances, students who are under eighteen years of age and who are living separately and independently from parents/guardians may sign their own consent forms. Consent forms are to remain at the school and a copy to be taken on the excursion by the teacher in charge. A list of participants and contacts in the case of an emergency should be held by the designated school contact person.

### **INFORMATION TO PARENTS/GUARDIANS ABOUT STUDENT ACCIDENT INSURANCE**

It is recommended, particularly where an adventure activity is planned, that parents/guardians should be reminded that:

- The school does not provide student accident cover and
- parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

### **STUDENT MEDICAL INFORMATION**

It is essential that excursion staff have adequate and up-to-date medical information about students who are participating in each excursion. A confidential medical information form must be completed by the parent/guardian of each student in advance of each school council approved excursion. These forms provide the parent/guardian with the opportunity of varying any information given to the school annually for use during normal school hours.

These forms must be taken on the excursion by the teacher-in-charge and be accessible by other excursion staff in emergency situations. A copy of the forms should be retained at the school while the excursion is being held.

A student should not be denied attendance at an excursion, including a camp or swimming program, because the parent/guardian refuses permission for a blood transfusion. Transfusions or other courses of treatment are matters for legally qualified medical practitioners. Teachers cannot be held liable for medical treatment given against the wishes of a parent/guardian. A recommended, confidential medical information for school excursions form below.

Parents/guardians or students may be asked to provide further information depending on the nature of the activity.

### **Confidential Medical Information for School Approved Excursions**

#### **Sample Questions for Permission Forms**



**Sample only:**

The College will use this information if your child is involved in a medical emergency. All information is held in confidence. This medical form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the College is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Teacher to complete this section

Excursion/program name:

Date(s):

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/guardian's full name:

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours*

*Business hours*

Name of family doctor:

Address of family doctor:

Medicare number:

Medical/hospital insurance fund:

Member number:

Ambulance subscriber?  Yes  No If yes, ambulance number:

Is this the first time your child has been away from home?  Yes  No

**Please tick if your child suffers any of the following:**

Asthma (if ticked complete Asthma Management Plan)

Bed wetting

- Blackouts
- Diabetes
- Dizzy spells
- Heart condition
- Migraine
- Sleepwalking
- Travel sickness
- Fits of any type
- Other:

### **Swimming ability**

*Please tick the distance your child can swim comfortably.*

- Cannot swim (0m)
- Weak swimmer (<50m)
- Fair swimmer (50-100m)
- Competent swimmer (100-200m)
- Strong (200m+)

### **Allergies**

*Please tick if your child is allergic to any of the following:*

- Penicillin  Other Drugs (list):
- Foods:
- Other allergies:

What special care is recommended for these allergies?

Year of last tetanus immunisation:

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

### **Medication**

Is your child taking any medicine(s)?  Yes  No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

### **Medical consent**

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.

Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above) \_\_\_\_\_

Date:

**Note:** You should receive detailed information about the excursion/program prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.

### **Guidelines for supervision**

Subject to Department of Education requirements and guidelines, the degree of supervision for students involved in school excursions is a matter for local decision. Department guidelines provide the minimum requirements for staff–student ratios, staff experience and staff qualifications. In many instances, Principals will implement enhanced measures to cater for the safety of students. Sufficient excursion staff to ensure appropriate and effective supervision must be provided. In deciding what constitutes sufficient excursion staff, the Principal should take into account the guidelines contained in the [Safety Guidelines for Education Outdoors](#) website as well as:

- The qualifications and previous experience of the excursion staff.
- The age, maturity, experience and gender of the students.
- The size of the group.
- The nature and location of the excursion.
- The activities to be undertaken.
- Any other relevant factors of which they are aware.

When requesting parental approval for their child to take part in an excursion, it is essential that parents/guardians are provided with relevant details about the degree of supervision and the nature of the activity and risks involved.

In addition to more specific Department of Education guidelines, the following general guidelines for supervision apply:

- for the great majority of excursions, including those types of excursions for which Executive Principal approval is required, the excursion must be under the direct control of a teacher employed by the school and at least one other excursion staff member must be present.
- for some excursions where it is considered safe and appropriate, the Principal may approve small group excursions in the local area where the supervision is provided by one or more excursion staff who are employed by the school (for example, school services officers such as integration aides and teacher assistants).

- in a small number of instances and for secondary-aged students only, the Principal may determine that direct supervision is not needed for activities involving small groups or individual students. In making this decision, the Principal is encouraged to ensure that a risk assessment of the activity is conducted and that the decision and the reasons for allowing the activity to proceed are documented. In such circumstances, the teacher responsible for the activity should maintain a formal record containing:
  - A description of the activity, including locations.
  - The names and ages of students involved.
  - The time of leaving and returning to school.
- where excursions involve overnight stays for mixed groups, excursion staff should include only staff of the same sex as the students.

### **Excursion staff**

In addition to teachers employed by the school, excursion staff may include other adults on a volunteer or paid worker basis such as parents/guardians, school services officers, community members, specialist instructors, campsite staff and trainee teachers. All approved excursion staff can be included in the staff–student ratio. School students cannot be used as excursion staff. All should have their “Working with Children Check”.

In approving excursion staff prior to the excursion, the Principal or school:

- be satisfied that each excursion staff member is able to provide effective supervision of the activities involved.
- ensure that there are sufficient excursion staff to provide effective supervision of students. For the great majority of excursions, including those types of excursions for which Executive Principal approval is required, there must be sufficient teachers employed by the school to maintain appropriate control of the excursion and of each activity. In general, teachers should comprise at least half of the excursion staff.
- ensure that where specialist instructors are employed, they:
  - have the necessary skills or qualifications for the activity.
  - have appropriate experience for the age and skill level of the students.
  - hold appropriate public liability insurance.
- ensure that the names of volunteer workers are recorded for the purposes of volunteer workers insurance.
- ensure that excursion staff members who will provide supervision of students and who are not registered teachers have a Working with Children check.

It is important that the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers etc) are clarified and understood by all staff and students prior to the commencement of the excursion.

### ***Instructors***

In some instances the school may use specialist instructors to ensure that excursion activities are undertaken correctly and safely. These instructors can be included in the staff–student ratio with the approval of the Principal/Executive Principal and can be either volunteers or paid. While instructors have the technical knowledge and expertise to instruct the students, the

teachers have the overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.

### ***Campsite staff***

An increasing number of commercially operated camping venues now make available employees to assist schools with their staff–student ratios. These campsite staff can be included in the staff–student ratio with the approval of the Principal and Executive Principal. In some instances, the school may wish to include campsite staff in the staff–student ratios for specific activities that require additional staff (e.g. canoeing). In such circumstances, the campsite staff must be in attendance and undertake their designated responsibilities for the duration of the special activity. In other instances, where campsite staff are included in the overall staff–student ratio throughout the camp program, they must be on duty and available on the same basis as other staff included in the staff–student ratio. This will usually mean being available on a twenty-four-hour basis (See liability).

### **Guidelines for staff–student ratios**

Staffing ratios in this Policy provide the minimum requirements for school excursions. It is the Principal’s responsibility to ensure that sufficient excursion staff are present to provide adequate supervision for students during the excursion and for each activity undertaken. With few exceptions, excursions must be under the direct control of a teacher employed by the school and at least two excursion staff must be present.

#### **Day excursions (not involving adventure activities)**

- One excursion staff member per fifteen students.
- For senior secondary students only, this ratio may be extended where, in the Principal’s judgment, student safety is not compromised.

#### **Overnight excursions (not involving adventure activities)**

- Base camps in residential premises or under canvas: one excursion staff member per ten students.
- Study camps (for example, Year 12 camp) in residential premises: one excursion staff member per fifteen students.
- Tours, including interstate tours: one excursion staff member per fifteen students.
- Overseas tours: one excursion staff member per ten students.

### **Student behaviour and discipline**

Students and their parents/guardians need to be made aware that acceptable standards of behaviour will be expected during excursions. Disciplinary measures applying to students on excursions should be consistent with the school’s student code of conduct. In extreme cases the excursion staff, following consultation with and the approval of the school Principal, may determine that a student should return home during an excursion. In such circumstances, the parent/guardian should be advised:

- of the circumstance associated with the decision to send the student home.

- of the time when the parent/guardian may collect their child from the excursion or the anticipated time that the student will arrive home.

When returning a student home, consideration should be given to the age and maturity of the student when travelling arrangements are made. It is recommended that the school ensures that when parents/guardians sign the approval for their child to attend the excursion, they consent to their child being sent home in the event of the child's serious misbehaviour on the excursion. Parents/guardians should also be advised that any costs associated with the student's return will be the responsibility of the parents/guardians.

### **Use of private motor vehicles**

The use of private motor vehicles should be avoided whenever possible, although it is realised that there are occasions when a small number of students may need to be transported.

Excursion staff cannot be directed by their Principal to transport other excursion staff, school students or equipment in connection with any school function.

Students are not permitted under any circumstances to transport other students in private vehicles in connection with any school program or function, whether held during normal school hours or at other times. When a private vehicle is to be used to transport students it should only be driven by a member of the supervising staff. The parent/guardian of each student should be advised that their child may be transported in a private vehicle.

The Principal should verify that any vehicle used for the transport of students is currently registered and that the driver holds a valid driver's license. Accurate records should be kept of the names of students travelling in each vehicle used on an excursion. In the event of a road accident, this information may be needed by emergency services for identification purposes and before parents/guardians of the injured can be informed. Any vehicle used in connection with the school program or any school function should have a comprehensive insurance policy.

### **Use of light aircraft and helicopters**

If aircraft are to be used other than on regular commercial flights, the school must only contract with a licensed charter operator. A licensed charter operator is required to meet specific safety requirements and to carry insurance for passengers under carrier's liability. It is essential that proof of insurance be received from the charter operator prior to the charter commencing.

Unless a student is known to have a particular medical problem, a special medical clearance is not necessary. However, it is important to ensure that passengers are free from head colds. Air pressure changes can cause severe discomfort to the ears when flying in unpressurised aircraft and, in extreme cases, could lead to rupturing of eardrums. The Principal or Executive Principal contemplating helicopter arrivals or departures from the school grounds should note that there are stringent requirements with regard to helicopter landing sites.

### **Overseas and interstate (domestic) excursions**

Requirements and guidelines that apply to the conduct of excursions are applicable to all overseas and interstate (domestic) excursions.

The following guidelines specifically relate to overseas excursions:

- when considering overseas excursions for approval, the Executive Principal must take into account the circumstances that exist in the areas to be visited with regard to student and staff safety and welfare.
  - staff who are part of the supervising staff on an overseas student excursion must gain approval from the Executive Principal to travel overseas.
  - the Commonwealth Department of Foreign Affairs and Trade provides current consular travel advice for intending travelers. See [www.dfat.gov.au](http://www.dfat.gov.au) and Smartraveller at [www.smartraveller.gov.au](http://www.smartraveller.gov.au)
  - the cost of medical and hospital treatment is high in some countries, therefore all students and staff should take out travel and medical insurance for the entire trip.
  - emergency planning should be sufficiently detailed to provide for a range of situations that might occur during the excursion. All excursion staff and students, as well as relevant school staff, should be familiar with the procedures contained within the emergency plan.
- For domestic (interstate excursions), staff who are part of the supervising staff on the excursion must gain the approval of the Executive Principal.

### **Adventure activities**

Adventure activities are those that involve greater than normal risk such as:

- Travel into a relatively undeveloped area of country in which vehicle contact is difficult and/or uncertain.
- Less than normal contact, by person or by telephone, with medical and other public services available in normal day-to-day life.
- Exposure to the natural elements with less than the normal physical protection provided in day-to-day life.
- Confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life
- Base camping, bushwalking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, swimming (other than school swimming programs), surf activities, water-skiing, snorkelling, scuba diving, shooting, sailing, sailboarding and other similar activities.

The guidelines and requirements for school excursions apply to the organisation and conduct of adventure activities. Policies on legal liability; risk management and emergency and security management should be understood before embarking on an adventure activity. Information concerning staff qualifications, staff experience, student preparation, protective clothing and other safety measures is provided in the [Safety Guidelines for Education Outdoors](#) website. Information provided by community groups and organisations that specialise in adventure activities should also be taken into account, especially for activities that have no published guidelines. In line with existing practices, teachers or contracted instructors who lead adventure activities must have the required experience and qualifications or document these in lieu of certification or accreditation. Principals need to carefully check the qualifications and experience of any teacher or instructor who is leading any adventure activity, and make sure that these are appropriate for the activity planned.

### **Higher risk adventure activities**

The nature of some adventure activities means that additional precautions need to be taken to minimise and control the risk to students. In addition to the requirements and guidelines for excursions and adventure activities the following guidelines apply:

#### *Caving*

- Only teachers and other adults who have extensive caving experience are to lead and supervise students involved in caving activities.
- Only the simplest caves are to be attempted with novices.
- There should be a ratio of no more than five students to one instructor with a minimum of two excursion staff members always present.
- Permission to enter caves should be obtained from the appropriate land manager.

#### *Flying and hot air ballooning*

Only commercial operators appropriately licensed to carry passengers may be used for school organised activities.

#### *Gliding*

School-organised activities involving gliding may only be undertaken through gliding clubs.

### **The following activities are considered to be unsuitable for school students because of the potential risks involved:**

- bungee jumping
- hang gliding
- parachuting
- flying ultra-light aircraft

### **Adventure Activity Standards have been developed by the outdoor recreation and adventure tourism industry that cover:**

- Artificial climbing structures
- Mountain biking
- Recreational fishing
- River rafting
- Rock climbing
- Four wheel driving

These Adventure Activity Standards are agreed minimum activity standards for adventure operators and they do not necessarily reflect the greater duty of care owed to students. In the absence of alternative advice provided by the Department of Education and Early Childhood Development, Principals, teachers and Board members need to comply with these standards when planning or endorsing a school adventure activity camp or excursion, and consider the greater duty of care that may be required for students.



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Approved by: [Executive Principal]

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