



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Excursions and Incursions Policy May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES36
Related Policies	Enrolment Procedures SunSmart Policy Hot Weather Policy Teacher Code of Conduct Medication, Accident and First-Aid Policy Behaviour Management Policy
Version	1
Created by	Policy Officer: Kate Quane
Reviewed by	Executive Officer: Darryl Buchanan
Applies to	Ethnic Schools South Australia
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Approved By Executive	ESASA Executive Committee
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Table 2: Revision Record

Date	Version	Revision Description
November 2016	1	New policy developed



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Purpose

Excursions and incursions are a fundamental part of the school curriculum that can provide students with a direct source of knowledge and provide opportunities for students to explore, extend, and enrich their learning. Excursions and incursions complement and enhance a school program. In many instances excursions and incursions can become some of a student's most significant and meaningful learning experiences.

This document outlines the Hungarian Community School, Adelaide Inc.'s requirements when planning, conducting and evaluating excursions or incursions. The procedures described must form the basis of planning for all incursions, excursions and related activities to ensure safe, enjoyable and challenging learning for all students. The safety of children must be the paramount consideration. The welfare of teachers, instructors and others involved in the excursion or incursion must also be of primary importance.

This policy is based on the Department of Education and Child Development Camp and Excursion Guidelines for schools and Preschools.

Definitions

- **Incursion:** an activity organised by the school, conducted within school grounds whereby an external provider is employed to come to the school to run an educational activity for the students.
- **Excursion:** a short journey or outing for a specific purpose beyond the school grounds to a location away from the school
- **Activity:** an element of a student/child learning program
- **Teacher-in-charge:** is the teacher appointed by the Principal, Director as his/her delegate to provide leadership and control of the excursion or incursion
- **Volunteer:** includes parents and/or community members working under the direction of the teacher in charge.

General Aims

- to reinforce, complement and extend learning opportunities beyond the classroom
- to develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world
- to provide a safe, secure learning experience for students in a venue external to the school
- to further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- to further develop resourcefulness, self-confidence, initiative and leadership amongst students
- to extend understanding of their physical and cultural environment
- to develop the power of observation, exploration, judgment and drawing inferences, problem solving ability of students
- to motivate students for learning



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Procedure

The following procedures outline the Hungarian Community School, Adelaide Inc.'s expectations of the activities that must be undertaken prior and during an excursion or incursion.

Prior to the excursion/incursion:

- all excursions and incursions will need to undertake a risk assessment prior to the planned activity including identification of safety precautions pertinent to the planned activity including emergency evacuation procedures (refer to Risk Management Plan at the end of this document)
- a teacher-in-charge of the excursion or incursion will be appointed to lead and/or delegate the activities for the duration of the excursion or incursion. The teacher-in-charge will organise all aspects of the excursion or incursion and is responsible for reporting to the Principal, teachers, parents and volunteers
- the Hungarian Community School, Adelaide Inc.'s Principal will be informed of the excursion or incursion at all stages of planning and all excursions/incursions must be approved by the Principal prior to the planned activity
- an itinerary will be developed for the excursion or incursion including estimated arrival time, break times, and return to school time and any relevant maps
- determine whether the area has sufficient mobile coverage
- parents/careers are informed about the planned excursion or incursion and are given sufficient details (date, time, location, costs involved, transportation, supervision, equipment required, scheduled activities) at least two weeks prior to the excursion or incursion
- only students who have returned a signed consent form are permitted to attend the excursion or incursion. Alternative arrangements will be made for students who do not have parental consent (e.g. parent collecting the child, student to attend another class for the duration of the activity)
- parents/careers must provide updated medical information about their child and any additional information provided by parents must be recorded on the student file
- an adult with First Aid training must accompany students on all excursions and a first-aid kit will be taken on all excursions and incursions
- a list of telephone numbers and address of the closest medical services (e.g. doctor, dentists and hospitals) and the quickest way to get assistance
- a list of student contact details, including ways of contacting parents/carers
- to ensure adequate supervision, parental volunteers may accompany the Hungarian Community School, Adelaide Inc. excursion if they have the relevant history screening. Refer to <https://www.decd.sa.gov.au/working-decd/relevant-history-screening/about-relevant-history-screening> for more details.

Note: If you are a planning to volunteer for a school activity you do not require screening if:

- you are parent, guardian or career and your child is involved in the activity
- if the planned activity does not involve a school sleep over, camp, child care centre, working with children with disabilities or volunteering with Department of Child Protection



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During the excursion

- mark the roll before leaving school grounds. Count the number of students who are attending the excursion and incursion and write this number down so that counts can be conducted throughout the activity to ensure that all students are in attendance
- check that all students have returned a completed parental consent form
- mark the roll at the destination
- ensure that students are safe throughout the planned activity
- mark the roll upon return to the Hungarian Community School, Adelaide Inc.

Guidelines

To ensure that any planned excursion or incursion is a rich educational experience, Hungarian Community School, Adelaide Inc. have written the following guidelines to assist in planning:

- Any excursions or incursions need to be relevant and related to the curriculum plan.
- All students within the specific learning group are to be given the opportunity to participate in the excursion or incursion.
- The excursions are not to involve an overnight stay.
- The ratio of adult to child will reflect the age, stage of the child and the type of excursion.
- The excursion is to produce an outcome which involves the students acquiring additional knowledge, skill or experience.
- Identify whether the excursion/incursion avoids the promotion of violence or causing harm to others, including animals.
- Equity issues have been satisfied, e.g. consideration of students who may not be able to participate for financial, family, cultural or religious reasons, how will students with disabilities participate in the excursion or incursion.
- Students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers to ensure these students can access the planned learning experiences.
- Any required safety equipment and/or procedures for any particular activity are identified prior to the excursion. If specific safety equipment is required, that all relevant participants have been trained in its correct use and this training is documented.
- The teacher-in-charge must ensure that adequate food and water are available. Any food supplied during the excursion must take into consideration any special dietary considerations and the food handling must comply with food safety legislation. Where clean water is not available, adequate supplies must be taken on the excursion and the means for the replenishment of clean water must be in place.
- The teacher-in-charge must ensure that all participants follow the requirements of the SunSmart Policy.
- When selecting a site for an excursion, the site must be inspected prior to the event and consideration given to the facilities available, terrain and other local conditions such as the location of roads and traffic hazards, the availability of public conveniences, anticipated weather conditions and available shelter, likely problems



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or hazards, required equipment for the safety and comfort of all participants, access and safety for any participants who are disabled, access to medical and emergency services, strategies for enacting an emergency evacuation plan and the appropriateness of activities and equipment required to achieved planned student learning outcomes.

Student Preparation

Hungarian Community School, Adelaide Inc. will prepare students prior to the involvement in excursions and incursions. Teachers will inform students of their behavioural expectations, the organisational aspects of the activity, environmental impact considerations for the area to be visited, potential hazards and risks and procedures to be followed in an emergency. Hungarian Community School, Adelaide Inc. will ensure that all staff who are involved in the planned excursion or incursion are familiar with students' abilities and disabilities to ensure that, as far as practical, all students are able to participate successfully. While students may need to be prepared in advanced for particular activities, some modifications to activities may be needed to enable those with disabilities or impairments to participate.

Supervision

Hungarian Community School, Adelaide Inc. will ensure adequate supervision of students at all times during the planned excursion or incursion. The type of supervision required will depend on the following:

- age and development and needs of the students
- the number of students with disabilities
- type of activity,
- the time of day
- location and environment
- planned student learning outcomes
- reasonable predictable hazards

The following ratios will be used on all excursions

Age of students	Number of Teachers	Number of Students
Preschool to year 2	1	6
Year 3 – year 7	1	10
Year 8 – year 12	1	15

The following types of supervision may be employed throughout the duration of the excursion or incursion:

- **Direct:** participating teachers are at the location of the activity, supervising and/or instructing all students involved in the activity
- **General:** teachers oversee the total activity, which may be occurring in smaller groups



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- **Indirect:** teachers oversee the activity at a distance which ensures safety but minimises interruption e.g. during an incursion, the teacher oversees the activity by positioning themselves to see all participants and allowing the instructor to conduct the incursion
- **Self-reliant:** teachers oversee the activity by employing very indirect supervision techniques including meeting the group at various times during the day, ensuring students visit a series of checkpoints throughout the activity or discrete shadowing of the group

Transporting Children

When private motor vehicles are used to transport students for an excursion, Hungarian Community School, Adelaide Inc. will advise parents of the arrangement. The particular travel arrangements for an excursion will be detailed on the information letter and parent consent form.

To ensure the safety of children, a vehicle that is used to transport students must be:

- Equipped with seat belts and approved safety restraints.
- Registered.
- In a safe mechanical condition.
- Covered by a third party property damage insurance policy.

Prior to the excursion, the teacher-in-charge/Principal will ensure the following:

- No child occupies a seat that is not fitted with a seat belt or approved safety restraint.
- Seat belts are fastened at the commencement of the journey.
- The vehicle has adequate seating capacity for the number of children to be transported.
- Any loose items are properly secured before the journey.

The volunteer/teacher/parent driver must have a full or provisional licence and exercise a duty of care in driving a vehicle carrying children. Learner drivers are not permitted to transport students attending Hungarian Community School, Adelaide Inc. excursions or activities.

Exclusions

Exclusion of students from attending an excursion is at the discretion of the Principal. Reasons for exclusions may include:

- Risk to the safety of other children and staff.
- Health issues.
- Unacceptable behaviour.
- Behaviour management.



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Some high-risk activities are considered to be unsuitable for educational programs such as parachuting and bungee jumping. If a high risk activity is planned, The Department of Education and Child Development (DECD) requires individual worksites to satisfy very strict hazard assessment criteria and instructor requirements that would be applied to a review process. This review process needs to be initiated through the principal of the school and include consultation with DECD. It is recommended that students attending Hungarian Community School, Adelaide Inc. do not participate in any high-risk activities that may endanger the lives of themselves, other students, teachers, instructors or volunteers.

Misadventure

Hungarian Community School, Adelaide Inc. will endeavour to maintain a safe environment for students participating in all educational activities. On occasions an incident may arise that requires communicating details of the incident. The teacher-in-charge will have all contact details of the parents/carers of the students attending the excursion/incursion, telephone numbers and locations of emergency services and the fastest way of contacting them. In the event of an incident or emergency, the following procedures will occur:

- In the event of an emergency, the teacher-in-charge will call 000 to report the incident and seek the required assistance. The teacher-in-charge will then call all relevant parties (Parents, Principal) to inform them of the emergency.
- In the event of a minor injury an accident incident report will be filled out and given to the parent/carer upon return to the school.
- In the event of a major injury, parents will be informed and provided details of the injury, the teacher-in-charge will in conjunction with the parent determine the plan of action. This may involve the parents picking up the child and seeking medical assistance, or the teacher-in-charge contacting emergency services to obtain medical assistance.
- In the event of a lost participant, the area will be searched. Students will be asked to be seated in a safe area whilst the area is searched, the name of the student will be called by the teacher-in-charge and the last known whereabouts of the participant be ascertained. After an initial search emergency services, the school and parents will be contacted to inform of the missing participant.
- In the event that a parent cannot be contacted, the teacher-in-charge will determine the best course of action including taking students to the closest medical facilities for treatment or calling emergency services.



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EXCURSION CHECKLIST

The following checklist has been compiled in accordance to the Education and Care Services under the Education and Early Childhood Services (Regulations and Standards) Act 2011. The Excursion checklist must be completed prior to the excursion and must be signed by the Principal to confirm the action has been undertaken.

Excursion: _____

Date: _____

Teacher-in-charge: _____

Action Required	Confirm Action
<p>1. Site Selection Prior to the excursion taking place, site leaders are to assess any potential site, taking into consideration the group of children / students for which the activity is planned. Hazards are to be identified and mitigation strategies developed for implementation to ensure risks are within an acceptable range. The matters in the policy include:</p> <ul style="list-style-type: none"> • terrain and other local conditions • facilities available • communication systems • hygiene • anticipated weather conditions • likely problems or hazards, e.g. old mine shafts and quarries, aggressive dogs, hazardous water, snakes, spiders, European wasps, flood prone areas, mudslides, rock falls, avalanche, cliff collapse, lightning etc • equipment required for the safety and comfort of all participants • access and safety for any participants who are disabled • appropriateness of activities and equipment required to achieve planned learning outcomes • means of accessing medical and emergency services • strategies for enacting an emergency evacuation plan or any other contingency plans • the age appropriateness and condition of playground equipment <p>on-site hazardous machinery and substances must be suitably housed and not used while students and leadership team members are present</p> <ul style="list-style-type: none"> • any other relevant matters. 	
<p>2. Excursion Risk Management Plan A risk management plan is to be completed and displayed in a prominent position at the education and care service prior to the excursion taking place. [Regulation 100] Where a service undertakes ongoing outings to a site outside of the approved premises then a risk assessment of such a site, assuming the circumstances do not alter, can be conducted and remain valid for a 12 month period. [Regulation 104 (4)] Complete Emergency Response Plan Proforma</p>	
<p>3. Application to conduct an excursion Permission to undertake an excursion must be sought and granted by the Principal of Hungarian Community School, Adelaide Inc. [Regulation 102]</p>	
<p>4. Consent Forms The written consent of parents/guardians is required Note: All consent forms received from parents or guardians are to be checked for completion and to verify that the authoriser (name and signature) is the nominated</p>	



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	<p>parent or guardian on the enrolment form.</p> <ul style="list-style-type: none"> • If incomplete or inappropriately signed, the consent form should be returned to the parent or guardian for correction. • No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed. • Parents/guardians are required to complete a consent form prior to an excursion taking place, • Parents/guardians must also be provided with an information sheet, this sheet is to include any additional information that is relevant to the excursion. <p>Note: If the excursion is a regular outing, consent is only required to be obtained once in a 12 month period. [Regulation 102(5)]</p>	
5.	<p>Transportation (where required) Private vehicles to transport children must only be used where:</p> <ul style="list-style-type: none"> • parents'/guardians' written consent to the excursion covers travel in a private vehicle • drivers are responsible and will drive safely • drivers have a full or provisional licence, i.e. no learners • as a minimum, vehicles are covered by third-party property insurance • potential drivers are aware that Hungarian Community School, Adelaide Inc. is not liable for reimbursing any out-of-pocket expenses incurred as the result of an accident • the vehicle is equipped with seat belts and approved safety restraints in accordance with the National Law 	
6.	<p>Retention of Documentation All documentation must be retained</p>	

Teacher-in-Charge

Principal



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Transport of Students/Children by Parents and Volunteers

Dear Parent/Guardian/Volunteer

Thank you for offering to transport students in your car. Could you please sign and return this form as proof of your acceptance of the following conditions:

- You hold a current driver's license (full or provisional)
- The car you will be driving is registered
- You understand that the school does not accept responsibility for any claims which may result from a vehicle accident
- Seat belts and appropriate child restraints in your car will be used by all passengers
- The car that you will driving is covered by the following insurances
 - Third party property
 - Comprehensive

Name: _____

Signed: _____ Date: ____/____/____

The following information is entered when passengers are allocated

Event __ <briely describe the reason for transporting students>

Passengers <state the full name of 3 students>

1. _____
2. _____
3. _____



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EMERGENCY RESPONSE PLAN PROFORMA

Copies of this document should be provided to all staff and to the school's designated emergency contact person. The information supports the initial response to an incident and should form part of a more detailed emergency management plan.

Features of the region

- *Describe the location and its geographic features, include a map*

Communication with emergency support

- *How will the group communicate with emergency support?*

How will emergency services access the group at each location?

- *How long will it take for support to arrive?*
- *Provide descriptions of multiple access routes if possible*
- *Detail approximate travel time to medical help from the location*
- *List sources of emergency support*
- *Consider whether helicopter access is possible*

Information required when reporting a serious accident

- *Number of students injured, names of students injured*
- *Suspected injuries*
- *When it happened...Where it happened...What happened*
- *Current location of injured student(s)*
- *Student's present condition*
- *Condition of other group members and the name of the person who is with them*



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- *What is currently happening*
- *Estimated time of next communication and method of communication*

Phone Contacts

Emergency Services: 000

Local Emergency Services: (The location of emergency services should be marked on maps).

Hospital/Medical: ☎ _____ address: _____

CFS: ☎ _____ address: _____

Other: ☎ _____ address: _____

Excursion Contacts

Teacher-in-Charge

Name: _____ Phone: _____

Principal

Name: _____ Phone: _____

Excursion Risk Management Plan

Excursion Details

Date(s) of excursion		Excursion destination	
Departure & arrival times			
Proposed activities			Water Hazards? Yes / No If yes, detail in Risk Assessment below.
Curriculum Link / Benefit			
Method of transport, including proposed route			
Name of excursion co-ordinator			
Contact number of excursion co-ordinator	(BH)	(M)	
Number of children attending excursion		Number of educators / parents / volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details			

Items to take on excursion

- | | |
|---|--|
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> List of adults participating in the excursion |
| <input type="checkbox"/> List of children attending the excursion | <input type="checkbox"/> Contact information for each adult |
| <input type="checkbox"/> Contact information for each child | <input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services |
| <input type="checkbox"/> Medical information for each child | <input type="checkbox"/> Other items, please list |

Risk Assessment

Activity	Potential Risk	Level of Risk** (Likelihood x Consequence)	Proactive Strategies to prevent / reduce (including whom is responsible)	Procedure to Follow if occurs (including whom is responsible)
Vehicle Accident.	Serious injury Death	High	Excursion policy to ensure safe transportation of students Drivers must provide detail information about car registration details Teacher in charge will check all students are wearing seat belts and or are in suitable restraints; all loose items are stored to minimise injury	In the event of a minor road accident, the driver must inform all parents/carers of student passengers Discuss prior to excursion about what to do in the event of an emergency and how to cope. List of students attending excursion and school details. Check availability of seat belts and ensure they are worn. Carry an appropriate First Aid Kit. Teachers with current Senior First Aid Certification. Implement emergency plan when appropriate.
A participant has anaphylaxis	Potential life threatening	High	Communicate regularly with all staff so they are aware of which students have allergies and what they are allergic to. Communicate to staff with responsibility for first aid and care of students who become unwell at school which students are at risk of anaphylaxis, the signs of anaphylaxis and the emergency response including the priority of administration of medication.	Teacher-in-charge: Call 000 if student is experiencing anaphylaxis Call parents to inform of incident
Sun exposure	Server sunburn	Low	Adhere to the SunSmart policy. Apply sunscreen before and during activity All participants wear a hat	Teacher-in-charge calls parents to inform of overexposure to the sun



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Missing student		Moderate	Refer to excursion policy section on supervision Regular attendance checks and head counts, Teacher ratios suitable for age and activity Appropriate supervision for activity	In the event of a lost participant, the area will be searched. Students will be asked to be seated in a safe area whilst the area is searched, the name of the student will be called by the teacher-in-charge and the last known whereabouts of the participant be ascertained. After an initial search emergency services, the school and parents will be contacted to inform of the missing participant.
<identify other risks>				
<identify other risks>				

** To assess degree of risk use the notes on the grid on the next page. For further explanation of the grid see following page

Venue and safety information reviewed and attached. Yes / No

Prepared By:

Consultation with (if relevant):

Developed / Reviewed: / /



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Notes on analysing risks for excursions

Assess the likelihood that the event will occur, and the seriousness of the consequences if it does, using the table below.

Then use the grid on the next page to identify level of risk.

Likelihood	Almost Certain	Almost certain to occur in most circumstances
	Likely	Likely to occur frequently
	Possible	Possible and likely to occur at some time
	Unlikely	Unlikely to occur but could happen
	Rare	May occur but only in rare and exceptional circumstances

Consequence	Critical	<ul style="list-style-type: none"> Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties) Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective.
	Major	<ul style="list-style-type: none"> Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety & welfare liability incident / issue. Major incident which damages public or parent confidence. One or more children are lost from the main group.
	Moderate	<ul style="list-style-type: none"> Serious injuries and/or illness. Complex welfare and/or health care issue. Serious disruption or incident, resulting in distress to children and adults.
	Minor	<ul style="list-style-type: none"> Minor first aid or minor occupational health safety & welfare liability incident / issue (e.g. minor cuts, bruises, bumps). Minor behavioural issues.
	Insignificant	<ul style="list-style-type: none"> No treatment required.



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Level of Risk

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