



CARNARVON
CHRISTIAN SCHOOL
"Walk as Children of Light"

EXCURSIONS, INCURSIONS AND CAMPS' POLICY

INCLUDES RISK ASSESSMENT FORMS

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Child Safety

Carnarvon Christian School acknowledges our responsibility to God, CCS is committed to ensuring the safety, welfare and wellbeing of all children and young people at the School. We are dedicated to protecting students from abuse and grooming by implementing robust policies and procedures to deter abuse and/or grooming and to facilitate detection and reporting at CCS.

EXCURSIONS and CAMPS

1. POLICY STATEMENT

- An excursion is any student-learning activity conducted off the site of the Carnarvon Christian School grounds, which is organized or managed by a member of the school's teaching staff.
- For the purpose of this policy, a camp is an excursion that extends to one or more overnight stay(s).
- All excursions and camps at Carnarvon Christian School (CCS) must have the approval of the Principal.
- Parents or guardians of students must be given clear and comprehensive details of the excursion and their consent for the participation of their children must be obtained before the excursion.
- CCS Principal is responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both students and supervisors.
- We always ask these questions:
 What is the educational benefit of the proposed activity?
 What risks are inherent in the activity?
 Do the benefits justify the risk?
 Do our insurers cover us for this activity?

2. RATIONALE

Students' experiences outside the school grounds contribute to the development of their understandings, skills and attitudes. Thus excursions and camps that build on and reinforce the school curriculum can develop and consolidate students' understandings and skills. Furthermore, excursions and camps which are designed in such a way as to reflect genuine Biblical principles and values will engender within the student's attitudes that encompass the Fruits of the Spirit (Galatians 5:22).

Carnarvon Christian School will therefore endeavor to provide its students with excursions and camps that will enhance the offered educational program and overall reflect authentic Christian principles and values.

3. PROCEDURES

3.1. GENERAL

Submit forms appendix G and H to Principal for excursion approval.

Once approval received Follow Checklist Appendix A

Approval must be given by the CCS Principal to the teacher-in-charge of the camp or excursion.

The Teacher-in-charge must prepare an Excursion Management Plan for the proposed excursion (See APPENDIX A).

These include:

- Assessment of risks relevant to:
- Environment;
- Transport;
- Students' capacity;
- Supervisor/Supervisory team's skills; and
- External providers.
- Supervision;
- Identification;
- Parental/Guardian consent;
- Emergency response plan; and (See appendix
- Excursion briefing.

3.2. ASSESS RISKS

Teachers at CCS are to identify the potential risks a particular activity presents to students and supervising adults. Identified risks are to be analyzed along with a context for the development of appropriate countermeasures, which will either eliminate the risks or control the risks to an acceptable level. The emphasis will be on thorough risk management planning (site-specific and activity specific) before approving and conducting the activity. All activities carry different levels of risk. The level of risk will change as any of the elements of the activity change; that means change to the environment, transport, student ability, teacher capacity or external provider's competence. See appendix H

3.2.1. ENVIRONMENT

The teacher-in-charge must determine the suitability of the venue relative to the students' skills and experience, the planned activities and the supervision required.

CCS Excursions are not to be conducted in the Wittenoom town-ship or locations near the Wittenoom mining area. Wittenoom is not to be used as a base for excursions into the Karijini National Park.

CCS Water Guidelines [APPENDIX] details requirements for on and off-site activities and excursions near water bodies.

3.2.2. TRANSPORT

If the excursion requires a bus as the mode of transport, the teacher will make and confirm this booking once the Principal has approved the excursion. CCS preferred bus supplier is Carnarvon Bus Charter.

Students shall be transported to and from excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.

The Teacher in Charge of the excursion shall ensure that the drivers of any vehicle are persons who act responsibly and give due regard to the safety and wellbeing of the students.

The Teacher-in-charge of the excursion must be satisfied that appropriate arrangements are in place for the student to safely reach their destination if a student is required to leave an excursion prior to the scheduled time.

The school will not accept any liability for any damage to the vehicle
The vehicle's third party cover should insure children against injury.

3.2.3. STUDENTS' CAPACITY

The teacher-in-charge of the excursion must be satisfied that the excursion activities do not exceed the skill level of students.

Alternative arrangements are to be made for any student who does not participate in an excursion.

Consideration must be given to medical requirements of students participating in excursions. Where an excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the excursion organizers to determine the medical needs of the students who are to attend the excursion. This shall include information such as:

- any known medical conditions;
- any medication which is required;
- any allergies; and
- any medical condition which may prevent a student from participating in a particular activity dietary needs.
- Any changes which need to be made to cater for children with different needs

3.2.4. SUPERVISOR/SUPERVISORY TEAM'S SKILLS

The teacher-in-charge of the excursion and assisting adults/instructors (supervisory team) have a responsibility for the care and welfare of students on an excursion while under the direction of the attending senior teacher.

Where an excursion is likely to be strenuous or where participation could affect the medical condition of students, at least one adult attending the excursion is to have a recognized and current First Aid qualification.

The teacher-in-charge of the excursion must ensure that the supervisory team has appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion.

Supervisory Team Skills:

- Identify and establish a safe activity environment;
- Effect a rescue and render emergency care;
- Monitor and respond to weather and environmental conditions (including fire rating) before and during excursion activities: and monitor and assess the physical well-being of the students; and
- Where a member of the supervisory team agrees to perform tasks that require them to personally care for students in the absence of a member of the teaching staff, the teacher-in-charge must

consider the suitability of that adult for the task being assigned taking into account the:

- Number of students involved;
- Age, experience and capabilities of the students;
- Activities to be undertaken; and
- Characteristics of the venue.

3.2.5. EXTERNAL PROVIDERS

The teacher-in-charge must be satisfied that the external provider is competent.

External providers involved in activities with students, other than staff member of a University must have both a current National Criminal History Record Check and a current Working with Children check.

External Providers must have the appropriate level of public liability insurance.

Teachers should be aware that external providers often include a disclaimer and indemnity clause; in their standard paperwork to escape liability for negligence and CCS may become liable.

3.3. SUPERVISION

Supervision strategies must ensure that the safety and well-being of students is maintained at all times.

It is preferable to have at least one male and one female in mixed group excursions.

A minimum of two adults should accompany the group irrespective of the group size, with one of the adults being a teacher.

Recommended teacher: student ratios for excursions:

- where no water activities are involved: 1:10;
- where water activities are involved: Up to 1:8; and
- In-term swimming lessons up to 1:16.

Various locations may have their own adult: student supervision requirements.

3.4 PARENT INVOLVEMENT

Parents assisting in an excursion will be given a copy of the CCS Child Safety and Wellbeing Policy and a copy of the CCS Child Safe Code of Conduct Policy. The teacher will highlight the importance of children's safety and wellbeing and the parents will be asked to read and sign the Code of Conduct Policy.

Before departing for the excursion, teachers will meet with parent helpers and clearly outline the roles that they will be responsible for on the camp.

They will also be briefed and made aware of the emergency procedures, minor first aid procedures, any medical conditions of the students in their care

It will be stressed that all willful or persistent breaches of discipline should be handed onto teachers.

If the activity has an overnight component, then **all** accompanying adult supervisors, including parents, must possess a current Working with Children Card.

3.5 IDENTIFICATION

The teacher-in-charge is to decide on a suitable system(s) of identification for excursion participants based on the assessment of the environment, students' skills, the type of activities to be undertaken, and the number of students. i.e. school uniforms.

3.6 PARENTAL CONSENT

Parental or guardian consent is required for all excursions. Information must be provided to parents/guardians in advance of the excursion date to enable them to make informed decisions about their children's participation. Teacher-in-charge must include all information outlined in **APPENDIX B**.

CCS is to make provisions so that no student is prevented from attending excursions on financial grounds.

School excursions form part of Carnarvon Christian School's curriculum program and therefore are to be attended by students. Where parents or guardians have any issues regarding the attendance of their child/children on school excursions these issues shall be discussed with the Principal. Care will be taken to protect

the right of parents or guardians to decide whether or not to send their children on school excursions.

Where a student does not attend an excursion the school must provide an alternative educational program at school.

Specific written instruction is to be obtained from parents or guardians for the administration of medication. Medical forms, permission and excursion proposal forms are housed in CCS Administration.

3.7 EMERGENCY RESPONSE PLAN

The teacher-in-charge must develop or obtain a response plan (see APPENDIX D) that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.

The response plan must be made known to the supervisory team.

The teacher-in-charge must have ready access to:

- A list of the names of participating students and their parent/guardian contact telephone numbers;
- An authority for each student, permitting emergency medical treatment to be administered.
- The Student Health Forms and Health Care Authorizations of those students who are known to have particular health requirements;
- Relevant health information of supervisors; and
- A copy of these must remain with the school.

A medical kit including Epipen, asthma reliever medication and mobile phone must be kept within close proximity at all times.

Where an excursion was strenuous or when during the course of an excursion a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report is to be submitted to the CCS Principal by the teacher in charge of the excursion. See appendix E

3.8 EXCURSION BRIEFING

The teacher-in-charge is responsible for ensuring the clear communication to students and supervisors of all relevant information about respective responsibilities and obligations including the following:

- Emergency procedures and signals;
- Methods of communication;
- Appropriate use of any equipment;
- Roles of supervisors;
- The system for identifying students and supervisors;
- Areas demarcated specifically for identified student groups; and
- Standards of acceptable behavior.

3.9 RETAIN RECORD OF EXCURSION

Details relating to all excursions are to be retained by Carnarvon Christian school, including:

- Signed management plan;
- Names of planning and authorizing staff;
- Names of participants;
- A brief description of the excursion; and
- Parent consent forms.

3.10 CAMPS

The teacher-in-charge must adhere to the aforementioned Excursion policy as well as the following.

3.11 BILLETING

Where students are to be billeted, the teacher-in-charge must:

- Advise the parent in the host family of their responsibilities;
- Receive a statement from the parent in the host family giving an assurance to provide a safe and secure home environment for each billeted student including undertakings that:
- For host families that reside in Western Australia (WA), each adult in the household who performs duties for the billeted child must have applied for, or hold a valid Working with Children Check in accordance with the department's Working with Children Checks policy;
 - For host families that reside in states other than WA, each member in the household must comply with the relevant child protection legislation in the state in which the excursion is occurring;
 - The household members do not have criminal convictions that may preclude the host family from billeting a student;

- The accommodation includes:
 - A private bedroom or one shared with a student of the same gender;
 - Private bathing and toilet facilities; and
 - Consideration is given to any special requirements (e.g. avoidance of asthma triggers).
- The student will not be exposed to passive smoking; and
- A nominated member of the supervisory team will be notified of any travel by the student involving an overnight stay during the period of the billet.
- Ensure that a nominated member of the supervisory team:
 - Is contactable for the duration of the billet;
 - Contacts the students regularly during period of the billet; and
 - Has access to transport in order to visit the student(s) at short notice.

Supervisory and accommodation arrangements are to be such that supervisors are not placed in a position where there is potential for allegations of improper conduct. In particular, sleeping and ablution arrangements must not place any supervisor in situations where the propriety of their behaviour could be questioned.

3.12 INTERSTATE DOCUMENTATION

The following documentation must be provided to the CCS principal and retained by the school in an easy to access location.

- A brief description of the purpose of the excursion;
- An outline of the itinerary including accommodation details;
- The source of funding for the excursion;
- Names, addresses (home and away), and contact details of students and supervisors;
- Relevant medical action plans for each student and supervisor undertaking the travel;
- A copy of the Checklist for Excursions (see APPENDIX A) bearing the Principal's signature;
- As appropriate, an air travel application form for each staff member; and
- An out of hours (including holiday) contact telephone number of a member of the teaching staff (not on the excursion) who is familiar with the excursion participants and itinerary details.

3.13 INTERNATIONAL DOCUMENTATION

In addition to Interstate Documentation, International travel has the following requirements:

- Travel arrangements must include medical and other insurances for all excursion participants;
- The teacher must forward a detailed plan (regarding the travel, accommodation and supervisory arrangements) to the school principal of each student. The information must include the procedures to be followed in the event of termination of a student's participation on an excursion;
- The CCS principal must :
 - be satisfied that the plan appropriately addresses safety standards and duty of care responsibilities before forwarding the information to parents/guardians;
 - be satisfied that the teacher-in-charge has the appropriate skills and experience to organise the excursion and provide for the management of events that may arise during the excursion; and
 - attest in writing that the student(s) is sufficiently responsible and reliable to participate in the excursion.
- The consent form bearing the parent/guardian(s) signature must be returned to the school and subsequently, it (or a photocopy), forwarded to the teacher-in-charge. A copy must be retained by Carnarvon Christian School.

APPENDIX A: CHECKLIST FOR EXCURSION MANAGEMENT PLAN

PURPOSE OF THE EXCURSION**1. ASSESS THE RISKS****1.1 Assess the environment**

The site has been assessed and is considered to be appropriate for the excursion

1.2 Assess transport arrangements

Arrangements have been made for the safe transport of excursion participants

1.3 Assess the students' capacity

Excursion activities are suitable for the student's capacity

Provision has been made for any student with special needs

Up to date information regarding student health care maintenance and/or intensive health care needs has been obtained

1.4 Assess the capabilities of the supervisory team

Collectively the supervisory team has the skills to:

- Identify and establish a safe activity environment
- Effect a rescue and/or render emergency care
- Monitor weather and environmental conditions before and during activities
- Monitor the physical wellbeing of the students

1.5 Assess the involvement of external providers

Competence of external providers is established

External providers conducting activities with students have current working with children check card and national police certificate

External providers hold the appropriate level of public liability insurance

2. ESTABLISH SUPERVISION STRATEGIES

Supervision strategies have been established

3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Systems for identifying excursion participants have been established

4 PROVIDE INFORMATION AND SEEK CONSENT

Parents/guardians of student participants have been provided with full details of the excursion.

Student participation is subject to receipt of the signed consent form

5 COMPLETE EMERGENCY RESPONSE PLANNING

An appropriate emergency response plan has been developed or obtained

The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

6 BRIEF STUDENTS AND SUPERVISORS

Students and supervisors have been/will be fully briefed on responsibilities and obligations

7 RETAIN EXCURSION RECORDS

Relevant excursion details will be retained

8 GAIN APPROVALS

Appropriate approvals have been gained

Teacher-in-charge _____ Date _____

I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this excursion

APPENDIX B: SAMPLE INFORMATION FORM FOR PARENT /GUARDIAN

A letter is to be written by the teacher outlining the background to their excursion. It is to contain the following points [as a minimum]. Once sent home it is to be retained by parents/carers for future reference.

The actual permission/consent form should not be on the same page as this covering letter.

LETTER HOME NEEDS TO COVER:

- reason for excursion/school camp
- activities to be conducted on the excursion (**particularly hazardous activity or those requiring specialist instruction**)
- date(s)
- costs
- location
- transport arrangements
- itinerary
 - location: arrive: depart:
- student contact arrangements during excursion
- the identity and number of supervisors and whether any of them will be volunteers/parents.
- name and phone number of the school contact
- details of emergency protocol
- supervision to be provided
- staff action in case accident or illness on the excursion
- special clothing or other items required

APPENDIX C: EXCURSION CONSENT FORM FOR PARENT /GUARDIAN

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**CARNARVON
CHRISTIAN SCHOOL**
"Walk as Children of Light"

Dear Parents/Guardians

Students from _____ will attend _____ on
_____ 2020.

Children will travel by bus under supervision to _____ at _____ am and return
to CCS at _____.

Children will need:

- water bottles
- wide brimmed hat

There will be no charge for the excursion; however we request parent help if possible. If you are able
to assist on the day please let the class teacher know.

Please sign the permission slip below and return it to school by _____ 2020.

Kind Regards

James Shaw

Name of excursion to go here

I give consent for my child _____

To attend the excursion to the _____ on
_____ 2020

I consent to my child travelling by bus under supervision.

I have informed the school of any medical/allergies that may affect my child's health

Parent/ Guardian name _____

Signature _____

Date _____

APPENDIX D: SAMPLE STUDENT HEALTH FORM

STRICTLY CONFIDENTIAL

This information is required for each student participating on the excursion. It will assist the school and supervising teachers in the preparation and planning of excursions.

STUDENT DETAILS

Student's name: _____

Date of birth: _____

Parent/Guardian's full name: _____

Address: _____

Postcode: _____

Telephone no. – home: _____

– work: _____

– mobile: _____

Name of family doctor: _____

Telephone no: _____

Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion

Yes

No

If "yes", please give details:

Is your child allergic to:

Penicillin

(Please give details)

Any other drug

Any food

Other

Date of last tetanus vaccination:

Medication

Parents/guardians are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of prescribed medications prior to the excursion.

Is your child presently taking tablets and/or other forms of prescribed medication?

Yes No

Does your child self-administer the medication?

Yes No

If "yes", state name of medication, dosage and frequency of use:

Does your child have a current Health Care Authorisation Plan at school?

Yes No

Other information

Please provide any other information about your child which will enable the organisers of the excursion to provide better care for your child.

Signature.....

Date.....

APPENDIX E: EMERGENCY RESPONSE PLAN

<p>EMERGENCY SIGNALS AND RESPONSE REQUIRED</p> <p><i>E.g. whistle = students sit, raised arms = no talking etc.</i></p> <p>Made known to all students and supervisors</p>	<input type="checkbox"/>
<p>EVACUATION PROCEDURES</p> <p>Procedures and location of emergency equipment are known by Teacher-in-charge and supervisors</p>	<input type="checkbox"/>
<p>DOCUMENTS</p> <p>Contact details</p> <p>Health Forms and Health Care Authorisations for students</p> <p>Relevant Health information of supervisors</p> <p>A nominated supervisor to be responsible for documents</p> <p>A copy of all documents remain with the school</p> <p>First Aid Kit</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>COMMUNICATION</p> <p>Mobile phones</p>	<input type="checkbox"/>
<p>REMOTE LOCATIONS <i>may include</i></p> <p>Other means of communication beside mobile phone</p> <p>Map of area showing location of nearest telephone, ranger's residence, hospital, SES office, nursing station</p> <p>Access details (i.e. on-foot, 2WD and 4WD)</p> <p>One person monitors weather/fire warnings.</p>	<input type="checkbox"/>

APPENDIX F: CCS GUIDELINES- WATER SAFETY

- Water based activities for children, although enjoyable; often pose a very real risk for children's safety.
- It is imperative that all staff at Carnarvon Christian School are regularly reminded of how quickly and easily water based activities can turn fatal. Too many incidents of childhood drownings occur in today's world especially given the amount of information and water safety proactive campaigns that are made available in the media. The essence of the duty of care issue for our students then, is for supervising staff to maintain 110% vigilance in their supervision. There must be constant diligence by each member of staff to maintain their alert observation of students when in or near water bodies of any sort.
- Carnarvon Christian School has developed a checklist system to assist staff in the planning for safe use and implementation and in the supervision of water based activities whether in school grounds or off-site in the local community.

A. ON-SITE WATER BASED ACTIVITIES

- Carnarvon has a very low rainfall for the majority of the year and when rain does fall it evaporates or drains away quickly. This means that it is rare that we have natural water bodies occurring within the school grounds. Water storage tanks [rainfall] are professionally installed. Each tank is to have secure roofing and no equipment nearby that would enable students to climb onto them.
- The Kindergarten/Pre-primary play area has a designated water play area. The water play area is surrounded by pool fencing. Any obstacles restricting the drainage of water at the end of a play session should be removed and the water drained.

PLANNING FOR ON-SITE WATER BASED ACTIVITIES

The checklist for use of these water play pieces of equipment are as follows;

- Are the security fence gates all closed
- Is the 'please keep gate closed' sign in place
- Is the fence area clear of any equipment that can be used to 'climb over'
- Is the area clear of hazards that may cause the supervisors attention to be diverted
- Is there at least 1 adult supervising the Kindergarten water play time area
- Do each of the supervising adults know which children and areas they are ultimately responsible for
- Is the timeslot to be used for water activities free of teacher- distractions
- Is the supervising area around the water play equipment free from equipment that may block the view
- Are the pool toys being used in good condition
- Are the water containers clean and free from debris and stale water
- Is the water being used fresh and newly put in

- Is the resuscitation plan easily observable
- Have the children been reminded of the safe water rules
- Is the supervisor within easy reach of children using the water play equipment
- On completion of water play:**
- Has the water been completely emptied out of the container
- Have all toys been put out of reach
- Is the safety mat in place, for drying feet on, ready for entry back into the classroom
- Has the pool been turned over so that it cannot be refilled by students or from rain/ sprinklers?

B. OFF-SITE WATER BASED ACTIVITIES

Carnarvon Christian School is pro-active in having its students learn how to swim. Its position near the Gascoyne River and close proximity to beaches means that students need to have the ability to swim in order to stay safe. The public swimming pool is very accessible to CCS, being less than 500 metres from the school. The annual swimming lessons that students are engaged in are run by trained swimming teachers employed by the WA Education department. The employed pool manager and their assistant also assist in supervision and intervention should any student need assistance during lesson times at the town pool. Attending school staff are expected to be on duty when supervising at the pool. Although not permitted to interrupt swimming teachers in their role, CCS staff are to be vigilant in their constant 'behind the scenes' observation of the students while in and around the water.

The pool is run and maintained by the Carnarvon Shire Council and is kept in excellent condition for the safety of community use. The students are allowed to use 'floaty equipment' as part of their lesson times under the strict supervision of their swimming teachers. These pieces of equipment are not allowed to be used by CCS students at any other time, due to the student's perception that they may be 'more safe' than in reality and take unreasonable risks. CCS staff are asked to keep an eye on any such equipment that may be left accidentally by swimming teachers or students and to store it away safely as soon as possible to alleviate any risk of a child being tempted to use it unsupervised. CCS staff are to insist that the students always obey the signs and rules implemented at the pool.

Rural and coastal life brings with it dangers inherent in the very easy accessibility of natural bush, beaches and waterways. Unfenced and unsigned water bodies mean that children in particular are at risk. Carnarvon is from time to time flooded and the resulting large water bodies remaining afterward are a constant hazard to children. The Royal Life Saving Society has some excellent detailed information sheets regards water hazards and teachers are go online and access these sheets before visiting the site. These sheets will assist them in their assessment of risks involved.
[APPENDIX 1]

Unknown depths, hidden hazards, strong currents, steep slippery banks are just some of the fatal hazards that adult supervisors must take into consideration when water based activities are held off-site of the CCS's grounds.

PLANNING FOR OFF-SITE EXCURSIONS WITH WATER

- Off-site excursions are actively encouraged by CCS if they support and extend the learning planned by teaching staff. At times these excursions will include sites near water and CCS staff are to follow stringent risk assessments when this is the case. A copy of this assessment is found in the Excursions Policy.
- CCS have developed a checklist of items for teachers to use in order to ensure that supervision standards are to be thorough and effective and that the CCS Risk assessment Form is completed correctly.
 - The excursion site must be visited by the teacher in charge of the excursion and thoroughly explored, noting down points that contain elements of risk.
 - The water body needs to contain fresh not stagnant water.
 - Planning of supervision points where supervisors can be placed for optimal viewing of students are to be noted.
 - Planning of the parameters that students are to be contained to should be noted.
 - Areas of shelter for the times where students will need to sit/ eat / rest / work for periods of time to be noted.
 - Areas where First Aid and rescue equipment may be left safely and within easy reach as need arises.
 - Teachers are required to map out the day, planning for each event or activity, noting things such as how many students can access each area safely at a time, how long will this take, how best to supervise each group when differing activities are happening simultaneously.
 - Teachers then need to take into account how many adult helpers they will require to safely carry out the excursion. Ratios are to be based on current recommendations, remembering that the younger the students the more vigilant the supervision needs to be.
 - Should the excursion or camp include students' swimming then planning is to show very exacting details and plans of what will be the procedure should an emergency occur. This planning will be assessed by the Principal and Deputy before teachers will be permitted to allow swimming as part of an excursion or camp.
 - Items that must be assessed are for example [but in no way an exhaustive list of criteria];
 - Excellent supervision ration by responsible adults at a close distance to students when in the water.

- Personally check conditions of all water bodies before allowing students entry [underwater obstacles such as rocks, branches and rubbish].
- Ensure that entry area allows for students to enter water slowly, feet first.
- Check for and avoid areas where there are crumbling or slippery riverbeds and slippery dam edges.

- Crossing of flooded inland waterways is not permitted.

- Ensure there is adequate rescue equipment in strategic and easy to reach positions.

- Students must be buddied up at all times with bright rash vests for easy identification if swimming time is involved.

- Adults should be assigned specified students as their main observation task.

- Ensuring there are qualified First Aid officers on the excursion and that an emergency transport vehicle is on-site should it be required.

APPENDIX G: EXCURSION DETAILS



CARNARVON CHRISTIAN SCHOOL
EPHESIANS 5:8B 'WALK AS CHILDREN OF LIGHT'

EXCURSION APPLICATION FORM; When you plan an excursion please fill out the details below, attach the risk assessment and submit the forms to the Principal. *These must be submitted no later than a fortnight before the planned excursion.* The information given will be then used for booking buses and first aid kit.

Once approval has been given - parent info letters, permission forms, bookings and any organisation to do with the excursions, are the sole responsibility of the organising teacher.

Excursion Details	
Class/es: Organising Teacher:	
Location/Venue of excursion:	
Reason for excursion:	
Excursion Date: Bus required?: YES NO (please circle) First Aid Kit Required?: YES NO (please circle)	Numbers attending :[for bus bookings] Students: Adults:
Departure times: From school: From excursion venue: 1..... 2.....	Due back at school:
Special requests: (Clothing requirements, cut lunch, drink, etc.)	

.....
EXCURSION APPLICATION FORM [APPROVAL] CHECKLIST


Office Use:	Approval given	Letter to parents	Bus Booked	Marked on Whiteboard	Marked on Calendar
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.....
EXCURSION APPROVAL:

Memo to: Your bus has been booked;

 Excursion to on.....
 Signature:/

APPENDIX H: EXCURSION RISK ANALYSIS

	<p>CARNARVON CHRISTIAN SCHOOL</p> <p>EPHESIANS 5:8B 'WALK AS CHILDREN OF LIGHT'</p>
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Excursion Risk Analysis

In planning an excursion the teacher responsible is required to review and anticipate risks and hazards that might arise through student involvement in the excursion. For each anticipated risk or hazard this analysis requires a three step response in describing, classifying and risk control:

- Description of the hazard including when and where it might occur;
- Classification of the level of risk according to consequence and likelihood – see table below;
- Description of risk control – in terms of the hierarchy - elimination, substitution, isolation, engineering control, administrative control and personal protective equipment. Elimination followed by substitution are the preferred levels in this hierarchy.

RISK ASSESSMENT RECORDING SHEET – To be completed and attached to all excursion’s applications

Activity; Risk assessment	Risk Level	Risk Control
1.	LOW [] MOD. [] HIGH [] VERY HIGH []	
2.	LOW [] MOD. [] HIGH [] VERY HIGH []	
3.	LOW [] MOD. [] HIGH [] VERY HIGH []	
4.	LOW [] MOD. [] HIGH [] VERY HIGH []	
5.	LOW [] MOD. [] HIGH [] VERY HIGH []	
6.	LOW [] MOD. [] HIGH [] VERY HIGH []	

SCORING CATEGORIES TABLE

Likelihood	Type of possible injury to result	Minor	Substantial	Serious	Very Serious	Death or Disability
	Almost certain	High	High	<i>Very High</i>	<i>Very High</i>	<i>Very High</i>
	Likely	Moderate	Moderate	High	<i>Very High</i>	<i>Very High</i>
	Possible	Low	Moderate	High	High	<i>Very High</i>
	Remotely Possible	Low	Low	Moderate	Moderate	High
	Practically Impossible	Low	Low	Low	Low	Moderate

APPENDIX I – Parent School camps Declaration

STRICTLY CONFIDENTIAL

This information is required for each parent/guardian participating on the excursion. It will assist the school and supervising teachers in the preparation and planning of excursions.

STUDENT DETAILS

Student's name:

Date of birth:

Parent/Guardian's full name:

Address:

Postcode:

Telephone no. – home:

– work:

– mobile:

CONFIDENTIAL DECLARATION

This form must be completed by anyone who is not an employee of the school and who will be working with or in proximity to students.

*Please place a tick in **one** of the boxes below.*

I declare that I **do not have** any convictions, circumstances or reasons that might preclude my working with or near children.

I declare that I **do have** convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if is considered necessary to verify the information provided.

Name: _____

Date: _____

(BLOCK PRINT PLEASE)

Signature: _____

REVISIONS AND ADDENDA

Revision Date	Clauses Affected	Page Number	Operative Date
October 2011	Policy drafted	Complete document	2011
Dec 2011	Updated	Complete document reviewed	2011
Feb 2012	Reviewed	Entire document	2/2/2012
March 2016	Reviewed	Whole document	March 2016
February 2020	Appendix C replace with new version Add Appendix I	Page 15 Page 25	