(24) - Excursions, Incursions, & Camps Policy and Guidelines
Adapted for Beehive from AISWA Policies

Rationale

Responsibility for the welfare and safety of students lies with the School through the teaching staff at all times while the students are in its care, including excursions, incursions and camps. Duty of care can be transferred to non-teaching staff, volunteers and external providers under certain circumstances. These circumstances are strictly controlled and explained further in the Staff Handbook.

Venue run by third party

Beehive may engage the services of external providers to either run, or assist in the running of, excursions, incursions and camps. These external providers may also provide venues and equipment for the excursion.

Duty of care owed to pupils by the School is only delegable in very specific cases and the engagement of an external provider, no matter what her or his level of expertise, does not release the School from its obligation to ensure the safety of its students who participate in the excursion.

External providers often include disclaimer and indemnity clauses in their standard form paperwork which may result in the School becoming liable for the negligence of persons not under its control. In addition, any liability it incurs under those clauses may not fall under the standard cover of insurance policies. It is necessary to carefully consider the terms of any proposed disclaimer or indemnity clause and seek appropriate legal or other advice.

Parent’s Consent

The Beehive Montessori School enrolment form includes the following signed declaration in relation to excursions:

I / We agree that my/our child or ward may participate in organized activities, excursions, sports and games organized by the school and agree that neither the school, its officers, servants or agents shall be liable in any way for damages or any injuries sustained by my/our child or ward incurred in the course of or arising out of any of the aforementioned excursions, activities, sports or games save where those injuries are caused or occasioned by negligence on the part of the school, its officers, servants or agents.

I / We further agree that where our child or ward sustains injury arising out of or in the course of the child’s attendance at school or at an excursion, activity, sport or game attended by the child under the auspices of the school the school may by its officers, servants or agents seek medical assistance from a duly qualified medical practitioner with the cost of such medical assistance to be paid by me/us.

Objectives

- The School encourages class excursions, incursions and camps
• Excursions, Incursions and Camps provide great enjoyment to all students involved.
• Careful planning is required to ensure the continuing welfare and safety of students and staff concerned.

**Links to School and Constitution**

The Constitution upholds the rights and education of children with the “AMI” holistic approach to the development of children at School, at home and in society.

**Levels of Responsibility**

The School Board is responsible for:
- developing and adopting the policy.
- ensuring that all measures have been adopted by the Principal and staff, that the policy is in place.

The Principal is responsible for:
- Duty of care
- Being aware of excursions and camps being planned
- Being aware of all aspects of the activity
- Being aware of contingency plans to deal with emergencies.
- Ensuring detailed medical information and consent forms are used for camps

The Assistant/Deputy Principal is responsible for:
- Duty of care
- Those duties as delegated by the Principal

The staff are responsible for:
- Ensuring that external instructors have the appropriate qualifications, experience, and clearances required these are kept at the school prior to the excursion.
- Ensuring that all parents participating are aware of the emergency procedures, minor first aid procedures, any medical conditions of the students in their care and that they are to pass any discipline problems on to the teachers concerned.
- Ensuring all adults not employed by the school participating in any extended school excursion should complete Beehive’s Volunteer Confidential Declaration.
- If the activity has an overnight component, then all accompanying adult supervisors, including parents, must possess a current Working With Children Card.
- Following the procedures outlined in the Staff Handbook on excursions as copied below:
SUPERVISION DURING EXCURSIONS

1. Excursions are to be planned and organised by the teacher who ensures the suitability of the venue for the age and number of children. {See Teachers and Law 3.1(8)}

2. The organising teacher should complete Beehive’s Excursion Planner and Risk Assessment (A9a). Always try to prevent and anticipate dangerous situations before they occur. Check beforehand for possible hazards, and plan for eliminating or minimising them.

3. Provide notification to parents regarding the excursion- the date, time of departure and return, mode of transport, what students need etc.

4. Ensure adult supervision is adequate for the type of excursion, in consultation with the Principal. e.g. small children going near water or older children in factories with machinery will need more supervision than in other situations. (See the Department of Education WA guidelines below for aquatic activities).

5. Ensure you know the exact number of children you are taking out of the school grounds.

6. Impress upon the children the need to display good manners and generally acceptable behaviour when out in the community and explain how their behaviour reflects upon the school. The teachers and other adults should then ensure that such behaviour occurs.

7. If the children are walking along roadways, through buildings etc., there should always be, if possible, an adult at the front and at the rear. If there is only one adult then the groups should be kept together, with the teacher always able to see all the children and the children able to hear the teacher.

8. Children are not to go on ahead to or from the train or bus.

9. Giving children partners is a good way for the children to check one another.

10. Check group numbers before moving or leaving one location for another and before returning.

11. Have the children mount and dismount from buses and trains in an orderly way.

12. Children must always be accompanied on any excursion outside the school grounds by a teacher or recognised agent of the school, unless specific permission in writing has been given by the parents.

13. Having the children discuss beforehand the purpose of the visit, how they should behave and what they should observe is an important prerequisite.

14. Ensure that children are wearing Beehive Montessori shirts for excursions.

15. As soon as an excursion is organised, write the details in the school diary.

16. Ensure that all necessary first aid equipment is taken, including Ventolin, Epipens etc as required.

17. Provide written guidelines to all volunteers attending the excursion outlining expectations of behaviour, aims of the excursion, procedures to follow etc.
Other related information

The Department of Education of WA recommends the following ratios for water-based activities.

Closed water

In a closed (controlled) water environment (still or slow moving) such as a swimming pool, sheltered coastal area or river, dam, water hole or inland water body, the composition of the supervisory team must meet the following criteria.

<table>
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<tr>
<th>Example number of students</th>
<th>Minimum number of supervisors required</th>
<th>Number of qualified supervisors required</th>
<th>Total supervisory team</th>
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Open water

In an open (uncontrolled) water environment (fast moving or turbulent), such as a surf beach, flowing river or waterway, or tidal coastal waters, the composition of the supervisory team must meet the following criteria.

<table>
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<tr>
<th>Example of number of students</th>
<th>Minimum number of supervisors required</th>
<th>Number of qualified supervisors required</th>
<th>Total supervisory team</th>
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Further information is available from:

RLSSA
Royal Life Saving Society of Australia – WA Branch
E-mail: rlssa@msn.com.au
Website: http://www.rlssa.org.au/wa/

SLSWA
Surf Life Saving Western Australia
E-mail: slswa@slswa.asn.au
Website: http://www.slswa.asn.au

**Documentation**
- A9a Excursion Planner and Risk Assessment
- (01)- Code of Conduct
- (02)- Child Safety Policy
- (13)- Child Health Policy