



Excursions, Incursions and Camps Policy

Policy

The Beehive Montessori School teaching staff are responsible for the welfare and safety of students at all times while students are in their 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.

Beehive is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. The Beehive Montessori School implements the National Child Safe Organisation Principles through its Child Safe Organisation Framework to underpin all Beehive's policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm.

Background

The School 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 students 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 or incursion.

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 School's enrolment form includes the following signed declaration in relation to excursions:

I / We agree that my / our child or ward may participate in organised activities, excursions, sports and games organised 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

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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.

Implementation

The School staff shall:

1. Encourage class excursions, incursions and camps as they provide great educational value and enjoyment for all students involved.
2. Notify parents of excursions, incursion and camps via School Stream and email as required.
3. Complete the Excursion Planner and Risk Assessment for every excursion and camp.
4. Plan carefully to ensure the continuing welfare and safety of students and staff concerned.
5. Be aware of contingency plans to deal with emergencies, for example accidents, bushfire or serious weather events.
6. Ensure detailed medical information and consent forms are used for camps or any other excursion or activity where the School determines it is necessary after completing the Excursion Planner and Risk Assessment, including but not limited to activities run by external providers.
7. Ensure that external instructors have the appropriate qualifications, experience, and clearances required and that these are kept at the School prior to the excursion.
8. Ensure that external instructors are aware that the School is a Child Safe Organisation.
9. Ensure that all parents participating in excursions, incursions or camps 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.
10. Ensure all adults not employed by the School participating in any extended School excursion complete the Volunteer Confidential Declaration and receive a copy of the Information Brochure for Visitors and Volunteers. If the activity has an overnight component, then all accompanying adult supervisors, including parents, must possess a current Working With Children Card.

11. Ensure that any staff or parents who use their private vehicle to transport students on an excursion read the Private Transportation Guidelines and complete the Vehicle Condition Report.
12. Ensure that students who travel in a staff member or parent's vehicle have written permission from their parent or guardian to do so.
13. Follow the procedures outlined in the Staff Handbook on excursions and the Department of Education guidelines (see Attachment 1) for water-based activities.

Related Documentation and Resources

Excursion Planner and Risk Assessment

[Code of Conduct](#)

[Student Health Policy](#)

[Behaviour Policy](#)

[Child Protection Policy](#)

[National Principles for Child Safe Organisations](#)

[Royal Commission's Creating Child Safe Institutions](#)

[Student Code of Conduct](#)

[Staff Code of Conduct](#)

[Beehive Montessori School Child Safe Organisation](#)

Beehive Montessori School Child Protection Advice brochure

Volunteer Handbook

Attachment 1

Please refer to the [Department of Education of WA's Swimming and Water Based Activities guidelines](#) for the minimum levels of supervision, information on equipment and procedures, and a list of appropriate qualifications for a variety of water-based activities.

Below is an example of the level of supervision required for water based activities including free swims:

Activity	Year Level	Environment	Number of students	Qualified supervisor	Experienced assistant supervisor	Total supervisory team	
	K - 3	Swimming pool	1 - 6	1	1	2	
			7 - 12	1	1	2	
			13 - 18	1	2	3	
			19 - 24	1	3	4	
			25 - 30	2	3	5	
		Calm water	1 - 12	1	1	2	
			13 - 16	1	2	3	
			17 - 18	2	1	3	
			19 - 24	2	2	4	
		25 - 30	2	3	5		
		Open water	This activity not recommended for Years K - 3				
		4 - 6	Swimming pool	1 - 8	1	1	2
	9 - 16			1	1	2	
	17 - 24			1	2	3	
	25 - 32			1	3	4	
	33 - 40			2	3	5	
	Calm water		1 - 8	1	1	2	
			9 - 16	1	1	2	
			17 - 24	1	2	3	
			25 - 32	2	2	4	
	Open water		1 - 12	1	1	2	
			13 - 16	1	2	3	
			17 - 18	2	1	3	
			19 - 24	2	2	4	
			25 - 30	2	3	5	
	7 - 12		Swimming pool	1 - 32			
			33-48				
		Calm water	1-24	1	2	2	
25 - 36			2	1	3		
Open water		1 - 16	1	1	2		
		17 - 24	2	1	3		

Further information is available from:

RLSSA

Royal Life Saving Society of Australia – WA Branch

Website: <http://www.rlssa.org/au/wa/>

SLSWA

Surf Life Saving Western Australia

Website: <http://www.slswa.asn.au>

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