



School Excursions and Incursions Policy

1.1 Introduction

An excursion is defined as an activity organised by the school whereby students leave the school grounds to engage in educational activities. An incursion is defined as an activity organised by the school, whereby an outside body is employed to come into the school to run an educational activity for the students. The school has two excursions and two incursions per year. No hazardous excursions are ever undertaken. The purpose of this document is to ensure that all school excursions and incursions are well planned and keep the students safe.

1.2 Duty of Care

The teacher in charge is responsible for ensuring the welfare and safety of all students during any incursion or excursion and that adequate supervision is maintained at all times. The teacher in charge will not be allocated any students to supervise. The ratio of adults to students on any excursion is 1 adult to 5 children. Before any excursion, a risk assessment management plan is made by the Principal and the Head Teacher completes an excursion checklist. For all excursions the students need to be transported by a bus equipped with proper seatbelts.

1.3 Risk Assessment Matrix

The following risk assessment matrix will be used in conjunction with a risk management plan.

Potential Injury	Probability of Occurrence		
	High (Likely)	Medium(Possible)	Low (Improbable)
Major	Very High Risk (VHR)	High Risk (HR)	Medium Risk (MR)
Serious	High Risk (HR)	Medium Risk (MR)	Low Risk (LR)
Minor	Medium Risk (MR)	Low Risk (LR)	No Significant Risk (Nil)

1.4 Broad Guidelines

Prior to the conduct of all excursions, the approval of the Principal must be obtained. Before approving an excursion/incursion, the Principal will consider the following:

- The contribution of the activity to the school curriculum.
- The adequacy of the planning, preparation and organisation.
- The adequacy of student supervision (one adult per five students).

Parents/guardians must provide written approval for their child(ren) to take part in an excursion.

Parents/guardians must be given sufficient information about the excursion and sign a consent form. All completed consent forms are to be retained. Students without consent cannot attend the excursion. All children will participate in all incursions unless requested otherwise.

The class list with student details and parent/guardian emergency contact details are taken on all excursions. It is the responsibility of the teacher in charge to ensure that this is taken. Unless otherwise directed by the Principal, the teacher in charge will be in charge of the excursion/incursion. The teacher in charge ensures that a first aid kit, asthma inhaler and EpiPen are taken on excursions.

1.5 Excursion guidelines for parents

- Parents attending are to assist and support staff members and all the students participating, not just their own children.
- Children who would not normally be attending the excursion/incursion are not to accompany parents.
- In accordance with school priorities, the number of parents accompanying the excursion shall be 1:5.
- Parents attending the excursion/incursion are under the direction of the teacher in charge and will carry out specific duties as outlined below.
 1. Supervising student behaviour of a group of students throughout the course of the excursion, under the teacher's direction (in line with normal school rules).
 2. Assisting with lining students up, accompanying students to the toilets, supervising students during lunch and ensuring correct disposal of litter.
 3. Working in conjunction with the teaching staff at all times to ensure the safety and wellbeing of the entire group.

1.6 Emergency Protocol

When undertaking an excursion, the teacher in charge must bring or know of:

- a functioning mobile phone;
- a first-aid kit, EpiPen and asthma inhaler;
- all the parents' contact details and excursion permission forms;
- an authority for each student permitting medical treatment to be administered (i.e. a signed Authority to Administer Medication form);
- details of any special medical requirements or allergies for particular students.

1.7 Appendices

1. Excursion Risk Assessment Management Plan
2. Sample Excursion Risk Assessment Management Plan
3. Excursion Checklist
4. Excursion Permission Form

School Excursions and Incursions Policy

Signed by Chairperson:

Council Approval Date: May 2021

Council Review Date: May 2024

Risk Management Incursion/Excursion

To make excursions and incursions as safe as possible, a risk assessment plan should be completed prior to the event. Venue managers and activity providers should be consulted in the preparation of the school's risk management plan. Risk management processes are used to identify hazards, assess risks and then to eliminate or control risks associated with excursions and incursions.

The degree of planning is influenced by the nature of the event and the level of risk associated with children aged 3 to 6. If an event has been previously conducted, the previous risk management plan should be consulted to include safety learnings.

Prior to all incursions and excursions educational staff are to complete this checklist:

Checklist

Excursion/Incursion name:						
	Notes					
Step 1 Review previous risk assessments.						
Step 2 Obtain venue information.	Public liability cover	Accreditation of venue	Access	Emergency procedures	Known hazards	Appropriate facilities e.g. toilets
Step 3 Assess venue information						
Step 4 Break in/excursion into parts						
Step 5 Identify all hazards in each part						
Step 6 Assess the risks						
Step 7 Finalise the plan						
Step 8 Communicate the plan						
Step 9 Review plan on completion						
Step 10 Update anaphylaxis care plans						



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Excursion Risk Assessment Management Plan

Name of school: Banksia Montessori School
Name of principal: Fleur van Butzelaar
Description and location of excursion:
Date(s) of excursion:

Number in group/class:
Name of Teacher in charge:
Contact number:
Accompanying staff, parents, volunteers:

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When

Venue and safety information reviewed and attached: Yes / No

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.



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Sample Excursion Risk Assessment Management Plan

<p><i>Name of school:</i> Banksia Montessori School</p> <p><i>Name of principal:</i> Fleur van Butzelaar</p> <p><i>Description and location of excursion:</i></p> <p><i>Date(s) of excursion:</i></p>	<p><i>Number in group/class:</i></p> <p><i>Name of Teacher in charge:</i></p> <p><i>Contact number:</i></p> <p><i>Accompanying staff, parents, volunteers:</i></p>
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Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Walking to and from transport	<ul style="list-style-type: none"> - struck by vehicle on road - uneven footpath 	<p>Nil</p> <p>LR</p>	<ul style="list-style-type: none"> - 2 teachers & 4 parent/carer volunteers attending to supervise excursion - Brief participants on rules and behaviour - Remain on pedestrian pathways and use pedestrian crossings at all times 	<p>Teacher in charge</p> <p>All</p>	<p>Prior to walk</p> <p>On excursion</p>
Coach transport to excursion venue	<ul style="list-style-type: none"> - boarding coach vehicle accidents 	<p>LR</p> <p>HR</p>	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate licence(s) and insurance - Check availability of seat belts - Vehicle to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn 	<p>Admin</p> <p>Teachers</p>	<p>Prior to booking</p> <p>On excursion</p>
Observing animals and plants	<ul style="list-style-type: none"> - bites and stings from insects, spiders, snakes (including severe allergies) - exposure to sun 	<p>MR</p> <p>LR</p>	<ul style="list-style-type: none"> - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. EpiPen for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Avoid areas with long grasses - Wear enclosed footwear, long pants and other protective clothing - Wear hats, shirts with sleeves and sunscreen while outdoors 	<p>Teacher in charge</p> <p>All</p>	<p>Prior to excursion</p> <p>On excursion</p>

			<ul style="list-style-type: none"> - Do not touch animals - Carry first aid kit 	Teacher in charge	
Bushwalking in park	<ul style="list-style-type: none"> - uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration. - allergies to insects, reptiles and plants. - becoming lost or isolated from the group - change in weather conditions 	MR LR MR Nil	<ul style="list-style-type: none"> - Notify national park staff of expected arrival and departure times, location of walk and participants, students with medical conditions - Identify participants with known medical conditions and ensure appropriate medication/treatment is available - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. epipen for student with anaphylaxis) - Check weather forecast on day of excursion - Ensure staff and students are aware of emergency response procedures. - National Park staff to lead walk. Adult supervision at front and back to keep group together. - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear hats, shirts with sleeves and sunscreen while outdoors. - Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade - Carry first aid kit 	Teacher in charge All Teacher in charge	Prior to walk On walk
Diet and food during excursions including	Student allergies to certain food products	LR	<ul style="list-style-type: none"> - Confirm appropriate food with parents/carers for student with allergies - Discuss with class groups about the importance of only eating your own food - Ensure a responsible adult is with each group of students - Ensure someone trained in medical procedures (use of Epipen) attends - Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment - For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins. 	Teacher in charge Teachers	Prior and during excursion
<i>Venue and safety information reviewed and attached: Yes / No</i>					
Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.					

Excursion Checklist

All questions must be answered. 'No' answers indicate gaps in safety practices for which careful hazard identification assessment and control of risks should be undertaken.

	Yes	No
Has a risk assessment been undertaken, considering transport, venue, activities, weather, special needs students?	<input type="checkbox"/>	<input type="checkbox"/>
Has the costing been calculated?	<input type="checkbox"/>	<input type="checkbox"/>
Has the date been approved?	<input type="checkbox"/>	<input type="checkbox"/>
Has liaison been undertaken with the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Has transport been booked and confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
Has the safety of the activities been checked?	<input type="checkbox"/>	<input type="checkbox"/>
Has a letter been sent to parents?	<input type="checkbox"/>	<input type="checkbox"/>
Have all student notes been collected and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Have all adults attending been advised on procedures and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Have procedures and expectations been discussed with students?	<input type="checkbox"/>	<input type="checkbox"/>
Have all notes not returned prior to day of excursion been chased up?	<input type="checkbox"/>	<input type="checkbox"/>
Have all parents whose children require special assistance during the excursion been consulted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the correct ratio of adults/students available?	<input type="checkbox"/>	<input type="checkbox"/>
Has a roll call been taken before departure?	<input type="checkbox"/>	<input type="checkbox"/>
Are the following items being taken:		
• List of emergency contacts?	<input type="checkbox"/>	<input type="checkbox"/>
• List of attendees?	<input type="checkbox"/>	<input type="checkbox"/>
• First aid kit and any special needs items e.g. medication?	<input type="checkbox"/>	<input type="checkbox"/>
• A mobile phone?	<input type="checkbox"/>	<input type="checkbox"/>
Have the following tasks been completed after the excursion:		
• Oral excursion evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
• Report made of any incidents to the Principal?	<input type="checkbox"/>	<input type="checkbox"/>
• All documentation filed in the incursion and excursion binder by the Head Teacher?	<input type="checkbox"/>	<input type="checkbox"/>
• Hard copy of permission notes filed in children's folder by Administrator?	<input type="checkbox"/>	<input type="checkbox"/>
Name and signature		Date



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Web: www.banksia.wa.edu.au

Excursion Permission Form

Excursion to: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Times: Bus leaves at [Click here to enter text.](#) sharp
Please drop off your child(ren) at [Click here to enter text.](#)
Pick up for morning children is at [Click here to enter text.](#)

What to bring:

- A carton drink or a drink in a disposable container that can be thrown away
- Lunch in a disposable container or bag
- Comfortable walking shoes
- Happy smile
- Listening ears
- Please ensure your child(ren) are wearing their school uniform and hat

Parent volunteers are reminded that incursions and excursions are part of the School's Curriculum and siblings may not accompany volunteers.



Permission Slip

Please return to the School Office by: [Click here to enter a date.](#)

Parent/Guardian Name: _____

I give permission for my child _____ to attend the excursion to [Click here to enter text.](#) on [Click here to enter a date.](#)

I understand the students will be transported by bus.

Medical Details:

Medicare Number: _____

Private health care cover number: _____

Does your child suffer from any medical condition you believe the supervising teacher should or needs to know in order to care adequately for your child? (Allergies, asthma, etc). Please list and detail.

Please give details of treatment required or medication needed

Please Note: Any medication required must be in a plastic container clearly labelled with the child's name and required dosage. It would be best to speak to the teacher personally to ensure there is no doubt as to what is required. If there is any condition, which arises prior to departure date, please let us know in writing as soon as possible.

In the event of accident or illness to my child, I give the teacher present the authority to seek medical advice and such medical attention as may be deemed necessary by the medical officer attending.

Signature: _____

Date: ____/____/____

I am available as a volunteer on this excursion.