



Toronto High School

Excursions

POLICY

1. Rationale:

1. Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.
2. Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate. Student Assistance finances supports this ethos of equity.
3. A duty of care is owed to students in the school environment and while on excursions.
4. The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the staff member to parents, caregivers, volunteers or employees of external organisations.
5. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.
6. A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
7. Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.
8. Safe transport or a safe walking route is to be organised for excursions.
9. Students must behave appropriately at all times while on excursions, including when animals are encountered.

2. Aims:

This document sets out the requirements for the conduct of excursions by schools and units of the Department of Education and Training. Excursions are regarded as valuable educational experiences, integral to teaching and learning. They do, however, potentially pose risks to the health, safety and welfare of participants. The instructions and guidelines in this document are directed at managing such risks

3. Implementation:

Students attending excursions should:

- (a) Wear full school uniform. Uniform must be worn unless alternative dress is required for planned activities. The Deputy Principal/ Principal approves any variation.
- (b) Behave appropriately and courteously at all times.
- (c) Follow the instructions of staff at all times.

Students on Purple or Red Level cards are **not** permitted to attend excursions.

Variation to routines. (VOR's) need to be completed (see section

4. Film screenings and live performances

Prior to approving excursions involving film screenings and live performances, principals must give careful consideration to the appropriateness of the film or performance for the proposed viewing group.

Schools must not arrange for students to attend any film or view a video or DVD that is classified R 18+. Films classified MA 15+ are also legally restricted. Information for teachers regarding film and computer game classifications is available on the [Office of Film and Literature Classification \(OFLC\) web site](#).

Parents and caregivers must be informed of the classification of the film and provided with the opportunity to withdraw their child. The principal may delegate the task of previewing the entire film or performance to an executive member of staff who will then advise the principal as to its suitability and acceptability. The principal, however, retains responsibility for granting approval and must take into account the age and maturity of the students.

5. Inclusivity

Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.

Unless circumstances exist, all students should have the opportunity to participate in an excursion. For essential excursions, costs should be organised to ensure that there is no undue financial burden imposed upon individual members of the group or their families. Where financial hardship is understood to be the reason for a student's nonparticipation, schools will endeavour to provide financial assistance.

The support needs of students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers. Appropriate support should be provided for these students so they can access the learning experiences available through excursions.

Parents and caregivers, including those of students from language backgrounds other than English, should be informed of the educational value of the excursion and how it is an integral part of the learning program.

6. Duty of Care

A duty of care is owed to students in the school environment and while on excursions.

Excursions are potentially the most hazardous activities for school related accidents. The duty of care owed to students applies whether the school excursion is held during school hours, after school, on the weekend or during school holidays.

Teachers planning excursions must consider emergency response planning, including medical procedures, and should check relevant forecasts or other safety warnings, including fire bans, immediately prior to events. In consultation with relevant authorities, schools must be prepared to alter or cancel excursions due to emerging safety concerns. These decisions must be communicated to students and parents as soon as possible. Refer to [*Guidelines for schools and TAFE NSW Colleges and Campuses: Management of Serious Incidents \(00/158\)*](#).

Principals are to ensure that any excursion involving swimming or water activities and any excursion involving overnight stays, includes a member of staff who possesses current accreditation in cardiopulmonary resuscitation and emergency care. All other excursions must be accompanied by a member of staff who has undertaken emergency care training and whose qualifications are current. A first aid kit must be taken on all excursions.

7. Overnight excursions

On overnight and extended excursions, supervisory and accommodation arrangements are to be such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made. In particular, sleeping and washing arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, for sleeping and supervisory arrangements every attempt must be made to ensure that there is no sexual contact between students.

For coeducational groups, male and female staff supervisors are required. Schools experiencing difficulties in meeting this requirement should consult their school education director.

8. Unsupervised activities

On rare occasions, where it is proposed that an individual or a small group of mature students participate in a specialised excursion, it may be necessary for part of the excursion (e.g. independent travel) or all of the activity to take place without the direct supervision of a staff member. In such circumstances, it is imperative that parents or caregivers be fully informed of, and agree to the arrangements, and that the principal and the teacher in charge of the excursion take all steps to ensure the safety and welfare of the unaccompanied students.

9. Teacher to student ratio

The number of teachers to accompany the students for each excursion is to be determined by the principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken. Principals in determining the number of teachers required for an excursion should be guided by

Department statements on class sizes. Fewer students per teacher will be necessary for some excursions such as bushwalking. Particular aquatic and outdoor recreation activities have specific teacher/instructor to student ratios. These are identified in the [Guidelines for Specific Activities section of Guidelines for the Safe Conduct of Sport and Physical Activity in Schools](#) policy.

There must be sufficient numbers of appropriate, responsible adults, including support teachers and teachers' aides, to ensure and assist with adequate supervision.

The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.

Parents or caregivers will frequently volunteer to assist in excursions. The number of parents or caregivers who might be of assistance will vary according to circumstances. The principal must be satisfied that there are sufficient teachers to maintain adequate control of the whole excursion. Teachers retain the ultimate responsibility for supervision.

In most circumstances parents, caregivers and volunteers who assist on excursions should not have to pay to attend. Parents, caregivers and volunteers must be briefed on safety and behaviour measures prior to the excursion to ensure competency. Principals must ensure that all parents, caregivers or volunteers accompanying school excursions complete a *Prohibited Employment Declaration* prior to the excursion, in terms of the Department's [Guidelines for Principals for the Implementation of the Working with Children Check and Completion of Prohibited Employment Declarations, Section 2.1.6 Volunteers](#).

Volunteers are not to accompany the excursion if:

they refuse to complete the Prohibited Employment Declaration, or they indicate they are a prohibited person.

Depending on the circumstances, principals might also consider checking the Department's not to be employed list, or consulting referees.

10. Risk Management

The [OHS Act](#) and [Regulation](#) require principals and teachers organising excursions to use risk management to ensure the health and safety of students, staff and excursion volunteers. Risk management supports better decision making by contributing to a greater insight into the potential risks and their impacts.

Principals should ensure that individual health care plans for students with health care needs or disabilities include provision for the management of such conditions on excursions. A copy of this plan should be given to the teacher in charge of the excursion and its implications discussed before departure.

A risk management is to be conducted and a risk management plan developed. Risk management does not guarantee there will not be a problem, but it helps staff and the school plan to avoid foreseeable problems. All records of risk management are retained by the Deputy Principal. (found in Risk Assessments to Staff 'U' drive – "Policies & Admin – completed Risk Assessments"). These can be reused by staff if the requirements, expectations and details of the excursion remains unchanged from that already published.

11. Swimming and water activities

Where any excursion involves swimming or water activities, principals may encourage but not insist that parents provide any flotation devices considered necessary for students.

Parents must be asked to indicate the swimming ability of their children when giving consent for students to participate in excursions involving water activities.

If parents indicate students are poor or non swimmers and no flotation devices are available for use by the students, principals will need to assess whether such students should participate

in the swimming or water activities of the excursion. This assessment must take place irrespective of parental or caregiver permission for the students to participate in the swimming or water activities.

Principals and teachers organising excursions involving swimming and water activities should particularly consult the *Swimming and Water Safety* section of [Guidelines for the Safe Conduct of Sport and Physical Activity in Schools \(PD/2002/0012\)](#).

12. Consent

Signed consent forms granting permission for students to participate in an excursion and a medical information form are to be obtained from parents or caregivers.

The fact that parents or caregivers consent to the participation of their child in an excursion should not be taken as removing the responsibility of school staff for taking all reasonable steps to ensure the particular activity is safe.

For many excursions it will not be necessary to collect a new medical information form. Medical information held by the school should, however, be updated as required and take account of activities proposed for the excursion.

Information identifying food or other allergies, special dietary needs and other health care related issues (including prior conditions such as medical procedures in the last 12 months), should be provided by parents or caregivers. This information will assist planning to support students and minimise risks, including the risk of exposure to allergens for students at risk of anaphylactic reactions.

Excursion consent forms do not create any waiver of rights by the parent or the caregiver in relation to their child. *The main purpose of consent forms and information forms is to give enough detail to parents and caregivers to allow them to make an informed decision about whether their child should attend the excursion. It is also to assist the parent or caregiver to provide relevant information to the school about the child's care needs.*

13. Retention of Excursion Records

Principals must ensure that a record of all excursions, including overseas excursions, is maintained. The record must include a copy of any advice given to parents or caregivers, costs and approval letters and administrative, supervision and travel details.

14. Transport

Safe transport or a safe walking route is to be organised for excursions.

In some circumstances where the site of the excursion is close to the school, it will be appropriate for students and their supervisors to walk to the site. The decision to walk should be preceded by a risk assessment and the route should be determined consistent with the objective of ensuring staff and student safety.

Public transport (government bus, rail and ferry services, or private bus and ferry services) should be used for school excursions, wherever appropriate

Bus and train travel

When hiring buses for excursions, principals should refer to the policy on the [use of seatbelts on buses \(99/293\)](#). Seatbelts must be worn on buses and coaches when they are available. Principals should attempt to hire buses with seatbelts wherever practicable and particularly for long distance travel. In the case of large vehicles, the number of passengers must not exceed the number that the vehicle is licensed to carry.

When organising an excursion by rail, principals or their delegate should contact their local railway station concerning excursion concessions and other arrangements.

If students with disabilities are participating in an excursion accessible transport will be required.

Car travel

The transporting of students in the cars of staff members, parents, caregivers or volunteers should only occur in those circumstances where there is no feasible option available to provide alternative transportation. This may only occur under the following conditions:

1. written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained
2. the driver is licensed
3. the vehicle is registered
4. the number of passengers in the vehicle does not exceed the number of seatbelts
5. current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle. Comprehensive insurance is not generally required. Nevertheless, comprehensive insurance is required if a member of staff is authorised to use his or her vehicle for official business and wishes to make a claim for the payment of mileage.
6. Principals must ensure that all parents, caregivers or volunteers who transport students in cars complete a *Prohibited Employment Declaration* prior to the excursion.

15. Roll Marking

- (a) If possible arrange for students to depart after regular morning school roll marking operation.
- (b) Regular roll checks should be made as often as necessary to ensure that all students are present. This is especially so when boarding transport prior to departure.
- (c) In the case of a student being missing
 - (i) the senior teacher will immediately ring the school (Principal and/ or Deputy Principals) and/or report the matter to the Police and act on their advice
 - (ii) The senior teacher will direct the remainder of the party to return to school and remain to act in the school's and parent's interests to assist in locating the student(s)

16. Excursion Limits

Year 10 students are excluded from all excursions in Term 4 up to the School Certificate exams so they can prepare for them.

Year 11 and 12 students must attend mandatory excursions and a limit on excursions beyond these is applied. (One excursion per course in each of the Preliminary and HSC courses). Exceptions are made via the Executive.

In some courses, students may be required to complete assessment tasks out of subject lesson time eg. English speeches. While not an 'excursion', approval is sought through the Executive.

Whole school events (eg. study days) are decided upon by the Executive.

17. Incursions

If staying within the assigned class period and within the school boundary's then It is not necessary for parental permission to be obtained or to complete a VOR. Your HT must be informed and permission given. However, if you are using up another faculty's period or leaving the School environment then a VOR is necessary. Permission must be sought from the Deputy Principal and notice given to the HT Admin for recording on the school calendar and notice given to office

It is not necessary for invited guests to the school to complete an Prohibited Employment Declaration Form if the guests will be accompanied by a member of staff at all times. A teacher must be present at all times when the guest is in the company of students. Students/ parents can elect to complete alternative work.

18. Camps

The organisation of the camp once approved, including cover, is to be completed by the camp coordinator with the assistance of HT Admin, HT Welfare, Deputy Principals and/or Principal. When organising cover it is essential to check the playground duty roster including bus duty, the school calendar for any other events occurring on the days of the camp and to liaise with the relevant excursion coordinators. The presence of an Executive staff member is mandatory on all camps.

19. Excursion Cover

It is the responsibility of all excursion coordinators to ensure cover is completed for all playground duties, roll calls, bus duties and classes. The HT Admin assists with this. Appropriate work is to be left for all classes of teachers attending the excursion. When organising cover it is essential to check the school calendar for any other events occurring on the same day and to liaise with the relevant excursion coordinators.

20. Instructions To Students on Excursion

When giving instructions to students make sure ALL students are listening and are present to hear your instructions.

Clear instructions should be given to students as to what action to take if they are separated accidentally from the group (ring the school or if necessary report to the nearest Police Station). If separated on a field excursion, students should report to the nearest house, settlement or remain on safe ground and await rescue.

22. Knockout Competitions/Out of Hours Sports Events

Knockout competitions and out of hours sports events whether held in or out of school time are treated as any other excursion and have the same expectations ie. VOR needs to be completed. The short notice of such events will be taken into account by the Deputy Principal.

23. Representative Students

If a student is representing the school at an event organised by a body outside of the school the following must occur:

- Parents must receive an information note and a permission note. These may be from the organising body.
- Risk management is the responsibility of the Zone/Regional organising committee.
- The Principal is to be notified and permission sought.
- The Deputy Principal is to be notified and date checked against assessment calendar where appropriate.
- The office and Head Teacher Administration is to be notified for attendance records.

24. In school BBQ's and Sales of Food/ Fundraising

Executive approval is required after discussion with the Principal. Canteen liaison is critical to uphold cordial relations/contract expectations. One or two per term is the maximum for the whole school.

25. Emergency/ Incidents

The school should be phoned instantly. The Principal or Deputy Principal(s) must be contacted urgently so the issue is managed according to DET expectations. Staff are reminded to ensure they have all student contact details and access to a medical kit and mobile phone on all excursions.



VOR – VARIATION TO ROUTINE



PHASE 1: TEACHER SEEKS HEAD TEACHER & DEPUTY APPROVAL FOR EXCURSION

Excursion title: _____ Place: _____

Date: _____ Time: _____ Group: _____ Number of students: _____

Organising Teacher/s: _____ Calendar checked: ☐

Head Teacher to Check and Approve: _____

Calendar checked: ☐ List of students to attend: ☐ Permission note for excursion: ☐

Deputy Approval In Principle: _____ Calendar checked: ☐

PHASE 2: EXCURSION ORGANISATION – TEACHER COMPLETES TASKS BELOW (1 Week prior to Excursion)

<input type="checkbox"/>		HT check	DP check
<input type="checkbox"/>	Notify office to set up payment		
<input type="checkbox"/>	Permission and Information notes distributed		
<input type="checkbox"/>	Copy of vehicle insurance details	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Signed notes/medical forms collected from students	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Printed account balance at final payment date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Final list of students attached	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Risk assessment complete	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Organisation for cover complete	<input type="checkbox"/>	<input type="checkbox"/>

Head Teacher Approval: _____

Deputy Final Approval: _____
Cancel

Proceed /

☐ Copy of organisation to Head Teacher Administration

☐ Canteen to be notified

☐ VOR given to Deputy Principal for filing

☐ VOR Copy to Office

PHASE 3: FINAL DAY EXCURSION ORGANISATION – TEACHER & HEAD TEACHER

☐ Excursion student list checked against ineligible student list

☐ Updated student list provided to the office and DP. (If changed). Note; medical forms go with you

Finances & Information for the Office.

Cost per student _____ Final Student Payment Date _____

Travel Mode _____ Departure from School _____ Returning to School _____

Cheque required By _____ (complete the Yellow Cheque Requisition form in office)



Toronto High School

VARIATION of ROUTINE Student List

DATE: ____ / ____ / 20 ____ VENUE:

TIME : TEACHER(S) INVOLVED:.....

.....
If payments are involved obtain an OASIS printout **1 WEEK** prior to the activity and attach the **PRINTOUT** to the organisation.

	SURNAME	FIRST NAME	YEAR/ CLA SS	ROLL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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24				
25				
26				
27				
28				
29				
30				



VARIATION of ROUTINE - CLASS SUPERVISION

DAY: DATE:/...../20.....

VENUE :

INDICATE : CASUAL RELIEF / "BUDDY" ASSISTANCE

** ALL CARE must be taken to MINIMISE casual relief costs OR costs budgeted into the expense of running the excursion.

	ABSENT TEACHER	RELIEF or BUDDY TEACHER	ABSENT TEACHER	RELIEF or BUDDY TEACHER	ABSENT TEACHER	RELIEF or BUDDY TEACHER	ABSENT TEACHER	RELIEF or BUDDY TEACHER
ASSEMBLY ROLL								
PERIOD 1								
PERIOD 2								
RECESS								
PERIOD 3								
PERIOD 4								
LUNCH 1								
LUNCH 2								
PERIOD 5								
BUS DUTY								

TORONTO HIGH SCHOOL
EXCURSION RISK ASSESSMENT



Excursion Coordinator:

Location:

Date(s):

Description & Location of Excursion:

Group / Class:

Number in group / class:

Accompanying Staff:

Parents, Caregivers, Volunteers:

Contact Numbers:

Hazard / Risk Identification Type/ Cause	Priority (severity & likelihood)	Risk Management Plan – Elimination or Control Measures		
		Who	When	
Serious injury/illness to student	Severe/unlikely	Discuss hazards & teach safe practices for activities. Where possible identify Ambulance access points.	Staff	Prior to & during excursion
Serious injury to staff	Severe/unlikely	Consider health of staff & observe safe practices for activities. Where possible identify Ambulance access points.	Excursion coordinator & staff	Prior to & during excursion
Students / Staff Becoming lost or separated from group	Severe/unlikely	Focus on teamwork. No staff = no go. Teach skills, explain paths/routes being taken, what to do in an emergency or if lost. Regular roll call, head count. Staff at front and rear of student group.	Staff	Prior to & during excursion
Seriously antisocial / unacceptable / dangerous behaviour by students	Severe/unlikely	Pre-excursion: Students screened, “risky” students interviewed, monitored and/or removed from list. During excursion: Parents contacted to collect students & school notified.	Staff	Prior to excursion
Sunburn	Moderate / Possible	Appropriate clothing & sun protection to be worn. Avoid exposed / intensive activities in high temperatures. Staff to carry extra sunscreen.	School & Parental Support	During Excursion

Excursion coordinator: Date:

Principal: Date:

Equipment Carried by Staff Member(s):

- Parental Contact Lists, contact number
- Student Medical Cards
- First Aid Kit, Water, Sunscreen



Toronto High School

Education Excursion

Parent/Caregiver Information/Consent Form

Students Name:

Excursion Name:

Venue:

Day/s, Date/s:

Time/s:

Supervisor/s:

Group/s – Student/s:

Cost:

Travel Arrangements:

School Uniform: Full school uniform is required unless specified

Teacher in Charge: _____ Name
(Print): _____

PARENTAL CONSENT – COMPLETE THE SECTIONS BELOW AND RETURN BY – Day/Date:

Travel Arrangements - Consent

I understand my child will be travelling by - Bus / Train / Private Transport / Walk (please circle one)

If travelling by Private Transport I am aware my son/daughter will be travelling with
.....

Overnight Excursion - Consent

I understand that my son/daughter will stay overnight at
.....

I understand that my son/daughter will be supervised by
.....

Water Activities - Consent

In relation to the proposed water activities, I advise that my child is a (please circle one)

Strong Swimmer

Average Swimmer

Poor Swimmer

Non-Swimmer

References:

I give / do not give (please circle one) permission for my child to participate in water/swimming activities

Sports & Contact Sport - Consent

To the best of my knowledge my child has no medical condition, physical disability or injury that puts him/her at risk of participating in this sport/excursion. *Signature of*
Parent/Caregiver: _____

NOTE

All students are expected to co-operate fully with school personnel, supervisors, members of the public and others who may be involved in the excursion delivery.

PARENTAL CONSENT

I hereby give my consent for my child to participate in the educational excursion detailed above.

Parent's/Caregiver's Home Phone _____ Work
_____ Mobile _____

Signature of Parent/Caregiver: _____ Date: _____ /
/

TORONTO HIGH SCHOOL

Field Avenue, Toronto N.S.W. 2283

Telephone: 02 4959 1788

Facsimile: 02 4950 4159

INDIVIDUAL HEALTH / EMERGENCY CARE PROFILE SHEET

Student Name	
D.O.B	
Disabilities	
Health Conditions	
Allergies	
Medication	
Parent/Caregiver Contacts	
Doctor Contact	

References:

Religion	
Emergency Care Provided Prior to Ambulance	
Special Note	

FORM D

CONSENT TO DISPENSE MEDICINES *(Short Term)*

I, _____ request my son/daughter _____

(Parent/Guardian)

Group)

(Full name)

(Roll

to be given _____ at

(Name of Medication)

(Times)

in dosages of _____
(ml or tablets)

I can be contacted in an emergency at

(Telephone numbers)

In an emergency requiring medication attention, I authorise the school to contact:

(Doctor)

(Address)

_____ and/or to organise ambulance transportation to the local hospital
(Telephone)

(Parent/Guardian Signature)

(Date)

10. Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last updated

May 2011