



**BURROWES STATE SCHOOL**

# Excursion and Camp Policy

*PRIDE @ Burrowes*

**P**ersistence  
**R**esilience  
**I**ntegrity  
**D**etermination  
**E**mpathy

Updated June 2023

## Excursion planning and scheduling

Teachers will pre-plan any excursions and/or camps in Term 4 for the following year. At the stage of planning this is for dates and approximate costs only as you may not be the teacher in that cohort the following year. Excursions and camps are to be finalised in Term 1 pupil free days (PFD's) and placed in the school newsletter as well as on the term planner in the office.

### Pre-Approval excursion planner - To be completed more than 10 weeks prior to excursion.

Step	Task	Details for	Completed
1	<ul style="list-style-type: none"> <li>Select Date for excursion. Check date doesn't clash with other booked school events.</li> </ul>	Excursion pre planner	
2	<ul style="list-style-type: none"> <li>Venue and or Caterer (If applicable) costed (GST is not included unless food is involved) (Clarify with the venue if GST is inclusive in the price)</li> </ul>		
3	<ul style="list-style-type: none"> <li>Bus/Transport Quote costed</li> </ul>		
4	<ul style="list-style-type: none"> <li>Excursion Pre-Planner complete and submitted for approval</li> <li>Consider links to curriculum and how excursion will enhance learning.</li> </ul>	Principal or relevant DP P & C	
5	<ul style="list-style-type: none"> <li>Book excursion after approval received (Venue and Bus)</li> </ul>		
6	<ul style="list-style-type: none"> <li>Publish date with whole staff, via One Portal, whiteboard calendar, blurb, term planner etc.</li> </ul>	Staff	

### One-School Approval - To be completed 7 Weeks prior to excursion.

Step	Task	Details for	Completed
1	<ul style="list-style-type: none"> <li>Complete One-School excursion planner (All excursions require curriculum approval.) (One-School excursion planner must be complete and approved prior to Parent Letter home)</li> </ul>	Relevant DP and BSM	
2	<ul style="list-style-type: none"> <li>Complete risk management in both One-School and using the Curriculum Activity Risk Assessment form. (see Link <a href="http://education.qld.gov.au/curriculum/carmg/">http://education.qld.gov.au/curriculum/carmg/</a> )</li> <li>Obtain medical information</li> </ul>	One-School Excursion planner	

3	<ul style="list-style-type: none"> <li>Discuss excursion with HOSS and Student Engagement Officer and plan excursion needs according to student requirements</li> <li>Make relevant parent phone calls if applicable</li> <li>Create individual risk management plans if applicable</li> </ul>	HOSS Student Engagement Officer(PBL Room)	
4	<ul style="list-style-type: none"> <li>Letter home to parents (Provide office staff with a letter and excursion details) (Parents require 6 weeks' notice of excursion payment) (One-School excursion planner must be complete and approved prior to Parent Letter home) Meet with the parents of high risk students</li> </ul>	Letter proof read by relevant Deputy	
5	<ul style="list-style-type: none"> <li>Follow up excursion money collection with students until closing date. Keep track of student numbers.</li> </ul>	Classroom teachers	
	(Money collections cease 7 days prior to excursion date) - no payment will be accepted after this date)		
6	<ul style="list-style-type: none"> <li>Confirm excursion with venue as per their instructions and make sure attending teachers have completed their medication training prior to attending camp or excursions.</li> </ul>		

### Week before excursion

Step	Task	Details for	Completed
1	<ul style="list-style-type: none"> <li>Notify Specialist Teachers that may be affected if applicable</li> </ul>	Specialist teachers	
2	<ul style="list-style-type: none"> <li>Swap playground duty with other staff members. Communicate swaps with front office staff.</li> </ul>	Front Office	
3	<ul style="list-style-type: none"> <li>Organise alternative arrangements for students not attending excursion. Communicate with relevant DP and affected staff.</li> <li>Provide appropriate work for students to complete</li> </ul>	Relevant DP, affected staff	
4	<ul style="list-style-type: none"> <li>Check student permission and payment, follow up (Money collections cease 7 days prior to excursion date - no payment will be accepted after this date)</li> </ul>		
5	<ul style="list-style-type: none"> <li>Confirm bus</li> </ul>		
6	<ul style="list-style-type: none"> <li>Permission slips received for students attending distributed to supervising teachers.</li> </ul>	Supervising teachers	
7	<ul style="list-style-type: none"> <li>Communicate with all school staff going on excursion (EG plan for the day)</li> </ul>	Supervising teachers	

8	<ul style="list-style-type: none"> <li>Discuss student medication needs with the front office.</li> <li>Consider first aid officer</li> </ul>	Supervising teachers	
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### Day of the excursion

Step	Task	Details for	Completed
1	<ul style="list-style-type: none"> <li>Print roles (allocating students to specific buses)</li> </ul>	Excursion Teachers	
2	<ul style="list-style-type: none"> <li>Print student medical and contact information</li> </ul>		
3	<ul style="list-style-type: none"> <li>Collect first aid equipment from office</li> </ul>		
4	<ul style="list-style-type: none"> <li>Collect required student medication if applicable</li> </ul>		
5	<ul style="list-style-type: none"> <li>Mark roll prior to leaving school</li> <li>Make sure students left behind are appropriately catered for with rolls outlining classes non attending students will attend.</li> </ul>		
6	<ul style="list-style-type: none"> <li>Enjoy the day</li> </ul>		



### After the excursion

Step	Task	Details for	Completed
1	Review the excursion with the team	Excursion Teachers	
2	Was it a worthwhile experience		
3	How could things be done better		
4	File paper work for future reference		
5	Return all unused medications to the office		
6	Return all first aid equipment to the office		

## *Excursion Pre-planner*

<b>Organising teacher or Group:</b>		<b>Date of Planner submission:</b>
<b>Venue for excursion:</b>		
<b>Group or Year Level:</b>		<b>Date of excursion:</b>
<b>No. of students:</b>		<b>No. of Adults:</b>
<b>Depart School:</b>		<b>Depart Venue:</b>
<b>Expected arrival back at school:</b>		
<b>Indicate if Disabled facilities are required: Y/N</b>		<b>Name of the Bus company:</b>
<b>All excursions require seat belted buses.</b>		
<b>Cost per student:</b>		<b>Supervision ratio:</b>
<b>Attach venue and bus quotes.</b>		
<b>Relevant curriculum links:</b>		
<b>Behaviour plans:</b>		
<b>SEP plans:</b>		
<b>Pre-Approval</b>	<input type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Rejected</b>	
<b>Approved</b>	<b>Proceed with excursion planner</b>	
<b>Rejected</b>	<b>Correct and resubmit</b>	

**All the information presented should be carefully considered in respect to specific context, such as:**

1. Which students will be involved? (age, maturity, experience, specific needs, number, etc)
2. What will students be doing? (jumping, swimming, cutting, cooking, throwing, etc)
3. What will students be using? (hazardous materials, sporting equipment, tools, stove, etc)
4. Where will students be? (classroom, outdoors, pool, creek, at height, etc)
5. Who will be leading the activity? (experience, qualifications, etc).

## **THE RISK MANAGEMENT PROCESS**

The workplace health and safety risk management process involves the following steps:

1. Identify the potential hazards
2. Assess the risk
3. Decide on the control measures
4. Implement the control measures
5. Monitor and review.

Ideally, this risk management process should be integrated into routine lesson planning. Risk assessments are best completed by more than one person thinking about the hazards and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process.

## **ASSESS THE LEVEL OF RISK**

By incorporating effective risk management processes into curriculum planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

### **Step 1. IDENTIFYING THE POTENTIAL HAZARDS**

**Hazards** are things that have the potential to cause harm. Hazards come in many forms – some are common and easily identifiable such as using machinery, falling from heights, javelin throwing, and infectious diseases. Other hazards may not be as common and may be harder to identify, e.g. activities that would normally be low risk become much riskier when they are done in a new or unusual way, such as with younger students, with large groups, in unfamiliar settings, or for the first time. Once the hazards have been identified, the level of risk they pose needs to be assessed.

**Risk** is the likelihood that a harmful consequence (e.g. injury) will occur when exposed to a hazard. As such, a risk level is made up of two elements, the:

(a) **Likelihood** of an incident happening.

(b) **Consequence** if it did happen.

***Risk = Likelihood x Consequence***

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

- duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
- competence of those undertaking the activity (e.g. no training or inexperience may lead to an accident)
- environmental conditions (e.g. water in the vicinity of electricity, getting injured in an isolated area)
- speeds, heights and weights of objects being used. The greater the force, the greater the impact.



### **Activity risks and insurance**

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

### **Consent**

By signing this form, I agree to all the following statements:

- I have read all of the information contained in this form in relation to the excursion (including any attached material)
- I am aware that the department does not have personal accident insurance cover for children/students.
- I give consent for the named child/student, \_\_\_\_\_ <insert child's/student's name> to participate in the identified excursion.
- I will pay to the school the costs detailed in this consent form for the child/student's participation in the excursion.
- I agree to and understand the refund policy as it applies to this excursion (see Excursion costs)
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require, including contacting their doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration/enrolment and where relevant have updated this information.
- I give consent for child/student contact information to be shared in relation to this excursion in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Parent/Carer/Student*	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:
Emergency contact information for the duration of this excursion	Name:		
	Phone number/s:		

**<DELETE THIS SECTION IF USING THE *STUDENT HEALTH INFORMATION - EXCURSIONS FORM*>**

### **Additional medical information**

The school collected medical information about your child at registration/enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the excursion described in the form.

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### **You may also wish to update/provide the following optional information:**

Name of child/student's medical practitioner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Medicare No.: \_\_\_\_\_  
Private Health Insurance Company (if applicable): \_\_\_\_\_ Membership No.: \_\_\_\_\_

**\*Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.**



To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence. Use the matrix below as a guide to assist with the risk assessment:

Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Critical
5 - Almost Certain	Medium	Medium	High	Extreme	Extreme
4 - Likely	Low	Medium	High	High	Extreme
3 - Possible	Low	Medium	High	High	High
2 - Unlikely	Low	Low	Medium	Medium	High
1 - Rare	Low	Low	Low	Low	Medium

Consequence Rating	Description of Consequence
1. Insignificant	No treatment required
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
5. Critical	Multiple serious injuries, permanent disability or loss of life

### Step 3. DECIDE ON THE CONTROL MEASURES

The assessed inherent risk level will determine the degree of planning and approval required.

Inherent risk level		Action Required/Approval
Low	Little chance of incident or injury.	<ul style="list-style-type: none"> <li>Manage through regular class planning processes.</li> </ul>
Medium	Some chance of an incident and injury requiring first aid.	<ul style="list-style-type: none"> <li>Document risks and controls in regular curriculum planning documents and/or complete a <i>Curriculum Activity Risk Assessment</i> (in OneSchool or using the <a href="#">generic template</a>).</li> </ul>
Inherent risk level		Action Required/Approval
High	Likely chance of a serious incident and injury requiring medical treatment.	<ul style="list-style-type: none"> <li>A <i>Curriculum Activity Risk Assessment</i> is required to be completed (in OneSchool or using the <a href="#">generic template</a>).</li> <li>Principal or head of program (i.e. DP, HOD, HOSES) approval is required prior to conducting this activity.</li> <li>Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>.</li> <li>Parental/carers consent is recommended.</li> </ul>

<b>Extreme</b>	High chance of a serious incident resulting in highly debilitating injury.	<ul style="list-style-type: none"> <li>• Consider conducting an alternative activity or modifications to the activity that could achieve comparable learning outcomes.</li> <li>• A <i>Curriculum Activity Risk Assessment</i> <b>must</b> be completed (in OneSchool or using the <a href="#">generic template</a>).</li> <li>• Principal approval is required prior to conducting this activity.</li> <li>• Parent/carer consent <b>must</b> be obtained for student participation.</li> <li>• Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>.</li> </ul>
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**NOTE:** If the activity is to be held off-site, parent/carer consent is required irrespective of the inherent risk level. Refer to the [School Excursions and International School Study Tours](#) procedure for the Excursion Planner template. [Curriculum Activity Risk Assessment \(CARA\) activity guidelines](#) have been developed for many common curriculum activities. These are available online and are updated when necessary. If a CARA activity guideline exists for a specified activity being planned, the guideline should be adhered to. Activity guidelines should be used in conjunction with the CARA application in One School or with the [generic template](#). If no guideline exists for a specified activity use the [generic template](#) or choose 'other' as the activity type in One School.

If unsure when to do a risk assessment, or how to do one, refer to [Managing Risks in School Curriculum Activities](#) and/or consult with your supervisor for advice and assistance. Control measures are methods used to lower the level of risk to an acceptable level. The types of control measures are listed below in the 'hierarchy of control' – they should be considered and used in this preferred order:

- **Elimination:** remove the hazard completely from the workplace or activity
- **Substitution:** replace a hazard with a less dangerous one (e.g. using a softer ball, different location)
- **Isolation:** separate people from the hazard (e.g. safety barrier)
- **Redesign:** making a machine or work process safer
- **Administration:** putting rules or training in place to make a workplace safer
- **Personal Protective Equipment:** protective clothing and equipment (e.g. helmet, gloves, shin-pads).

#### Step 4. IMPLEMENT THE CONTROL MEASURES

Sufficient control measures are to be implemented to reduce the risk to an acceptable level. For all high and extreme risk activities, the control measures should be implemented in accordance with the approved risk assessment.

#### Step 5. MONITOR AND REVIEW

At all times, the controls should be monitored to ensure they are providing the intended level of safety. It is important to assess the effectiveness of the control measures you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked. If necessary, modify or add control measures to ensure safety.