

SILVER TREE STEINER SCHOOL



Excursion, Camps and Water Based Activities Policy

2016

This Policy is applicable to: Teachers

AUTHORISED BY: Administrator
VERSION: Version 5
DATE: May 2016
REVEIW: May 2018

Table of Contents

EXCURSION, CAMPS AND WATER BASED ACTIVITIES POLICY	3
GENERAL REQUIREMENTS	4
STUDENT CODE OF CONDUCT.....	6
PROCEDURES	7
CAMPS	10
EMERGENCIES.....	11
GUIDELINES FOR SPECIFIC ACTIVITIES	13
WATER BASED ACTIVITIES	16
Appendix 1 Parent/Guardian Letter and Consent Form [Example only].....	21
Appendix 2 Parent / Guardian Consent Form.....	22
Appendix 3 Medical Report for Educational Excursions Confidential	23
Appendix 4 Water-Based Excursion Policy and Checklists / Planning Guidelines.....	25
APPENDIX 5 Checklist for Water Based Excursions	26
Appendix 6 Consent Form for Water Based Excursions	29
Appendix 7 Excursion Application to Administrator	30
Appendix 8 Camp Assessment Form	33

EXCURSION, CAMPS AND WATER BASED ACTIVITIES POLICY

Excursions, camps and water based activities are an important part of the Silver Tree Steiner School curriculum. Students may participate in many varied excursions throughout the year in various environments that provide opportunities to develop independence and skills in the outdoors.

Some excursions are designed to expose students to unfamiliar environments, activities, and experiences. To ensure their experiences are educationally rewarding, it is essential that prior to excursions, camps or activities, students are prepared educationally, physically, and psychologically. Staff need to be aware of students' abilities and needs to ensure maximum participation. Some programmes may need to be modified to meet this objective.

Students and parents will be provided with information about the excursions well in advance including the nature of the excursion, the place, food, clothing and equipment required.

For camps, parents will also be briefed on the specific requirements for their positive participation, menu planning, navigation, safety procedures, expected behaviour, and essential outdoor skills and knowledge.

Many activities contain inherent elements of risk so careful planning, risk assessment and adherence to procedures minimises the possibility of injury to participants.

This policy is provided to assist teachers in meeting their duty of care responsibilities to students. As such, this policy must be read in conjunction with the school's Duty of Care policy. Other relevant policies include the Accident or Medical Emergency and Behaviour Management.

GENERAL REQUIREMENTS

1. An excursion is a learning experience external to the school site, initiated, organised and supervised by Silver Tree Steiner School and approved by the Administrator.
2. An excursion is an integral part of the school's curriculum and specifically of the students' learning program and must be justified on this basis.
3. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days and requiring overnight accommodation.
4. Since excursions offer enrichment to the planned curriculum all students within the specific learning group should be given the opportunity to participate unless exceptional circumstances exist.
5. The same standards of conduct and the obligation to report suspected child abuse, improper conduct of a sexual nature and misconduct apply throughout all stages of an excursion as they do in schools.

Responsibility for the welfare and safety of students of Silver Tree Steiner School lies with the teaching staff while the children are in their care. This includes excursions / camps and visits held outside the school grounds. To ensure duty of care requirements are met in this regard, careful planning is necessary when organising school excursions, camps and visits.

Silver Tree Steiner School aims to meet the needs of every student. As a school and a community we recognise that experiences outside the classroom contribute greatly to an individual's personal development.

Educational excursions and camps are opportunities to enhance personal development and may be organised and conducted during the course of the year, providing their purpose and structure to complement the curriculum.

For this reason, all camps and excursions are compulsory.

A **'risk assessment'** is to be conducted prior to external activities such as camps and excursions (see risk assessments).

1. Duty of care obligations must be fulfilled during all school-related activities, whether on or off campus.
2. All teaching staff involved in excursions are expected to have a thorough knowledge of the school's policies and guidelines relating to excursions and of their responsibilities.
3. All teachers participating in an excursion owe a duty of care to all students for the duration of the excursion. This duty of care ceases only when the participants are collected by their parents/guardians.
4. The duty of care for the safety and welfare of students remains, at all times, the responsibility of teaching staff and cannot be delegated to non-teaching staff or parent helpers.
5. A risk assessment is a necessary element of the planning of any excursion or camp.

6. All appropriate health and safety precautions must be taken prior to and during an excursion.
7. Parents must be given clear and comprehensive details of all proposed excursions and camps prior to their taking place.
8. The specific written consent of each participant's parent or legal guardian **must** be obtained for all educational excursions that take students off campus.
9. The Administrator or his/her delegate must approve all educational excursions. Approval will only be granted when there is consensus between the Administrator or his/her delegate and the teacher proposing an excursion that the excursion will achieve its stated educational outcomes.
10. Prior to approval being given for an educational excursion, the Administrator or his/her delegate must be satisfied with the competence of the teacher in charge to manage the proposed activities and the intended participants.
11. The Administrator or his/her delegate must be satisfied that the supervision will be adequate, that appropriate safety precautions will be taken and that all requirements outlined in the school policy and guidelines have been satisfied.

STUDENT CODE OF CONDUCT

Smoking, Drugs & Alcohol

No Student is permitted to consume alcohol, smoke or take un-prescribed drugs during Excursions, camps or any other activities. Students and parents will be informed of this before departure and warned that any student who fails to comply will be disciplined and immediately returned to school or home at the parents cost.

Electronic Devices & Mobile Phones

No Student is permitted to bring electronic devices or mobile phones. These devices are often used as an 'escape' by adolescents and young students and, as such have a negative impact upon the experience of being in the Australian bush and detract from the community ethos that the school nurtures. Students and parents will be informed of this before departure and warned that any student who fails this policy will be disciplined and the device confiscated.

Packaging Food

In line with the school's Sustainability policy, our camp programme aims to:

- Remove advertising and commercialism from our experiences
- Reduce waste to an absolute minimum.
- Educate Students to minimise packaging in their everyday lives.
- Encourage Students to think in an environmentally conscientious manner.

Excessively packaged foods are inconsistent with these aims. Students will be encouraged to remove unnecessary packaging from their food items and eventually eliminate unwisely packaged goods from their diet.

Student Behaviour

Students and parents will be made aware of the standards of behaviour expected during outdoor education camps and that while on camp disciplinary measures will apply consistent with the school's Behaviour Management policy.

Consequences of Misbehaviour

In extreme breaches in standards of behaviour, outdoor staff may determine that a student should return home during a camp. In such circumstances, the parent will be advised of the:

- Circumstances associated with the decision to send the Student home
- Time when the parent may collect the Student from the camp, or the anticipated time that the Student will arrive home.

Consideration will be given to the age and maturity of the student when travel arrangements are made. Parents will be responsible for any costs associated with the student's return.

PROCEDURES

Planning and Application

1. Wherever possible, excursions will be planned well in advance. This aids in the school planning process and ensures that these activities can be included in the school's calendar of events.
2. When planning an excursion, staff will be expected to provide the Administrator with the following information:
 - a. The purpose of the excursion, showing the relationship between its educational rationale and the learning program of the participating students;
 - b. A draft of the notification to all parents/guardians, giving clear information about the purpose and nature of the excursion, its date[s], and itinerary;
 - c. Transport - Parents /volunteers driving must present driving licenses for photocopying, registration of the car and number of seat belts per car;
 - d. accommodation arrangements including public liability;
 - e. The number, gender and year level of all students involved;
 - f. The nature of activities to be undertaken, giving relevant details of the location, nature of the environment and anticipated weather conditions;
 - g. Costs per student and any excursion funding requirements;
 - h. Supervision arrangements, including the names of supervising teachers and other assistants;
 - i. The qualifications of the supervising teachers relevant to the type of excursion and activities to be undertaken (see guidelines for specific activities);
 - j. That volunteers have current Police clearances and Working with Children checks and are competent to assist staff in the overseeing of the students and intended activities.

Timeline for Excursions or Camps

5 Weeks Before - Final details to be organised:

1. Organisation
2. Timetable
3. Bookings
4. Venue bookings
5. Transport
6. Costs
7. Availability of first aid kits
8. Information/authorisation/medical forms to be checked by Administrator
9. Information/authorisation/medical forms to go home
10. Prepare school forms

2 Weeks Before

1. Fill out and hand in all forms to Administrator
2. Confirm all prior arrangements
3. Post out any arrangements, maps, information to other schools
4. Finalise all people attending
5. All notification/authorisation/medical letters should be returned, if not follow up
6. Ensure all private transport drivers requirements have been met

1 Week Before

1. Finalise all staff and students attending
2. Check of all notifications/medical/authorisation letters.
3. Follow up any slower returns

Before Going

1. Checklist that you have fulfilled all the requirements.
2. Checklist all safety and first aid requirements.
3. Check that Students have met and supplied all relevant pre-requisites.
4. Check that any relevant payments have been made.

On the Excursion

1. No cigarettes, drugs or alcohol are permitted.
2. Appropriate dress is required at all times.
3. No inappropriate behaviour is accepted or tolerated.
4. If misbehaviour does occur, parents are to be notified and must pick up student.
5. All rules regarding transport, activities and venue need to be followed without exception.
6. All staff/volunteers to be aware of medical needs /allergies of children.
7. Medical bag to be worn at all times.

Information regarding the Excursion should be sent to:

1. Administrator (for information and approval as required)
2. Bursar (for the payment of invoices & Student Billing)
3. Relevant classroom teacher(s)
4. Receptionist for information and parent queries.

Transportation

1. The Administrator must be satisfied that safe and adequate transportation arrangements have been made before approval is given to an educational excursion.
2. At least one teacher or other responsible adult must travel in each vehicle to supervise students and ensure that safe behaviour.
3. Where private vehicles are to be used for excursions, the Administrator must be satisfied that drivers and vehicles are reliable and appropriately licensed. All such vehicles must be comprehensively insured.
4. Where private vehicles are to be used for transportation, parents must be specifically informed of such arrangements and give their consent on the relevant form.

Parental Consent

1. Parents/guardians are required to sign a consent form for each child, after being given information on the activity well in advance on the relevant form.
2. This information must include:
 - a. full details of dates and times of intended excursion or camp;
 - b. its location[s];
 - c. costs;
 - d. supervision to be provided, including the name of the teacher in charge;
 - e. activities to be undertaken;
 - f. the anticipated learning outcomes of the excursion;
 - g. transport arrangements.

Note: While written parental consent is necessary, it in no way indemnifies the school, or relieves supervising teachers of their duty of care responsibilities. Part of this responsibility is to ensure that parents/guardians are given sufficient information to be able to make informed decisions and provide them with the opportunity to seek to withdraw their children from the activity if they see fit.

Supervision and Safety

1. Educational activities conducted outside the school's protective environment demand a higher standard of care.
2. One or more teachers (teacher assistants are not to be classified as teachers for this purpose) employed by Silver Tree Steiner School must be present at all school excursions.
3. Parents, external specialists and other staff, as approved by the Administrator, may assist in school excursions; however there must be sufficient teachers to supervise the whole excursion and all activities undertaken.
4. The number of teaching staff and other adults actively involved in an excursion is to be commensurate with the number of students, their maturity and physical capabilities, and the nature of the activities to be undertaken. The number required should be not less than the number specified in the ratios set down in the guidelines for specific activities: General day excursions where the activity to be undertaken is not of a specialist nature:
 - i. K 1 to 7
 - ii. 1 – 3 1 to 11
 - iii. 4 – 6 1 to 16
5. Adults who are not teachers, but who possess the appropriate competencies and/or qualifications, can be used as supervisors **under the direction of the teacher in charge**. The roles of supervisors will be determined by the teacher in charge.
6. External providers or contractor(s) may be used if the school is unable to meet the requirements of supervision or qualified instruction. In cases where an external provider is used for supervision or instruction, the teacher in charge must ensure that the provider is appropriately qualified and competent to manage the activities.
7. The following are to be confirmed in respect of **external providers and contractors**:
 - i. recent relevant experience;

- ii. current qualifications, accreditation and any other relevant training;
 - iii. public liability insurance to a minimum of \$10 million
 - iv. certificate of Business Registration, where appropriate; and
 - v. Federal Police Clearance (not more than 2 years old)
8. The teacher in charge of the excursion must ensure that all teachers and other assistants are aware of their responsibilities, and that additional adult leaders are adequately briefed as to their roles prior to the commencement of the excursion.
 9. The teacher in charge is responsible for ensuring that reasonable care is taken to ensure the safety of all students involved in all activities.
 10. Where outdoor and adventure style activities are involved, all students and teachers and other parties should have a clear understanding of the safety rules and expectations before the activity is undertaken.
 11. Supervising staff must have some knowledge of the area in which activities are to take place and understand the skills and capabilities likely to be required of participants. (See specific activity guidelines)
 12. An adequate first aid kit must be carried by the group.

CAMPS

Excursions involving overnight stays away from home:

1. All parents and volunteers must have a WWC card and have given this to the registrar to photocopy before leaving.
2. Parent / guardian consent forms must contain authorisation for the teacher in charge of the excursion to obtain emergency medical attention for the student if necessary. These forms must remain in the possession of the teacher in charge throughout the duration of the excursion.
3. For extended excursions, including those involving overnight stays and school camps, clear statements of the particular medical requirements for individual students will be included in the signed parental consent forms. (see Appendix 2 - Parent Consent Form and Appendix 3 - Confidential Medical Form)
4. Where possible with metro and local regional excursions, the teacher in charge of the excursion should inspect locations of intended overnight stays prior to the event to satisfy him/herself of the adequacy of the facilities and services, in order to identify potential problems and to determine the level of supervision required.
5. In the case of Interstate/International, the teacher in charge should make inquiries as appropriate to ascertain the suitability of the venue and any special circumstances that apply.
6. Buildings in which students are to be accommodated must have smoke detectors and illuminated exit points. In addition, the teacher in charge must obtain a site plan showing the evacuation assembly areas and the location of fire fighting and emergency equipment.
7. The food preparation areas must be clean and the sleeping areas well ventilated. A sufficient number of clean toilet facilities must be available.
8. On overnight and extended excursions, supervisory and accommodation arrangements are to be such that no staff member is placed in a position where there is potential for allegations of improper conduct to be made. In particular,

sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping and supervisory arrangements are to ensure that no student is placed in a situation where there is the likelihood of sexual contact between students. For example: At night time there must be more than two adults to a group of children. For group sleepovers in a large room, there must be a minimum of two adults with both sexes represented. When camping in tents, adults must sleep in their own tents except with their own child.

9. Drug and alcohol use is not permitted by teachers and supervising adults on any school excursion. Smoking must not occur within sight or around children.

EMERGENCIES

1. A functioning mobile phone must be available to supervising staff for the duration of the excursion and enquiries must be made to ascertain mobile telephone coverage in the areas to be visited. If mobile telephone coverage is inadequate, the teacher in charge should arrange for access to reliable landline or radio or satellite telephone services.
2. The teacher in charge of an extended educational excursion or overnight stay is required to make contact on a regular basis with the school or other designated person.
3. Excursion planning must include the development of a communication strategy that enables regular communication amongst all members of the group (e.g. public address systems, megaphone, air-horns, whistles, or, if necessary, scheduling regular group meetings). The strategy must clearly identify a signal for gaining the full group's attention.
4. An emergency signal must be selected and explained to all participants, and responses to it rehearsed both before and immediately prior to commencement of the excursion.
5. The teacher in charge is to decide on the most suitable system(s) for locating and identifying students and supervisors, based on the assessment of the environment, students' skills and abilities, the type of activities to be undertaken, and the number of students participating.
6. Excursion planning must include the development of a strategy that will enable the group to communicate with on-site and off-site support services and include alternative modes of communication for use in the case of failure of the intended primary communication method.
7. Details of all participants in proposed educational excursions, including the names, addresses and parent/ guardian contact details of all participants are to be given to the Administrator and a copy is to be retained by the teacher in charge.

Excursion Emergency Response Plan

1. The teacher in charge must devise a suitable emergency response plan that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.

2. The teacher in charge is to ensure that emergency equipment is located where it is clearly visible and easily accessible.
3. The teacher in charge is to ensure that emergency procedures, including emergency signals, are clearly understood by all students and supervisors [see above].
4. The teacher in charge is to ensure that a copy of planning documents, including student detail forms, are taken on the excursion, with a further copy provided to the school.
5. For excursions to country locations, the emergency response plan is to include, as appropriate:
 - a. A map of the area/s to be used, showing the location of the nearest telephone, ranger's residence, hospital, State Emergency Services office, nursing station and other similar relevant information;
 - b. Access details (i.e. on foot, 2WD and 4WD) including barriers;
 - c. A list of the resources the group will have with it (i.e. first aid kits, number of staff and external providers with first aid qualifications, stretchers, number and type of vehicles, and other camping equipment);
 - d. An estimate of the time it might take to raise an alarm and the amount of time that might elapse before appropriate support could be provided; and
 - e. The communication medium that will be employed (i.e. fixed telephone, mobile phone, satellite phone, radio, Emergency Position Indicating Radio Beacon). The teacher in charge is to match the communication tools to the intended location.

Emergency Checklist

1. Contact emergency services.
2. Ensure preservation of life.
3. Maintain routine/order as is practical.
4. Account for all participants.
5. Group everyone together in a safe place.
6. Ensure preservation of property.
7. Say nothing to and shield students from media.
8. Direct all media to school administration.

Insurance and Liability

1. Silver Tree Steiner School provides public liability insurance, workers' compensation insurance and personal accident cover for all employees and voluntary workers on approved educational excursions.
2. In case of a claim supervising staff must demonstrate that all appropriate duties of care were taken in order to ensure the safety of all students and fellow staff members.
3. The teacher in charge must check whether the business providing facilities or services at the excursion site has public liability insurance cover.

GUIDELINES FOR SPECIFIC ACTIVITIES

General Day Excursions

Where day excursions are embarked upon, including all general off-campus activities for educational purposes or otherwise, and the venue to visit or activity to be undertaken is not of a specialist nature then the following applies:

- a minimum of two adults per group, of which one must be a teacher.
- other adults must meet the approval of the Administrator.
- the following staff student ratios are to apply [subject to a minimum of two]:
 - K – PP 1 to 7
 - 1 – 3 1 to 11
 - 4 – 6 1 to 16

Swimming Lessons

- Teaching staff are required to supervise students as they are transported to and from the aquatic centre.
- It is recommended that the teachers directly responsible for the respective classes at the time of lessons accompany the students to the aquatic centre.
- Where a suitably qualified external provider e.g. Specialist Government Agency is engaged, school staff are required to conduct roaming patrols and observe students at ALL times.

The following points apply to bushwalking, cross-country navigation / orienteering, camping and overnight stays.

1. Teachers / leaders must have first hand knowledge of the area / terrain to be covered and **must** possess the following:
 - a. A current Senior First Aid Certificate or equivalent.
 - b. Skills in navigation and bush craft.
 - c. Experience in supervising students in similar environments.
2. A minimum of two adults must accompany the group **irrespective of the group size**, with one of the adults being a teacher.
3. Additional supervising adults must also have the experience and skill necessary to provide assistance to the teacher in charge.
4. If an adult other than a teacher is engaged in instruction, a teacher must always be present to take overall responsibility for duty of care.

5. Gender balance must also be reflected in the staff present.

Live Performances

The Administrator must take into account the age and maturity of students and acquaint themselves with the details of any live performance prior to granting approval.

Privately arranged tours

1. A privately arranged tour is a tour taken by students and/or adults as private citizens and arranged by an agency external to the school. It is not an integral part of the school curriculum.
2. A privately arranged tour includes a tour taken at weekends, in school vacations and in association with family holidays during school time.
3. Privately arranged tours are not school activities.
4. Silver Tree Steiner School will not accept any responsibility in respect of students or teachers who may choose to become involved in privately arranged tours.

Performances by school musical ensembles

The attendance of school performing ensembles at concerts, festivals and the presentation of concerts by such groups in other schools is subject to the same conditions which apply to excursions.

Other visits outside the school grounds

In addition to excursions and other visits, occasions for leaving the school grounds for brief, local, spontaneous educational activities will arise from time to time. (eg going to the oval) The value of such visits is recognised and while an application may not go to the administrator, the permission of parents must be obtained before leaving the school grounds. Such visits may take place at the discretion of the administrator or the Class Teacher, who must ensure as far as possible the safety and welfare of students (a 'risk assessment' must be done) and be satisfied as to the value of the visit as an integral part of the school curriculum.

Conditions relating to school and community activities

When Silver Tree Steiner School joins with members, employees or volunteers from the community or a community organisation, charity or business in a school organised or school endorsed activity, then certain conditions apply. The school retains responsibility for supervision and a 'duty of care' for students so long as the activity is school organised, endorsed or conducted under the auspices or name of the school. E.g. Bush Regeneration, Stream Watch.

The conditions are:

- The Administrator, or a member of the school staff with delegated responsibility from the administrator should be responsible for the supervision of the activity, and in this capacity, exercise a duty of care for the students involved. In the cases of authorised performances for schools, supervision must be direct. The School's duty of care cannot be transferred to a parent, community member or paid employee of the community organisation.

- Staff need to be aware that requirements in relation to child protection, including mandatory reporting, apply while they are supervising a school and community activity. Members of the external organisation involved in the activity should also be made aware of these requirements.
- The bona fides and qualifications of community members who offer educational services as part of an activity conducted under the auspices of the school should be assessed by the Administrator prior to it becoming a school endorsed activity.

On-site activities not endorsed by the School

The parents of the children need to be made aware that the activity is neither school endorsed nor under the supervision of school staff.

An organisation offering its service to Silver Tree Steiner School but not under the auspices of the school may not use the name of the school. However if the organisation provides a school endorsed activity, it will be necessary for the administrator to be assured of the bona fides of the care givers (e.g. After School Care Program). Unless it has been specifically approved by administrator, activities cannot take place on the school's grounds.

Bushwalking

1. Bush walking is undertaken by groups using trails or tracks.
2. Adult/ Student ratio: Day Walks
 - Years 1-3 / 1 to 4
 - Years 4-6 / 1 to 7
3. The ratio of participants to supervising staff may be reduced / increased in consultation of the Administrator, taking account of the following factors.
 - time of the year
 - experience and age of the group
 - locality
 - activities to be undertaken
 - anticipated weather conditions
 - availability of adults capable of good supervision

Cross Country Navigation / Orienteering

1. At least two adults must be present for cross-country navigation / orienteering activities taking place in a bushland setting away from the urban environment.
2. The staff student ratio **must** reflect that of camping.

Camping / Overnight Stays

Camping may involve:

1. Residential camping – at centres with permanent facilities, including toilets, showers, kitchens and dormitory accommodation
2. Base and lightweight camping – sleeping in tents at places with limited or no facilities
3. Adult / Student ratios
 - a. Years 1-3 / 1 to 5
 - b. Years 4-6 / 1 to 7

4. Camp Leaders must be able to verify their experience / knowledge either by a logbook / diary or testimonial.
5. The ratio of participants to supervising staff may be reduced / increased with consultation of the Administrator, due to the following factors:
 - a. time of the year
 - b. experience and age of the group
 - c. locality and venue
 - d. activities to be undertaken
 - e. anticipated weather conditions.

Equipment Checklist

- An adequate first aid kit must be carried by the group, complete with resuscitation flow chart (Appendix 6)
- Prior to departure, the excursion leaders must ensure that students have the appropriate clothing, footwear, equipment, and adequate food and water.
- The camp leaders should ensure that a thorough equipment list is collated and given to all participants well in advance of the date of commencement.
- A complete itinerary of the educational excursion must be given to parents prior to travel.

WATER BASED ACTIVITIES

Primary

- When taking students to any water based environment, information concerning the students' swimming ability **must** be obtained from the parents/guardians on the parental consent form.
- The following ratios are to be seen as minimum ratios and additional staff or competent adults may attend if available. These ratios may vary where a student's swimming ability or age, the condition of the venue and the nature of activities being attempted requires additional supervision. Lifeguards and specialist coaches at any particular venue are not to be considered part of the supervisory team, unless they have been engaged formally through an external provider to provide supervision. In any case, a teacher of the school must retain charge at all times.

Closed Water

Taking into account the minimum requirement of two supervisors, one of whom is a qualified supervisor, the following minimum supervision levels are required:

- One qualified supervisor for every 32 students or part thereof, and
For every 12 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).

Example number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
9	2	1	2
14	2	1	2
26	3	1	3
33	3	2	3
52	5	2	5
73	7	3	7

Open water

Taking into account the minimum requirement of two supervisors, one of whom is a qualified supervisor, the following minimum supervision levels are required:

One qualified supervisor for every 16 students or part thereof; and
 For every 8 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).

Example of number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
7	2	1	2
12	2	1	2
20	3	2	3
29	4	2	4
35	5	3	5
46	6	3	6

Teachers supervising water activities should hold the appropriate qualifications in swimming, rescue and first aid techniques. The following can be used as a guide when setting the minimum requirements:

Closed-water activities:

RLSSA Bronze Medallion;
SLSWA Bronze Medallion;
SLSWA Surf Rescue Certificate;

Open-water activities:

SLSWA Bronze Medallion;
SLSWA Surf Rescue Certificate;
RLSSA Bronze Medallion (for flowing river or waterway).

- Teachers taking students to any water based activity should visit the area prior to the event in order to obtain firsthand information about the characteristics of the area to be visited. This includes the hazards and dangers as deemed by the Department of Conservation and Land Management [CALM], the Surf Life Saving Western Australia [SLSWA], and the Royal Life Saving Society of Australia [RLSSA] and other relevant bodies with knowledge of the area [e.g. local government authority].
- Flotation equipment such as rescue tubes and/or kick boards are to be on hand, for both pool based and open water activities. (see Beach Swimming Guidelines).
 - The appropriate identification of students with asthma, and any other conditions or physical disabilities affecting their participation in water-based activities is required before the educational excursion will be approved. Students that are identified as needing special attention are to be given appropriate consideration.
- Where canoeing and kayaking is to be undertaken, the students must demonstrate a satisfactory level of water competence prior to being permitted to take part in the activity, and where possible prior to the date of the activity. Competence is deemed satisfied by a student's completion of the Senior Swim and Survive Certificate (stage12) from the Royal Lifesaving Society Australia, or its equivalent. (Appendix 1).
- See appropriate checklists and planning guidelines (Appendix 8)

Beach Swimming Guidelines

1. A minimum of two adults per group is to be present at all times, one of whom must be a teacher.
2. Other adults providing supervision must meet the criteria for approval by the Administrator. A minimum of two flotation devices must be present at all times, one with each of the leaders.
3. Leaders must have a whistle on their person.
4. A buddy system is to be used for all water activities. Students will be regularly asked to check the whereabouts of their partner on a signal from the teacher in charge.

5. Ensure no more than 6 students in water per qualified staff member.
6. Where possible, staff should work as a team in checking swimmers. E.g. one staff member in the water and one on the beach as a spotter.
7. All students should participate in activities as close to the shore as practicable. Weak swimmers are to remain in waist deep or shallow water at all times.
8. See appropriate checklists and planning guidelines (Appendix 8).

Emergency Procedure:

1. All students are to be ordered from the water with continuous whistle blasts.
2. The first teacher on scene enters water immediately to affect rescue and maintain a clear airway.
3. The second teacher or supervising adult will, after the rest of the group is safe and accounted for, assist the first teacher.
4. Staff present initiate the necessary emergency response by calling an Ambulance or using a support vehicle for immediate transportation of any injured students to safety and appropriate care.
5. Available staff /adult notifies the school, and makes the necessary arrangements for remaining students to be returned to school.

RLSSA

Royal Lifesaving Society of Australia – WA Branch
McGillivray Road
Mount Claremont WA 6010
Postal Address
PO Box 28
FLOREAT FORUM WA 6014
Ph: (08) 9383 8200
E-mail: info@rlsswa.com.au
Website: www.lifesavingwa.com.au

SLSWA

Surf Lifesaving Western Australia
3 Hasler Road
Osborne Park WA 6017
Postal Address
PO Box 1048
OSBORNE PARK WA 6916
Ph: (08) 9244 1222
E-mail: mail@mybeach.com.au
Website: www.mybeach.com.au
Radio Command Station (08) 9385 8828

REFERENCES

Excursions, Incursions, Camps and Tours – Policy and Procedure Guidelines

Available: <https://www.ais.wa.edu.au>

Water Safety Guidelines - Royal Lifesaving Society of Australia – WA Branch

Available: <http://www.lifesavingwa.com.au/swim-and-survive/programs/swim-and-survive/water-safety/>

-

Appendix 1 Parent/Guardian Letter and Consent Form [Example only]

Dear Parent or Guardian

PROPOSED EXCURSION/ CAMP

Students in Year[s] have the opportunity to participate in an educational excursion/ camp designed to [purpose] in [month, year].

The program of activities will include [outline activities] .

Other details are:

Date[s]:

Departing School: [time]

Returning to School: [time]

Location/ venue:

Mode of transport:

Cost:

Teacher in charge:

Contact number:

The proposal for this excursion/ camp has been considered by the Administrator/ Head of School and approved in accordance with the School's policy on excursions and camps.

I hope you will agree to your child's participation. Attached to this letter is a Consent Form and a separate Confidential Medical Report. You are invited to complete and return them by [date].

Yours sincerely

[Teacher in charge]

[date]

Appendix 2 Parent / Guardian Consent Form
Permission Slip - Excursion

Consent for _____ to visit _____

I give permission for my child _____

to go _____ on _____

I give permission for my child to travel in a teacher’s car or in another parent’s car.

I am able/I am not able to help with transport

I am/I am not able to provide supervision for the duration of the excursion (Please circle what you can do)

In the case of an emergency please provide:

Your contact details:

Home Phone: _____ Mobile Phone: _____

Details of three emergency contacts you would be happy for us to call in the case of an emergency:

Name: _____ Phone contacts: _____

Name: _____ Phone contacts: _____ Name:

_____ Phone contacts: _____

Any relevant medical information including contact details of hospitals/medical centres and emergency medical treatment and allergies (please attach medical plan if necessary):

In the event of a medical emergency, I give permission for the teacher or a designated person to seek the appropriate medical attention: _____ (Signature)

Any other information you feel is relevant for your child’s participation on this excursion:

Are there any legal/custody orders in place for your child? If so please attach a copy to the back of this slip.

I understand that if my child does not meet the behavioural expectations previously explained to the class that they could be sent home at my own cost.

Parent Signature _____ Date _____

Appendix 3 Medical Report for Educational Excursions Confidential

This confidential report is intended to assist the School and supervising teachers in case of any emergency involving your child, which may arise whilst he/she is on the excursion/camp.

Student's name _____

Date of birth _____

Parent's/guardian's full name _____

Address _____

Postcode _____

Emergency telephone: After hours _____

Business hours _____

Name of emergency contact other than parent/guardian _____

Phone Numbers: After hours _____

Business hours _____

Name of family doctor _____

Telephone _____

Medicare Number _____

Medical/hospital insurance _____

Member No _____

Please tick if your child suffers from any of the following:

Heart condition Sleep walking Travel sickness

Fits of any type Black outs Dizzy spells

Migraine Asthma Bed wetting

Anaphylaxis

Other (please provide adequate information, and include the circumstances that may lead to the onset or exacerbation of this condition)

Allergies to:

Penicillin

Any other drugs (please provide adequate information) _____

Any foods _____

Other allergies _____

What special care is recommended?

Tetanus immunisation

Last immunisation was on _____

Pills and Medicines

Is your child presently taking pills and/or medicine? YES

NO

If yes, please state name of medicines and dosage

Arrangements for safekeeping and handling of medicines are to be made with the teacher in charge prior to the excursion.

Consent to Medical Attention

Where it is not possible or practical to communicate with me, I authorise the teacher in charge of the excursion to authorise my child receiving such medical treatment as may be considered necessary.

Signed _____ (Parent/guardian) Date _____

(This signed consent is required for all children attending school camps and extended educational excursions)

Appendix 4 - Water-Based Excursion Policy and Checklists / Planning Guidelines

DEFINITIONS:

Water-based Excursion:	is any excursion where activities occur in or around water and present a risk to the safety of students.
Closed water:	a controlled water environment (still or slow moving), such as a swimming pool, sheltered coastal area or river, dam, waterhole, or inland water body.
Excursion:	any student learning activity that is conducted outside the regular school site of the participating students, is organized and supervised by the teacher(s) of the students, and is approved by the Administrator of that school.
External Provider:	an adult who holds appropriate rescue and resuscitation qualifications and is paid and contracted to provide a professional service. The person may be an AUSTSWIM teacher, a SLSA club member, a commercial lifeguard or from the RLSSA Safety Services, A PADI Instructor.
Open water:	an uncontrolled water environment (fast moving or turbulent), such as a surf beach, flowing river or waterway, or tidal coastal waters.
Qualified Supervisor:	an adult who holds the necessary qualification(s). The qualified supervisor can be the teacher-in-charge, a supervisor or an external provider.
Supervisor:	an adult who acts in a designated supervisory capacity, and may be a member of teaching or non-teaching staff, a parent or other volunteer. It must be noted that duty of care for the safety and welfare of students remains, at all times, the primary responsibility of teaching staff and cannot be delegated to nonteaching staff.
Supervising Team:	all adults who supervise the excursion.
Teacher-in-Charge:	the teacher who has the responsibility for the planning and conduct of the excursion, and primary responsibility for the students and other supervisors at the excursion.

APPENDIX 5 – Checklist for Water Based Excursions

This checklist is intended to assist teachers-in-charge in the conduct of risk assessments of the management of water-based excursions and the Administrator, who must assess applications for such excursions.

PURPOSE OF THE EXCURSION - The educational purpose of the excursion is defined and the activities are described, i.e. what the students will be doing.

1. ASSESSING THE RISKS		
1.1 Assessment of the swimming environment	Y	N
The site has been assessed and is considered to be appropriate for the excursion.		
The teacher-in-charge / qualified supervisor is familiar with this specific location, at this time of year and under these conditions		
The activity areas are clearly defined. <i>OR</i>		
The activity areas need to be defined.		
Rescue equipment is provided by the venue. <i>OR</i>		
Rescue equipment needs to be supplied.		
The venue can cater for changes in activity depending upon weather conditions or other risk factors.		
Advice and information have been sought from the relevant authorities, e.g. venue manager, local government ranger, land manager, professional lifeguard		
1.2 Assessment of the students' water skills and abilities		
An assessment of student swimming and water safety skills has been completed.		
Students who do not have the required skills and abilities have been identified.		
Provision has been made for any student with special needs.		
Accurate information regarding student medical and behavioural conditions has been obtained.		
1.3 Assessment of activities		
The full range of activities and equipment has been assessed.		
Activities and equipment are suitable for the students' age, experience and ability.		
Areas have been defined for students that do not have the required skills and abilities and those with special needs.		
The program clearly identifies activity time and supervision requirements.		
1.4 Assessment of the capabilities of the supervisory team		
The teacher in charge has appropriate experience in planning and conducting excursions at this or a similar venue or facility.		
Supervisors have experience in or have demonstrated a capacity for supervising excursions at this or a similar venue or facility, and are able to swim the length of the area they are supervising.		
The teacher-in-charge, or in combination with the supervisory team, has:		
a proven record as a competent swimmer		
experience in identifying and establishing a safe activity environment		
the capacity to effect a rescue from danger		

SILVER TREE STEINER SCHOOL – Excursion, Camps and Water Based Activities Policy

the capacity to monitor weather and environmental conditions before and during activities		
the capacity to monitor the physical performance of the students		
the ability to make decisions with regard to moving or cancelling the excursion if conditions are adverse		
the recognised qualification(s) to supervise the excursion.		
1.5 Assessment of external providers		
External providers have demonstrated that they are appropriately qualified and are competent to supervise water-based excursions.		

2. LEVEL OF SUPERVISION

All risk factors have been considered and the appropriate level of supervision will be in place.		
An appropriate number of qualified supervisors for the specific environment is provided by the school. <i>OR</i>		
An appropriate number of qualified supervisors for the specific environment is provided by external provider(s).		

3. SUPERVISION STRATEGIES

On-site supervision strategies (positioning, scanning, safety checks, buddy and check in systems, water checks and safety stops) have been established.		
A supervision plan and roster has been developed.		

4. IDENTIFICATION OF STUDENTS AND SUPERVISORS

Systems for identifying students, teacher-in-charge, and supervisors have been established		
--	--	--

5. PARENTAL INFORMATION

All parents/guardians have been fully informed with respect to the purpose, venue or facility and nature of the water-based excursion.		
Consent forms have been signed and recorded.		

6. COMMUNICATION STRATEGY

Appropriate methods of communication, including emergency signals, have been developed and are understood by all participants		
---	--	--

7. PLANNING FOR EMERGENCIES

An appropriate emergency response plan has been developed and is understood by all participants.		
--	--	--

8. SHARED RESPONSIBILITY WITH VENUE OR FACILITY		
Roles and responsibilities of the school and venue or facility to be used have been agreed in writing.		

9. BRIEFING FOR STUDENTS AND SUPERVISORS		
Students and supervisors have been / will be fully briefed on all aspects of the excursion.		

Appendix 6 – Consent Form for Water Based Excursions

STRICTLY CONFIDENTIAL

This form is intended to assist the school and supervising teachers in the event of an emergency involving your child. It is required for all children attending water-based educational excursions.

Student details

Student's name:		Date of birth:	
Parent or guardian's full name:			
Address:			
		Postcode:	
Telephone no. – home:		Telephone no. – work:	
Telephone no. – mobile:			
Name of family doctor:		Telephone no:	

Swimming Ability

1.	Beginner	7.	Intermediate		My child has achieved Stage number:	
2.	Water Discovery*	8.	Water Wise*		Date achieved	
3.	Preliminary	9.	Senior		I am unsure. Please assess my child:	
4.	Water Awareness*	10.	Junior Swim and Survive*		Other comments:	
5.	Water Sense*	11.	Swim and Survive*			
6.	Junior	12.	Senior Swim and Survive*			

I agree to inform the organisers before the scheduled excursion departure of any change to my child's health and fitness so that appropriate supervision may be arranged. I acknowledge that, in the event of an accident, the school staff will arrange to present my child for medical assessment as soon as possible.

Signature: _____ Date: _____
(parent or guardian)

Appendix 7- Excursion Application to Administrator

Excursion proposal

Participating group(s) Total Pupils

Date

Intended times: Departure Return

Travel arrangements (bus/private car)

Proposed costs per pupil

Lunch arrangements

Aims and purpose of excursion _____

Pre excursion activities _____

Excursion Arrangements

Date Approved by Administrator: Signed:.....

Teacher – please record as each of the following steps is completed.

- 1. Travel arrangements confirmed
- 2. Recorded on term program board/diary
- 3. Parents notified of excursion details. Copy of letter attached to this file
- 4. Permission notes returned and filed. Retain till end of term.
- 5. Any risk assessment and security risk assessment. Attach to this file.
- 6. Prohibited employment checks for volunteers
- 7. Names of non-participating children
- 8. Rearrangement of duties for participating teachers
- 9. Cost of excursion and list of non-participating students given to admin for invoicing purposes

Teacher Duty	Replacement
.....
.....
.....

Name(s) of assisting parent(s)

Post Excursion Details

Were aims achieved? Detail if not _____

Were activities appropriate? _____

What alterations would you suggest to improve a similar future excursion? _____

Would you recommend this excursion for repetition by another class? _____

Additional comments _____

Please attach copies of letters to parents.

Appendix 8 – Camp Assessment Form

Class Level _____

Camp Name & Location _____

Teacher _____ **No of adults** _____

Duration & Date _____

1. Brief description of activities/skills _____

2. Strengths/weaknesses/suitability for age group
