



Spencer Park Primary School

Educational Excursions/ Camping Policy (2014)

DEFINITIONS

AUTHORISED DEPARTMENT EMPLOYEE

A member of staff employed by the Department of Education and authorised by the principal or manager to be in charge of an excursion.

EXCURSION

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of staff employed by the Department of Education and has gained the appropriate approval(s).

QUALIFIED SUPERVISOR

An adult who holds the necessary qualification(s) appropriate to the specific activity or activities.

SUPERVISOR

An adult who acts in a designated supervisory capacity.

SUPERVISORY TEAM

All adults who have a supervisory role on an excursion.

TEACHER-IN-CHARGE

The member of the teaching staff who is authorised by the principal to manage a school activity.

VENUE

The building, grounds and facilities, external to the school, where planned activities occur during an excursion.

WATER BASED EXCURSION

Any excursion where activities occur in or around water and which present an additional risk to participants.

RATIONALE

Students will be provided with enriching experiences complementing school and home environments.

BELIEFS

At Spencer Park Primary School we recognise that the experiences of students outside the classroom contribute to the development of their understandings, skills and attitudes. Providing opportunities for students to learn from the wider community reinforces the school curriculum.

Students will experience when participating in the above:

- living away from home
- socialisation
- cooperation
- independence
- outdoor skills
- different learning environments
- team work
- life skills

Students may be given the opportunity to experience brief visits to a site in the local community, dormitory style living, bushcraft, tenting, longer and more distant travel further afield, city experiences.

ALL EXCURSIONS

The principal must:

- authorise an appropriate Department employee to be in charge of any excursion undertaken by the school;
- obtain approval from the relevant authorising officers, as stipulated in Appendix A; and
- endorse the:
 - Proposal for Excursion prepared by the Department employee in charge of the excursion (Appendix B for intra and interstate excursions or Appendix C for international excursions); and
 - Application for Approval of Excursion (Appendix D for intra and interstate excursions or Appendix E for international excursions).

The authorised Department employee must:

- prepare a Proposal for Excursion (Appendix B for intra and interstate excursions or Appendix C for international excursions);
- submit the Proposal for Excursion to the principal for endorsement; and
- take the documents attached to the Proposal for Excursion on the excursion.

Guidance

The principal may approve recurring excursions throughout the school year to a specified venue or venues at the beginning of each year or at the commencement of a particular unit of study.

STUDENTS' CAPACITY

- Refer to the Student Health Care Policy for advice on managing student health care needs.
- Parents are required to complete signed documentation to confirm that the health information held by the school remains current (E3. Also, see the Student Health Care Summary and associated templates available on the Department's Student Health Care website). A Student Update Form is available on SIS to facilitate the updating of health care information.
- Any additional information provided by the parent regarding their child's health care should be attached to the Student Health Care Summary and associated health care plans.
- There should be alternative activities or extra support for those students who wish to take part in the excursion but do not have the prerequisite skills for the planned activity.
- There should be alternative arrangements for any student who does not participate in an excursion.

SUPERVISORY TEAM

- Adults, who are not teachers, but who possess the appropriate experience, competencies and/or qualifications, can be supervisors.
- The suitability of external providers or volunteers who are part of the supervisory team to personally care for students in the absence of a suitable Department staff member should be considered taking into account their health status, skills and experience and the characteristics of the student group.
- Principals and managers must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check in accordance with the Department's Working With Children Checks Policy.
- Volunteers who are exempt from having a Working with Children Check should be requested to complete a Confidential Declaration (see Appendix 3) indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children.
- The supervisory team needs to have appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion.

SUPERVISION

- Supervisor qualifications and ratios need to be in accordance with the Department's Outdoor and Recreation Activity Policy (summarised in Appendix 2).
- For excursions involving an overnight stay(s) the following needs to be considered:
 - single gender student groups have at least one supervisor of the same gender;
 - mixed gender student groups have a mixed gender supervisory team unless all parents have approved of alternatives during the consent seeking process;
 - supervisory and accommodation arrangements, especially for sleeping and ablutions, are such that supervisors are not placed in a position where there is potential for allegations of improper conduct or where the propriety of their behaviour could be questioned; and
 - supervisors understand they remain on call at all times, even when sleeping and having time off to relax and that in the event of an emergency, all supervisors may be required to take responsibility for students at short notice.

TRANSPORT ARRANGEMENTS

- New laws for the restraint of children under the age of seven in vehicles introduced on 1 October 2010 apply to vehicles used to transport students on school excursions. For more information, visit the Office of Road Safety website.
- From 2015, the Department requires all buses hired to transport students to be seat belt compliant.
- Licensed school bus drivers employed by the school are required to be Federal Police screened every two years by the Department of Planning and Infrastructure.
- The use of private vehicles can only be authorised by the principal where there is no other option. Vehicles used to transport students are required to have comprehensive motor vehicle insurance cover and to be suitable for such use.
- Where parents/guardians have given approval for their child to make their own transport arrangements to and/or from a venue, a member of the supervisory team needs to acknowledge the arrival and approve the departure of the student from the venue.
- If a student is required to leave an excursion prior to the scheduled time, a member of the supervisory team needs to be satisfied that appropriate arrangements are in place for the student to safely reach their destination.

INSURANCE COVER FOR EXCURSIONS

- External providers need to have sufficient and current public liability insurance covering their legal liability. External providers need to provide proof of their valid insurance cover. The principal and authorised Department employee in charge of the excursion should give consideration to the number of students going on excursion and whether the insurance cover is enough to cover an incident that may occur resulting in multiple claims by excursion attendees. The minimum public liability insurance requirement for cover by external providers is \$20 million.

EMERGENCY RESPONSE PLANNING

- During an excursion, a nominated supervisor should have ready access to:
 - a list of the names of participating students and their parent contact telephone numbers;
 - the Student Health Care Plans and Health Care Authorisations of those students who are known to have health conditions that require support while in the care of the school; and
 - relevant health information of supervisors;
- For excursions involving an overnight stay(s), a copy of the planning documents, including all Student Health Care Forms and Health Care Authorisations, need to be taken on the excursion, with a further copy being provided to the principal.
- The use of local first aid and emergency services should be investigated as part of an emergency response plan.
- First aid equipment needs to be available for the immediate treatment or care of a student or supervisor who is injured or becomes ill during an excursion.
- Many outdoor education and recreation activities require that a member of the supervisory team hold a current first aid certificate, including a current cardiopulmonary resuscitation (CPR) qualification (see the Outdoor Education and Recreation Activities policy).

INFORMATION TO PARENTS FOR THEIR CONSENT

- Parents need to be provided with full details of the excursion well in advance of the date to enable them to make an informed decision about their child's participation (see Appendix E). This information should include full details of:
 - the purpose of the excursion;
 - date(s);
 - activities to be undertaken;
 - duration of activity(ies);
 - location of activity(ies) (including alternative venues);
 - student contact arrangements during the excursion;
 - transport arrangements;
 - cost;
 - supervision to be provided (number of supervisors and number of students);
 - staff action in case of student accident or illness on the excursion;
 - liability for loss or damage to student property and medical costs incurred in case of accident or illness; and
 - special clothing or other items required.

ORGANISATION

1. Wherever possible, excursions will be planned early in the school year or in the previous year, as part of the whole school planning process, so that they can be included in the school calendar.
2. Excursions which are likely to disrupt other learning programs or which require significant use of staff will be discussed with the relevant management group and school community.
3. A Class Excursion/Camp Proposal form (E1) needs to be submitted to the Principal. If camping overnight or longer both E1 and E2.
4. E3, the medical form, will be completed for each student at the beginning of the year. Parents are required to complete signed documentation to confirm that the health information held by the school remains current. Copies will need to be retained by the Supervisory Team during the excursion/camp.
5. Organise appropriate educational alternatives for students whose parents/guardians do not approve their children's participation in an excursion. This will require cooperation of teachers for placement of students in their class for the duration of the excursion. Students will need to be provided with school work by the class teacher.
6. Use of support staff to attend camp should be in consultation with admin and other staff members. Consultation with the ESC Principal where ESC students are involved should also occur.
7. Students who cannot attend due to financial considerations should be provided with all opportunities to pay, for example, fundraising, school subsidy etc. A payment over time approach is available and can be organised through the Principal.
8. Staff members should not be required to pay fees for attending a camp. Other parents/adults will be required to pay camp fees subject to some negotiation with regard to the direct costs of their involvement.
9. E4, Declaration by Principal, must be completed by the Principal to communicate final approval of the excursion.

EVALUATION

1. Students will complete an evaluation form and return.
2. Debriefing by staff following a camp and notes made and filed for future reference.

REFERENCES

1. Department of Education's Outdoor Education and Recreation Activities Policy
2. Department of Education's Excursions Policy and Procedures
3. Department of Education's Duty of Care Policy
4. Department of Education's Student Health Care Policy
5. Department of Education's Working With Children's Check Policy

Copies of these documents are available through the school office or online at www.det.wa.edu.au/policies/detcms/portal/



Spencer Park Primary School CLASS EXCURSION/CAMP PROPOSAL FORM

E1

(Please submit as early as possible prior to the date of the Excursion/Camp.)

The authorised Department employee in charge of the excursion completed the following information related to the proposed excursion (refer to Excursions Policy). Additional documents may be attached where required.

Name of Event _____

ATTENDANCE DETAILS																																	
Year Level _____ Excursion to _____ _____ Dates (inclusive) _____ Duration _____ days Times _____ Depart _____ Return _____ Venue _____ _____ Travel Arrangements _____ _____ Cost per Student _____	Supervisory Team – Teachers <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; font-size: small;">Name</td> <td style="width: 20%; border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="width: 20%; border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">Name</td> <td style="border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">Name</td> <td style="border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">Name</td> <td style="border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> </table> Supervisory Team – Parents/Volunteers <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; font-size: small;">Name</td> <td style="width: 20%; border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="width: 20%; border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">Name</td> <td style="border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">Name</td> <td style="border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: small;">Name</td> <td style="border-bottom: 1px solid black; font-size: small;">Phone</td> <td style="border-bottom: 1px solid black; font-size: small;">Sex</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Approx No. of Students</td> <td style="width: 10%; text-align: center;">G</td> <td style="width: 10%; text-align: center;">B</td> </tr> <tr> <td>Approx No. of ESC Students</td> <td style="text-align: center;">G</td> <td style="text-align: center;">B</td> </tr> </table>			Name	Phone	Sex	Name	Phone	Sex	Name	Phone	Sex	Name	Phone	Sex	Name	Phone	Sex	Name	Phone	Sex	Name	Phone	Sex	Name	Phone	Sex	Approx No. of Students	G	B	Approx No. of ESC Students	G	B
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Note: Children do not pay GST on anything except food. Refer to Registrar for assistance with GST.

MANAGEMENT CHECKLIST			
	Date When		Date When
Parents' Consent	<input type="checkbox"/> Yes	Accommodation (if relevant)	<input type="checkbox"/> Yes
Staff	<input type="checkbox"/> Yes	Canteen	<input type="checkbox"/> Yes
AIEO	<input checked="" type="checkbox"/> Yes	Copy of Notes AND	<input type="checkbox"/> Yes
ESC	<input type="checkbox"/> Yes	Copy of Finance Sheet to Office	<input type="checkbox"/> Yes
Clarified Duty/Time Out	<input type="checkbox"/> Yes	Form E1	<input type="checkbox"/> Yes
Itinerary	<input type="checkbox"/> Yes	Form E2	<input type="checkbox"/> Yes
Insurance Cover	<input type="checkbox"/> Yes	Form E3 Annual Medical	<input type="checkbox"/> Yes
Communication Strategy	<input type="checkbox"/> Yes	Emergency Procedure	<input type="checkbox"/> Yes
Transport Arrangements	<input type="checkbox"/> Yes	Student Medication	<input type="checkbox"/> Yes

EDUCATIONAL PURPOSE OF EXCURSION
<div style="text-align: right; font-size: small; color: gray;">Refer to <u>Excursions Policy</u>; Guideline 1-2</div>
The excursion has a clear educational purpose. <input type="checkbox"/>
STUDENTS' CAPACITY
<div style="text-align: right; font-size: small; color: gray;">Should include attendees/non attendees and arrangements for non-attendees Refer to <u>Excursions Policy</u>; Guideline 3-9</div>
All participating students have the capacity to undertake the excursion. <input type="checkbox"/>
SUPERVISORY TEAM
<div style="text-align: right; font-size: small; color: gray;">Should include names supervisors (Departmental and parent/volunteers) and relevant qualifications Refer to <u>Excursions Policy</u>; Guideline 10-17</div>
Is a first aid certificate required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by who? _____
A suitable supervisory team has been established with appropriate teacher-student ratio. <input type="checkbox"/>
SUPERVISION STRATEGIES
<div style="text-align: right; font-size: small; color: gray;">Should <u>also</u> address circumstances where students are <u>not</u> in clear view. Must comply with <u>Outdoor and Recreation Activities Policy</u> Refer to <u>Excursions Policy</u>; Guideline 18-24</div>
Supervision strategies have been established with the supervisory team. <input type="checkbox"/>
IDENTIFYING EXCURSION PARTICIPANTS
<div style="text-align: right; font-size: small; color: gray;">Refer to <u>Excursions Policy</u>; Guideline 25</div>
Systems for identifying excursion participants have been established. <input type="checkbox"/>
COMMUNICATION STRATEGY
<div style="text-align: right; font-size: small; color: gray;">Must clearly identify a signal for gaining attention and an emergency signal. Refer to <u>Excursions Policy</u>; Guideline 26-27</div>
An appropriate communication strategy has been established and conveyed to those attending. <input type="checkbox"/>

BRIEFING STUDENTS AND SUPERVISORS

*Should also address circumstances where students are not in clear view.
Refer to Excursions Policy: Guideline 28-30*

All relevant information about respective responsibilities and obligations has been communicated to students and supervisors.

☐

TRANSPORT ARRANGEMENTS

Refer to Excursions Policy: Guideline 31-41

Arrangements have been made for the safe transport of excursion participants.

☐

VENUE/SITE FOR THE EXCURSION

*Include all venues that will be attended.
Refer to Excursions Policy: Guideline 42-43*

The venue or site for the excursion is suitable for the student group.

☐

EXTERNAL PROVIDERS

*Must comply with Outdoor and Recreation Activities Policy
Refer to Excursions Policy: Guideline 44-47*

A suitable external provider has been engaged and staff responsibilities established.

☐

INSURANCE COVER FOR EXCURSIONS

Refer to Excursions Policy: Guideline 48-52

External providers have proper and current insurance cover.

☐

Appropriate travel insurance for students has been arranged by parents.

☐

STUDENTS WHO ARE BILLETED

Refer to Excursions Policy: Guideline 53

Safe and secure accommodation arrangements have been made.

☐

EMERGENCY RESPONSE PLANNING

*First aid equipment needs to be available for immediate treatment or care of a student or supervisor who becomes injured or ill during the excursion.
Note: nominated supervisor is required to have ready access to list of participating student and their parent contact telephone numbers AS WELL AS
Student Health Care Plans and Health Care Authorisations for those students known to have health conditions AND relevant health information of supervisors.
For overnight stays, the nominated supervisor is required to have ready access to planning documents AND all Student Health Care Forms and Health Care Authorisations
Refer to Excursions Policy; Guideline 54-64*

An emergency response plan has been developed and a copy has been provided to the Principal. ☐

DETAILED COST OF EXCURSION

*Complete E2
Refer to Excursions Policy; Guideline 65-66*

The excursion has been properly costed. ☐

INFORMATION TO PARENTS FOR THEIR CONSENT

*Refer to Appendix 1: Parent Information and Consent Template
Refer to Excursions Policy; Guideline 67-69*

Parents have been provided with full details of the excursion and signed consent forms. ☐

Authorised Department Employee Name Signature Date

I confirm that all sections of the Class Excursion/Camp Proposal Form have been completed and it meets the requirements of the Excursions Policy.

Principal Name Signature Date



Spencer Park Primary School CLASS EXCURSION/CAMP COSTING FORM

E2

(Please submit as early as possible prior to the date of the Excursion/Camp.)

Name of Event _____

COSTS		SOURCE FUNDING	
Entry Fee	\$	Student Contribution	
Fares or Bus Hire	\$	(\$ p/student)	\$
Accommodation	\$	Fundraising Activities	\$
Meals**	\$	School Contribution	\$
Incidentals (please detail)		P&C Contribution	\$
.....	\$	Other (please specify)	
.....	\$	\$
.....	\$	\$
.....	\$	\$
.....	\$	\$
.....	\$	\$
.....	\$	\$
.....	\$	\$
Sub Total	\$	Total Funding	\$
Less GST (except on food)	\$		
TOTAL COST	\$		

****Children do not pay GST on anything except food.
Refer to Registrar for assistance with GST.**

Authorised Department Employee Name _____		Signature _____	Date _____
Principal's Recommendation _____			

Principal's Name _____		Signature _____	Date _____



Spencer Park Primary School STUDENT HEALTH CARE SUMMARY

E3

SECTION A STUDENT DETAILS

Family Name _____ Given Name _____
Year _____ Form _____ Teacher _____
Date of birth _____ Gender ☐ Male ☐ Female
Address _____ Postcode _____

FAMILY CONTACT DETAILS

Full Name _____ Relationship to student _____
Address _____ Postcode _____
Telephone – Home _____ Telephone – Work _____ Mobile _____
Full Name _____ Relationship to student _____
Address _____ Postcode _____
Telephone – Home _____ Telephone – Work _____ Mobile _____

FOR WATER BASED EXCURSIONS (Not applicable to Pre-Primary and Kindergarten children.)

Swimming Ability

- | | | | |
|---------------------|---------------------|-----------------|------------------------------|
| 1. Beginner | 4. Water Awareness* | 7. Intermediate | 10. Junior Swim and Survive* |
| 2. Water Discovery* | 5. Water Sense | 8. Water Wise* | 11. Swim and Survive* |
| 3. Preliminary | 6. Junior | 9. Senior | 12. Senior Swim & Survive* |

My child has achieved stage number _____ Date achieved _____ OR I am unsure. Please assess my child. ☐

Other Comments _____

SCHOOL PHOTOGRAPHS

I give permission for photographs of my child to be taken for newsletters and for the local media should this be required. ☐ Yes ☐ No

MEDICAL DETAILS

Doctor 1 _____ Telephone _____ Doctor 2 _____ Telephone _____
Dental Practice _____ Dentist _____ Telephone _____

I give permission for the school to seek medical/dental attention for my child as required. ☐ Yes ☐ No

Do you have ambulance insurance? ☐ Yes ☐ No Insurance Provider _____

If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.

List any essential information that could affect your child in an emergency (for example, allergy to penicillin).

Health Care card? ☐ Yes ☐ No Expiry Date _____ Card Number _____

Medicare Number (for children requiring regular emergency care) _____ Expiry Date _____

ADMINISTRATION OF MEDICATION (ALL medication required must be supplied by parents/carers.)

Written authorization must be provided for staff to administer any form of medication at school.

LONG TERM MEDICATION Complete the *Medication* section of the relevant health care plan (see below).

SHORT TERM MEDICATION Request an *Administration of Medication* form to complete and return to the Principal or class teacher.

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

Do you give permission for the school to share your child's health care information? ☐ Yes ☐ No

Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health information to the principal or manager of that program.

If no, and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will **require support** from school staff?

☐ No – sign below and return Section A of this form to the school office. If your child's requirements change, please notify the school.

Signature _____ Date _____

☐ Yes – complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s) _____

Name _____

Date of Birth _____

Spencer Park Primary School

SECTION B

In the following table, please indicate your child's condition(s) which require the support school staff.
(In response to the information below, you will be given further forms for specific health conditions to complete.)

Health Conditions	Tick health Condition	Will school staff require specific training to support your child?
Severe allergy/Anaphylaxis	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Minor and Moderate Allergies	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Seizures	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Asthma	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activities of Daily Living	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Conditions or Needs (please specify)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, advise the Principal.

If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the Principal.

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's "medical details and photo" to be on view for staff. Yes ☐ No ☐

If yes, please attach photo to the relevant health care plan(s).

SECTION D: MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? Yes ☐ No ☐

If yes, provide details. _____

Parent/Carer Name _____

Parent/Carer Signature _____

Date _____

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS.
Note: Where appropriate, students should be encouraged to participate in their health care planning.

Office Use Only

Does the child have an allergy that needs to be flagged on SIS	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____
Have relevant health care plans been issued to the parent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date _____
Has the Principal been informed if:		
• Specific training is required to support the teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
• The student's health care information is to be restricted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date <i>Student Health Care Summary</i> was completed and uploaded on SIS.	Date _____	



Spencer Park Primary School

SCHOOL EXCURSION

PRIVATE VEHICLE

DRIVER'S REPORT

E4

The following information is required to ensure an appropriate Duty of Care is exercised in the transportation of students and in case of mishap.

Name of Driver			
Date(s) of Excursion			Duration of Excursion
From ____ / ____ / ____ to ____ / ____ / ____			Hour(s)/Day(s)
Time of departure from school	Time arrival at excursion location	Time of departure from excursion location	Time of return to School
Destination (Excursion Location)			
Driver must hold a current valid Australian Drivers Licence.			
Drivers Licence Number		Drivers Licence Expiry Date	
Vehicle must be roadworthy and appropriately licensed.			
Vehicle Registration Number		Vehicle Licensed to (Month/Year)	
Vehicle Make / Type		No. of Passengers Vehicle is Licensed To Carry*	
Is the Vehicle covered by a comprehensive insurance policy? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Insurance Company:			
Policy Number		Expiry Date	
Names of Students being transported in your vehicle*			
Name of Student	Name of Student	Name of Student	
Signature of Driver			Date



Spencer Park Primary School CLASS EXCURSION/CAMP PRINCIPAL DECLARATION FORM

E5

DECLARATION BY PRINCIPAL

PROPOSED EXCURSION TO _____

I, _____, principal of SPENCER PARK PRIMARY SCHOOL declare that I have sighted all relevant documentation and confirm that:

- the proposed excursion has a clear educational purpose;
- all approvals as required under the *Official Air Travel* policy and from principals of any other school attended by participating students have been obtained;
- participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information and as attested to by principals of any other participating school;
- a suitable supervisory team, supervision strategies and system for identifying excursion participants have been established;
- an appropriate communication strategy and information about respective responsibilities and obligations has been established and communicated to all those attending the excursion;
- arrangements have been made for the safe transport and accommodation of excursions participants;
- where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established;
- an emergency response plan has been developed and a copy has been provided to the relevant Regional Education Office or retained by the principal of the independent public school;
- the excursion has been properly costed; and
- as appropriate, travel insurance has been arranged by parents for all students;
- parents have been provided with full details of the excursion and have provided signed consent.

Excursion approved by:

Principal's Name _____

Signature _____

Date _____

INSTRUCTIONS FOR COMPLETING PARENT INFORMATION AND CONSENT FORM (OVERLEAF)

Depending on the nature and specific activities of the excursion, further advice and details may need to be included.

Due to the more complex nature of international excursions, consent forms should provide as much detail as possible for parents/guardians on:

- Travel details including:
 - a detailed itinerary;
 - travel times, dates and modes of transport; and
 - planned activities.
- Accommodation details including:
 - addresses; and
 - contact telephone numbers (where applicable).
- Supervision details including:
 - names and gender of all accompanying adults;
 - advice on staff with CPR and first aid certification; and
 - how parents/guardians might get in contact with their child or staff in an emergency.

Parent/guardians need to provide informed consent for the excursion including:

- relevant medical information relating to their child;
- confirmation of travel insurance (where necessary); and
- acknowledgment of the supervision and accommodation arrangements.

PARENT INFORMATION AND CONSENT FORM FOR SCHOOL EXCURSION

Dear Parent/Guardian

I am pleased to provide you with the following details regarding our excursion to:

on _____ (include date or dates for the excursion).

This excursion has been planned to supplement the following work being completed in your son's/daughter's classroom:

The cost of the excursion is \$ _____

The class will depart from _____ at _____ and return to _____
at _____.

Travel will be by _____

Number of students attending excursion _____

Members of the supervisory team are: _____

Include where appropriate:

The staff member with CPR and/or first aid training is _____

Activities to be undertaken: _____

Special clothing or other items required: _____

Contact arrangements during the excursion: _____

I am aware that any costs incurred as a result of accident or illness are my responsibility and that school staff are not responsible for any loss or damage to my child's personal property that may occur during the course of the excursion.

Insert/attach as appropriate:

- Overnight excursion advice
- Water based activities advice
- Travel insurance advice – interstate and overseas excursions
- Any additional international excursion information

Authorised Department employee _____

Principal _____

..... ✕

Please detach and return by _____

If your son/daughter has special needs please provide full details and include any relevant medical details on the attached Student Health Care Summary.

If the proposed excursion poses any additional health risks to those identified in the Student Health Care Summary, e.g. if your child suffers from anaphylaxis there may be risks associated with the provision of meals and storage of an adrenaline auto injector at the appropriate temperature. Please outline additional health risks below:

I consent to _____ participating in an excursion to _____
on _____.

I give permission for my son/daughter to receive medical treatment in case of emergency.

I am aware that the school and its employees are not responsible for personal injuries or property damage which may occur on an excursion, unless the school or its employees are proven to be negligent.

Insert/attach and appropriate:

- Water based activities response
- Travel insurance response

Parent/Carer's Name

Parent/Carer's Signature

Date



PARENT INFORMATION AND CONSENT FORM ATTACHMENTS

OVERNIGHT EXCURSIONS ADVICE

Accommodation will be at: _____

Additional information (consider advice on the number of students and teachers, protective clothing or equipment, parent involvement in supervision)

WATER BASED OR SWIMMING ACTIVITIES ADVICE

The excursion will involve the following water based or swimming activities

These activities will take place at _____

Water based or swimming activities response

Please indicate your child's swimming ability:

Department of Education swimming stage achieved _____ Date achieved _____

I am unsure - please assess my child: ☐

Swimming ability:

Stage 1 Beginner

Stage 2 Water Discovery

Stage 3 Preliminary

Stage 4 Water Awareness

Stage 5 Water Sense

Stage 6 Junior

Stage 7 Intermediate

Stage 8 Water Wise

Stage 9 Senior

Stage 10 Junior Swim and Survive*

Stage 11 Swim and Survive*

Stage 12 Senior Swim and Survive*

*Stages 10 to 12 are Royal Life Saving Society of Australia awards. Stage 10 focuses on safety and survival abilities including clothed survival and personal fitness for survival and extends the student's range of swimming skills. Stages 11 and 12 involve further development of survival and swimming skills and endurance. Stage 12 provides a foundation for rescue awards.

I give permission for my son/daughter to participate in the water based or swimming activities.

OUTDOOR EDUCATION AND RECREATION ACTIVITIES

SUPERVISION AND QUALIFICATIONS OF SUPERVISOR REQUIREMENTS

Outdoor Education and Recreation Activities: Procedures and Guidelines contains 18 sections of specific procedural information and guidelines for a broad range of land based and aquatic activities undertaken on or off school sites. These procedures and guidelines are provided to assist teachers in meeting their duty of care responsibilities to students. As such, this policy must be read in conjunction with the *Duty of Care for Students* policy.

All of the activities described in this document contain an element of risk. However, adherence to the procedures and guidelines specified here will minimise the possibility of injury to participants, while offering learning environments that provide opportunities for students to develop independence and skills in the outdoors.

To ensure that a duty of care is provided to all students and participants involved in activities, the advice contained within each section must be adhered to. Teachers must also ensure that they are providing a learning environment to students that reflect the practices articulated in the relevant policies listed in section 1.3 below.

This document:

- replaces Section 2 of the *Organisational Guidelines for Physical Education and Outdoor Education* (1996). Other sections of that document are under review and may be republished; and
- incorporates the revised *Water-based Excursions: Procedures and Guidelines* 2004. The remaining sections of the *Organisational Guidelines for Physical Education and Outdoor Education* (1996) are presently under review. Parts of this document will be republished as guidelines on the Department of Education and Training's (the Department) Health and Physical Education webpage <http://www.det.wa.edu.au/education/hpe>. Activities conducted off the school site must comply with the Department policy *Excursions: Off School Site Activities*.

The following is a summary of some outdoor education and recreation activities and their associated supervision and qualification requirements.

This document in no way replaces the *Outdoor Education and Recreation Activities: Procedures and Guidelines* which should be consulted properly before undertaking outdoor education and recreation activities.

BUSHWALKING

Bushwalking is conducted by schools in a variety of contexts such as an outdoor education expedition, a short day walk, or part of an overnight hike. Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*.

MINIMUM LEVEL OF SUPERVISION

For all bushwalks there is a minimum level of supervision. That is:

- at no time will there be less than two supervisors; and
- one of these supervisors will be a qualified and experienced supervisor.

For **overnight** and **multi-day** bushwalking the maximum size of groups is 22.

Different levels of supervision are required for day walks and overnight walks.

Day walks

There must be a minimum of:

- one qualified supervisor for every 22 students or part thereof; and
- one supervisor for every 11 students or part thereof.

Overnight walks - Students in years K-7

There must be a minimum of:

- one qualified supervisor for every 22 students or part thereof; and
- two supervisors for every 11 students or part thereof.

QUALIFICATIONS

A qualified supervisor must hold a current first aid certificate, including current Cardio Pulmonary Resuscitation (CPR) accreditation.



CAMPING (including RESIDENTIAL)

Camping activities are conducted by schools in a variety of contexts including residential camping, base camping, or in lightweight mobile camping contexts. Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*

MINIMUM LEVEL OF SUPERVISION

For all camping activities there is a minimum level of supervision. That is:

- at no time will there be less than two supervisors; and
- one of these supervisors will be a qualified supervisor.

For all non-residential camping activities there must be a minimum of:

- one qualified supervisor for every 22 students or part thereof; and
- one supervisor for every 11 students or part thereof (inclusive of the qualified supervisor).

Guidelines

*The recommended level of supervision for **residential camping** and **base camping** is:*

Years 1–3 one supervisor for every six students

Years 4–7 one supervisor for every nine students

Years 8–12 one supervisor for every eleven students

For lightweight camping, and for activities associated with the residential and base camping programs, the supervision requirements of the relevant activity (e.g. bushwalking, canoeing) apply. Supervision should reflect the gender balance of the student group.

QUALIFICATIONS

A qualified supervisor must hold a current first aid certificate including current cardiopulmonary resuscitation (CPR) accreditation.

CLIMBING WALLS

Participation in indoor climbing has become increasingly popular. Schools may construct their own climbing walls on school premises or organise temporary facilities such as mobile walls. Alternatively, they may access climbing walls in venues off the school site.

A purpose built climbing wall usually consists of a framework of wood, steel or concrete that defines the shape of the wall, to which interchangeable holds are attached. Climbing walls generally have a textured coating that provides grip.

Advice relating to the planning, approval and construction requirements for schools that install Climbing Walls is contained in Appendix A.

Activities conducted off the school site must also comply with the Department of Education and Training *Excursions: Off School Site Activities*.

DEFINITIONS

Lead Climbing

Where a climber ascends a face trailing a rope that is attached intermittently to the cliff or wall face for protection in the event of a fall.

Top-Rope Climbing

System whereby a climber is belayed by a rope that is anchored or redirected from above.

MINIMUM LEVEL OF SUPERVISION

Different levels of supervision are required for different activities on climbing walls.

Top roping activities

For top roping activities there is a minimum level of supervision. That is:

- at least one qualified and experienced supervisor;
- at least one additional supervisor experienced in the activity being conducted for group sizes that exceed 18 students; and

- the maximum group size must not exceed 22 students.

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-18	1	1
19-22	1	2

Lead climbing

For all lead climbing activities there is a minimum level of supervision. That is:

- at least two qualified supervisors; and
- at least one qualified supervisor for every four students or part thereof.

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-8	2	2
9-12	3	3

QUALIFICATIONS

For all climbing wall activities a member of the supervisory team must:

- hold a current first aid certificate including current cardio pulmonary resuscitation (CPR) accreditation; and
- have skill and experience in all of the elements of the climbing wall.

In addition to this requirement, specific levels of experience and or the holding of activity specific qualifications is required for different types of climbing wall activities.

Single Pitch climbing in a school gymnasium with a teacher as the supervisor

The supervisor must have skill and experience (at least 40 hours of logged Single Rope Technique (SRT) experience per annum) and be familiar with all of the elements of the climbing wall. The 40 hours of logged SRT experience per annum must be validated by an individual who holds any of the qualifications listed below. Supervisors must complete a climbing wall in-service at least once every 18 months.

All other climbing wall activities (including multi pitch climbing, lead climbing, and climbing at an external facility)

A qualified supervisor must hold one of the following qualifications:

- a Department of Sport and Recreation Abseiling Instructors Certificate, supported by relevant logged experience;
- an activity specific relevant nationally agreed set of competencies registered through the National Outdoor Leader Registration Scheme (NOLRS); or
- an equivalent award as recognised by the Director General.

CYCLING AND CYCLE TOURING

Cycling activities are conducted by schools in a variety of contexts. These include:

- road safety;
- cycle touring;
- Bicycle Motor Cross (BMX);
- mountain biking; and
- road and track racing.

Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*

MINIMUM LEVEL OF SUPERVISION

Different levels of supervision apply to cycling activities, e.g. bicycle education, road, BMX, track and mountain bike cycling and cycle touring.

Supervision must be provided for all cycling activities.

For all cycling activities there must be at least one supervisor for every 16 students or part thereof.

For cycling activities held off the school site, **cycling touring** and on **road cycling** activities:

- there must be at least two supervisors; and
- one of these supervisors must be qualified and experienced.

QUALIFICATIONS

For all cycle touring and road cycling activities, a member of the supervisory team must hold a current first aid certificate, including current CPR accreditation.

HORSERIDING

Horseriding is an activity that has inherent risks directly related to the skills of the rider, the activity, riding location and the horse. Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*.

MINIMUM LEVEL OF SUPERVISION

There must be at least one qualified and experienced supervisor for every ten students or part thereof.

Trail rides

There is a minimum level of supervision. That is:

- at no time will there be less than two experienced supervisors; and
- one of these supervisors will be a qualified and experienced supervisor.

It is recommended that at least two experienced and qualified supervisors accompany beginners on all horseriding activities.

QUALIFICATIONS

For all horseriding activities at least one member of the supervisory team must hold a current first aid certificate, including current CPR accreditation.

ORIENTEERING, ROGAINING AND CROSS COUNTRY NAVIGATION

Cross-country Navigation is an activity in which students find their way around a predetermined course. In most cases, Cross-Country Navigation, Orienteering and Rogaining activities are conducted off the school site.

Navigation activities are generally suitable for a wide range of age groups. Beginners may be introduced to the skills of cross-country navigation using a simple map to locate points around the school environment. Older more capable participants may be challenged by completing more difficult courses set in natural bushland.

Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*

MINIMUM LEVEL OF SUPERVISION

At all cross-country navigation activities there must be a minimum of one supervisor.

In **bushland settings**, away from the urban environment, there must be:

- at least two supervisors;
- at least one qualified supervisor for every 22 students or part thereof; and
- at least one supervisor for every 11 students or part thereof (inclusive of the qualified supervisor).

Guidelines

It is recommended that greater supervision be provided for primary aged or less able students participating in cycling activities outside the school grounds. The number of supervisors should reflect:

- the nature of the area, e.g. school, parkland, unfamiliar bushland;
- the level of skill and experience of the students; and
- the nature of this activity, e.g. a group training run, recreational session with students working in groups or pairs, or an individual competition event.

QUALIFICATIONS

For orienteering, rogaining and cross-country navigation outside of the boundaries of the school environments a member of the supervisory team must hold a current first aid certificate, including current CPR accreditation.



PADDLING ACTIVITIES

Canoeing, kayaking and sea kayaking are conducted by schools in a variety of contexts and may include basic level skill development on closed water through to advanced paddling skills on open water, including white water.

Skill development programs may culminate with day excursions or extended expeditions.

Generally, activities conducted in aquatic environments require a high degree of risk analysis and management. Whilst these procedures and guidelines contain specific reference to canoeing, kayaking and sea kayaking, they may also inform teachers who use surf skis and other paddling craft as part of a teaching and learning program. Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*.

DEFINITIONS

Closed Water

A controlled water environment (still or slow moving) or sheltered water with a low swell, such as a swimming pool, sheltered coastal area or river, dam, waterhole, or inland water body.

Open Water

An uncontrolled water environment that may be fast flowing or turbulent (white water) such as a surf beach, flowing river or waterway, or tidal coastal water.

MINIMUM LEVELS OF SUPERVISION

Different levels of supervision are required for canoeing, kayaking and sea kayaking activities in open and closed water. There are also different requirements for activities conducted from fixed locations and those conducted further than 100m from the launching point.

Closed water – fixed location (within 100 metres of the launching point)

There must be at least one qualified and experienced supervisor for every 22 students.

There must be no more than 12 craft.

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-22	1	1
23-24	2	2

Closed water – non-fixed location (e.g. canoeing trip)

There is a minimum level of supervision. That is:

- at no time will there be less than two supervisors;
- one of these supervisors will be a qualified supervisor;
- there must be at least one qualified and experienced supervisor for every 16 students or part thereof; and
- there must be no more than 12 craft.

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-16	1	2
17-24	2	2

Open water – fixed locations (up to and including grade 2)

There is a minimum level of supervision. That is:

- at no time will there be less than two experienced supervisors;
- one of these supervisors will be a qualified and experienced supervisor;
- there must be at least one qualified and experienced supervisor for every 16 students or part thereof;
- there must be at least one experienced supervisor for every 8 students or part thereof; and
- there must be no more than 12 craft.

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-8	1	2
9-16	1	2
17-24	2	3



Open water – no fixed location

There is a minimum level of supervision. That is:

- at no time will there be less than two experienced supervisors;
- one of these supervisors will be a qualified supervisor;
- there must be at least one qualified and experienced supervisor for every 16 students or part thereof;
- there must be a at least one experienced supervisor for every five students or part thereof (inclusive of the qualified supervisor); and
- there must be no more than 12 craft.

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-5	1	2
6-10	1	2
11-15	1	3
16	1	4
17-20	2	4

QUALIFICATIONS

For **Paddling activities in closed water**, recognised qualification include:

- Aquatic Rescue Qualification¹
- RLSSA2 Bronze Medallion;
- SLSSA3 Bronze Medallion;
- SLSSA Surf Rescue Certificate; and
- an equivalent qualification as recognised by the Director General.

For **Paddling activities in open water (other than sea kayaking)**, recognised qualification include:

- the Rescue 3 (Australia) Swift Water Rescue Technician Level 1;
- a river rescue or white water skills award or an international canoeing body equivalent award; and
- an equivalent award as recognised by the Director General.

All members of the supervisory team must have recent experience and demonstrated paddling skill in the type of craft being used at the location.

POWERBOATING

Generally, activities conducted in aquatic environments require a high degree of risk analysis and management. Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*.

DEFINITIONS

Closed Water

A controlled water environment (still or slow moving) or sheltered water with a low swell, such as a swimming pool, sheltered coastal area or river, dam, waterhole, or inland water body.

Open Water

An uncontrolled water environment that may be fast flowing or turbulent, (white water) such as a surf beach, flowing river or waterway, or tidal coastal water.

Power Boat

Any watercraft that has a motorised propulsion system.

MINIMUM LEVELS OF SUPERVISION

There must be at least one qualified supervisor for every 18 students or part thereof.

The maximum number of craft permitted is six per qualified supervisor.

Where there is more than one instructor, they must be in separate craft.

Guidelines

It is recommended that levels of supervision be reviewed depending on the size of the craft used. It is recommended that at least two qualified and experienced supervisors are present at all power boating activities.

The number of craft may need to be reduced in the early stages of the program or in less favourable weather conditions.

QUALIFICATIONS

A qualified supervisor must hold a qualification recognised by the Department of Education and Training.

ROPES COURSES

Ropes courses are designed to pose a series of challenges to both individuals and groups and require a combination of teamwork and individual commitment for success.

Ropes course activities can be extremely valuable when used as part of a sequential learning program.

Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*.

DEFINITIONS

High Ropes Course

A challenge course requiring roped belaying of participants to ensure safety in the case of a fall.

Low Ropes Course

All obstacle courses and challenge activities involving the use of ropes in which a student requires 'spotting,' ensuring safety in the case of a fall.

MINIMUM LEVEL OF SUPERVISION

There must be at least one supervisor for every 16 students or part thereof.

Guidelines

For ropes courses it is recommended that there be one supervisor for every 12 students.

QUALIFICATIONS

For all roping activities a member of the supervisory team must have skill and experience in all of the elements of the ropes course.

For all roping activities in which any part of a participant's body is more than 2.4 metres from the ground, a qualified supervisor must hold one of the following qualifications:

- a Department of Sport and Recreation Abseiling Instructors Certificate supported by relevant logged experience;
- an activity specific relevant nationally agreed set of competencies registered through the National Outdoor Leader Registration Scheme (NOLRS); or
- an equivalent award as recognised by the Director General.

A member of the supervisory team must also:

- hold a current first aid certificate and cardio pulmonary resuscitation (CPR) accreditation; and
- have skill and experience in all of the elements of the ropes course.

SWIMMING AND WATER SAFETY PROGRAMS

Swimming and water safety programs are conducted by schools in a variety of contexts. Swimming and water safety instruction may include stroke correction, fitness training and/or the preparation of students for competition in aquatic sports such as competitive swimming, triathlon, water polo and lifesaving. Such programs may be conducted in locations on or off the school site, ranging from potentially high-risk areas such as surf beaches, to lower risk locations, such as swimming pools.

Generally, activities conducted in aquatic environments require a high degree of risk analysis and management. However, the level of risk will vary according to the nature of the activity. Swimming and water safety programs do not present the same level of risk as “free” swims and other less structured water-based activities. Where a “free” swim” is to be included in a swimming and water safety program, *Outdoor and Recreation Activities Policy, Water Based Activities*, provides direction for teachers in planning and conducting such activities.

Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*.

The Swimming and Water Safety Section of the Department of Education and Training is responsible for the safe coordination of the Vacs Swim and Interm swimming programs. The procedures and guidelines specified in this section do not apply to these programs.

DEFINITIONS

Closed Water

A controlled water environment (still or slow moving) or sheltered water with a low swell, such as a swimming pool, sheltered coastal area or river, dam, waterhole, or inland water body.

Open Water

An uncontrolled water environment that may be fast flowing or turbulent, (white water) such as a surf beach, flowing river or waterway, or tidal coastal water.

MINIMUM LEVEL OF SUPERVISION

For swimming and water safety programs, there is a minimum level of supervision for students in the water. At no time will there be less than one qualified supervisor.

Different levels of supervision are required for closed and open water environments.

Closed water

There must be at least one qualified supervisor for every 32 students or part thereof.

Open water

There must be at least one qualified supervisor for every 16 students or part thereof.

Guidelines

It is recommended that at least two supervisors be present at all aquatic activities. Lifeguards on duty may be considered as a qualified adult only where their sole responsibility, at that time, is to actively supervise the area in which the activity is being conducted. For information pertaining to the supervision of ‘free’ swims, teachers are directed to the Outdoor and Recreation Activities Policy, Water Based Activities.

QUALIFICATIONS

A qualified supervisor must hold a qualification recognised by the Department of Education and Training.

For closed water environments, recognised qualifications include:

- Level I, II or III Coach (relevant to the specific activity) under the National Coaching Accreditation Scheme;
- RLSSA11 Bronze Medallion;
- SLSSA12 Bronze Medallion;
- SLSSA Surf Rescue Certificate;
- AUSTSWIM Teacher of Swimming and Water Safety Certificate (recognised as being appropriate for swimming pools only);
- RLSSA Swimming Instructors Certificate (recognised as being appropriate for swimming pools only); and
- equivalent award as recognised by the Director General.

SWIMMING CARNIVALS

Schools use a variety of swimming carnival formats that provide opportunities for students to achieve the learning outcomes described in the *Curriculum Framework*. These formats may include traditional competitive swimming, beach activities or novelty events.

Carnivals may be conducted in locations on or off the school site, ranging from potentially high-risk areas, such as surf beaches, to lower risk locations, such as swimming pools.



Generally, activities conducted in aquatic environments require a high degree of risk analysis and management. However, the level of risk will vary according to the nature of the activity. Swimming carnivals do not present the same level of risk as “free” swims and other less structured water-based activities. Where a “free” swim” activity is to be included in a swimming carnival, *Outdoor and Recreation Activities Policy, Water Based Activities*, provides direction for teachers in planning and conducting such activities.

Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities*.

DEFINITIONS

Closed Water

A controlled water environment (still or slow moving) or sheltered water with a low swell, such as a swimming pool, sheltered coastal area or river, dam, waterhole, or inland water body.

Open Water

An uncontrolled water environment that may be fast flowing or turbulent, (white water) such as a surf beach, flowing river or waterway, or tidal coastal water.

MINIMUM LEVEL OF SUPERVISION

For swimming carnivals, there is a minimum level of supervision for students in the water. That is:

- at no time will there be less than two supervisors; and
- one of these supervisors must be a qualified supervisor.

Different levels of supervision are required for closed and open water environments.

Closed water

There must be at least one qualified supervisor for every 32 students or part thereof. The minimum requirement of two supervisors must be maintained.

Open water

There must be at least one qualified supervisor for every 16 students or part thereof. The minimum requirement of two supervisors must be maintained.

Guidelines

Lifeguards on duty may be considered as a qualified adult supervisor only where their sole responsibility, at that time, is to actively supervise the area in which the activity is being conducted. For information pertaining to the supervision of ‘free’ swims, teachers are directed to Outdoor and Recreation Activities Policy, Water Based Activities.

QUALIFICATIONS

A qualified supervisor must hold a qualification recognised by the Department of Education and Training.

For closed water environments, recognised qualifications include:

- Level I, II or III Coach (relevant to the specific activity) under the National Coaching Accreditation Scheme;
- Aquatic Rescue Qualification¹³;
- RLSSA14 Bronze Medallion;
- SLSSA15 Bronze Medallion;
- SLSSA Surf Rescue Certificate;
- AUSTSWIM Teacher of Swimming and Water Safety Certificate (recognised as being appropriate for swimming pools only);
- RLSSA Swimming Instructors Certificate (recognised as being appropriate for swimming pools only); and
- equivalent award as recognised by the Director General.

For open water environments, recognised qualifications include:

- Level I, II or III Coach (relevant to the specific activity) under the National Coaching Accreditation Scheme;
- Aquatic Rescue Qualification;
- SLSSA Bronze Medallion;
- SLSSA Surf Rescue Certificate;
- RLSSA Bronze Medallion (is suitable for a flowing river or waterway); and
- equivalent award as recognised by the Director General.

The teacher-in-charge must ensure that the qualification held:

- has current rescue and resuscitation components; or
- there is a member of the supervisory team who is qualified to effect a rescue and administer cardio pulmonary resuscitation.

WATER-BASED ACTIVITIES

As part of the curriculum, students participate in many activities that are conducted in aquatic environments. Such activities may be conducted in locations on or off the school site, ranging from potentially high-risk areas, such as surf beaches, to lower risk locations, such as swimming pools.

Generally, activities conducted in aquatic environments require a high degree of risk assessment and management. However, the level of risk will vary according to the nature of the activity. Some aquatic activities are highly structured and have their own procedures and guidelines. These include:

- PADDLING ACTIVITIES;
- SAILING AND SAILBOARDING;
- SCUBA DIVING;
- SNORKELLING;
- SURFBOARD RIDING AND SURF ACTIVITIES;
- SWIMMING CARNIVALS; and
- SWIMMING AND WATER SAFETY PROGRAMS.

The section, Water-based Activities in the Outdoor and Recreational Activities Policy, provides direction specifically for teachers planning and conducting less formal aquatic activities. An example of this is the “free” swim traditionally conducted as an end of year celebration, or in conjunction with a structured activity such as a swimming carnival or expedition.

Water-based Activities procedures and guidelines must also be considered by the teacher-in-charge when planning activities where there is a foreseeable risk of students entering the water. Activities conducted off the school site must comply with the Department of Education and Training policy *Excursions: Off School Site Activities* (http://policies.det.wa.edu.au/our_policies/ti_view?uid=dfeafd11e59c6fed0ff5b7686c9fb0e9&iview=summary_view).

The Swimming and Water Safety Section of the Department of Education and Training is responsible for the safe coordination of the Vacswim and Interm swimming programs. The procedures and guidelines specified in this section do not apply to these programs.

DEFINITIONS

Closed Water

A controlled water environment (still or slow moving) or sheltered water with a low swell, such as a swimming pool, sheltered coastal area or river, dam, waterhole, or inland water body.

Open Water

An uncontrolled water environment that may be fast flowing or turbulent, (white water) such as a surf beach, flowing river or waterway, or tidal coastal water.

MINIMUM LEVEL OF SUPERVISION

For all water-based activities there is a minimum level of supervision for students in the water. That is:

- at no time will there be less than two supervisors; and
- one of these supervisors will be a qualified supervisor.

Different levels of supervision are required for closed and open water environments.

Closed water

There must be at least:

- one qualified supervisor for every 32 students or part thereof; and

- one supervisor for every 12 students or part thereof (inclusive of the qualified supervisor).

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-12	1	2
13-24	1	2
25-32	1	3
33-36	2	3
37-48	2	4
49-60	2	5
61-64	2	6
65-72	3	6

Open water

There must be at least:

- one qualified supervisor for every 16 students or part thereof; and
- one supervisor for every eight students or part thereof (inclusive of the qualified supervisor).

Number of Students	Number of Qualified Supervisors	Total Supervisory Team
1-8	1	2
9-16	1	2
17-24	2	3
25-32	2	4
33-40	3	5
40-48	3	6

QUALIFICATIONS

A qualified supervisor must hold a qualification recognised by the Department of Education and Training.

For **closed-water** environments, recognised qualifications include:

- Aquatic Rescue Qualification;
- RLSSA17 Bronze Medallion;
- SLSWA18 Bronze Medallion;
- SLSWA Surf Rescue Certificate;
- AUSTSWIM Teacher of Swimming and Water Safety Certificate (recognised as being appropriate for swimming pools only);
- RLSSA WA Swimming Instructors Certificate (recognised as being appropriate for swimming pools only); and
- equivalent award as recognised by the Director General.

For **open-water** environments, recognised qualifications include:

- Aquatic Rescue Qualification;
- SLSWA Bronze Medallion;
- SLSWA Surf Rescue Certificate;
- RLSSA Bronze Medallion (is suitable for a flowing river or waterway); and
- equivalent award (as recognised by the Director General).