



YCS Excursions Procedures – October 2019

1. Introduction

Yeoval Central School provides rich, structured learning experiences both in and out of the classroom. These procedures are applicable for all off-site excursions, incursions and virtual excursions.

2. Educational value

The educational value of an excursion must take into account the needs and resources of our school, the needs of the students, the total learning program and the impact on the continuity of regular teaching and learning programs. Excursions are part of our quality teaching and learning programs.

3. Inclusivity

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

Costs should be organised to ensure there is no undue financial burden imposed. Families have access to our [Student Assistance Scheme](#) to access financial support.

When a student cannot participate in an excursion, alternate activities will be provided with similar learning outcomes.

Reasonable adjustments will be made, in consultation with parents and caregivers for the support needs of students with disabilities or special learning needs, including those with medical conditions.

4. Duty of Care

A duty of care is owed to students in our school and while on excursions. The department's duty of care for the duration of an excursion cannot be delegated from our school to parents, caregivers, volunteers or employees of external organisations. The obligation to report suspected risk of harm applies throughout all stages of the excursion.

All Yeoval Central School staff are required to have current e-Emergency care training and anaphylaxis training. All excursions involving swimming or water activities or involving overnight stays must include a staff member who possess current accreditation in cardiopulmonary resuscitation.

An appropriately equipped first aid kit must be taken on all excursions and include a asthma puffer, an Epipen® and an ASCIA action plan (general use). Health care plans/procedures and emergency response plans for all students must be taken on all excursions. All disabilities, including special learning needs which may impact on the overall management of the student's health condition will also be considered.

Casual staff must be briefed about any student with a particular health care need.

Teacher to student ratios

The number of teachers to accompany the students for each excursion is to be determined by the principal. Factors such as age, maturity, location, specific student needs, anticipated behaviour and nature of the activities should be taken into account.

The principal should be guided by department statements on class sizes. Particular aquatic and outdoor recreation activities have specific ratios and are identified in the [School sport, Sport safety guidelines](#).



There must be sufficient numbers of appropriate, responsible adults, including SLSOs and LaSTs to ensure and assist with adequate supervision. Other adults assisting with the excursion may include parents, volunteers and venue staff. Teachers retain the ultimate responsibility for supervision.

5. Parents, caregivers and volunteers

The costs of parents, caregivers and volunteers who assist will be covered by our school.

They must be appropriately briefed on safety and behaviour measures, including student health conditions. The student and their parent must be advised that this is being done.

All need to complete a [Working with Children Check – Declaration for volunteers and contractors](#) prior to the excursion. The principal will also check the department's not to be employed list and/or consult referees.

6. Child protection

All staff have the responsibility to report risk of harm concerns about children and young people throughout all stages of the excursion, as they do at school.

All department staff will have current child protection training and all volunteers/contractors will provide their WWCC prior to the excursion.

7. Risk management

A risk assessment is to be conducted and risk management plan developed prior to seeking approval for any excursion. Safe transport or a safe walking route is to be organised for excursions. All risk management plans are to be communicated with those that need to know, including staff and other adults on the excursion and students informed of the plan where necessary. Teachers leading excursions that involve sport or physical activities should also consult the [Sport and Physical Activity in Schools, Safe Conduct Guidelines](#).

Outdoor excursions require staff and students to wear clothing that protects them from the sun and sunscreen. Protective equipment is required for particular excursions. Visits to industrial sites require a site induction and personal protective equipment, including footwear whilst on the site.

The eight elements of swimming and water activities must be complied with: venue, consent, supervision, risk management, staff induction, testing student proficiency and classifying students.

Parents will indicate the swimming ability when giving consent. The aquatic proficiency of students prior to participation in unstructured aquatic activity must be determined even if parent permission is granted. Where parental or caregiver permission is declined student participation should not proceed. Organising teachers should consult the [Swimming and Water Safety](#) section of [School Sport - sport safety guidelines](#).

Students participating in an excursion must not engage in additional or alternative activities, which were not originally scheduled and for which parental or caregiver approval would normally have been required.

8. Consent



Signed consent forms granting permission and a medical information form are to be obtained from parents or caregivers. Without a signed consent form, a student must not be permitted to participate in a school excursion. Where it is not possible to obtain signed consent forms, verbal approval can be gained. Consideration should be given to confirm in writing the verbal consent provided, e.g., return email.

In general, schools do not administer medication which has not been specifically required by a medical practitioner. Parents must complete a written request for the administration of the medication and students must not self-administer or carry medications unless there is a written agreement between the school and the parent. Parents must update medical information at least annually and as required.

Collection of personal information such as consent and medical information should be done consistent the Privacy Act.

Upon enrolment, consent is obtained for local area excursions where students will walk to areas of Yeoval as part of the local excursions.

YCS will accept consent forms up to and including the day of which the NOTE/PAYMENT is due, as outlined on the excursion note.

9. Transport

Safe transport or a safe walking route is to be organised for excursions. Seatbelts must be worn in all vehicles, including buses and coaches.

Excursion drivers must be fully licensed. The principal will decide if a driver, issued with a provisional licence is able to transport students, ensuring they comply with peer passenger conditions. The number of passengers in the vehicle will not exceed the number of seatbelts and students under 12 must be seated in the back seats. Copies of current driver's licence and car registration details are to be kept by the school.

Comprehensive insurance is not generally required unless a staff member wishes to make a claim for the payment of mileage using their vehicle for official business.

All parents, caregivers and volunteers who transport students must complete the [WWCC Appendix 5 Declaration](#).

Where excursions involve air travel, parents or caregivers should arrange travel insurance. This is also suggested for volunteers, parents and caregivers who accompany staff and students on these excursions. Relevant public liability insurance must be obtained by the operator for short scheduled airline flights.

10. Student behaviour

Students must behave appropriately at all times while on excursions, including when animals are encountered. Prior to excursions, students should be reminded of expected standards of behaviour and the application of the schools behaviour management.

Students must behave appropriately when animals are encountered on excursions. School excursions to abattoirs are not permitted by Yeoval Central School.



11. Overseas excursions

Staff planning an overseas excursion must use the additional procedures on the department's policy library. Extensive planning and time is required well in advance.

12. Accounting and administration

Accounting and excursion funds will follow the [Finance in Schools Handbook \(FISH\)](#). Yeoval Central School will reimburse staff and parent caregiver drivers using Appendix 1 – Excursion costs/reimbursement - private vehicle use.

Staff leading excursions are required to report all incidents to the principal. Such incidents are those which cause disruption, creates danger or risk, impacts on the effective operation or attracts negative media attention. Any incident which WorkCover describes as a serious incident must be reported by law. Staff are to be familiar with the department's [incident reporting policy and procedures](#).

All excursion records must be retained as per the department's disposal policy.

In the event a student requires an emergency ambulance service, the Ambulance Scheme ensures that neither the school nor the parents will be responsible for the payment of the ambulance account.

13. Briefing students prior to excursions

Prior to any excursion, students will be briefed on our expectations of behaviour and attire. They will also be briefed about their right to feel safe and protected and about protective strategies. The organising teacher should take time to work with the students to consider unexpected situations and risks that may occur.

Parents of individual students with particular health needs and individual students must be consulted with how their health care needs will be met during the excursion.

All students will be briefed on the importance of advising staff if they are unwell or one of their peers is unwell, cultural sensitivities and appropriate behaviour around animals.

14. Billeting of students on excursion

Yeoval Central School will use other options of accommodation of students such as motels.

Overnight excursions

Supervisory and accommodation arrangements are to be such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made, in particular sleeping and washing arrangements. Likewise, for these arrangements every attempt must be made to ensure there is no inappropriate behaviour including sexual contact by or between students. Yeoval Central School does not permit students in share accommodation to share bedding.

Male and female staff supervisors are required, unless the Director, Educational Leadership has approved otherwise.

Unsupervised activities

All students will be under the direct supervision of a staff member during all excursion activities.



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On rare occasions, it may be necessary for part of the excursion (e.g. independent travel) to take place without the direct supervision of a staff member. In such circumstances, the principal must approve and parents of caregivers be fully informed of, and agree to the arrangements.

Privately arranged tours

The Department of Education and Yeoval Central School will not accept any responsibility or liability in respect of student or teachers who choose to become involved in privately arranged tours.

Other information

Regular weekly sport is not regarded as an excursion but is subject to operational and consent procedures. Workplace learning is not covered by the Excursions procedures.

Principals are to report controversial issues or incidents occurring when staff and students are on excursions, consistent with the [Incident Reporting Policy](#).

Principals must give careful consideration to the appropriateness of excursions involving film screenings and live performances for the proposed viewing group. Staff giving consideration to film screenings should refer to the [Audiovisual materials in schools – procedures for use](#) and refer to the [Controversial Issues in Schools policy](#) for live performances, including public lectures and presentations.

Procedures created

October 2019

Endorsed by the Executive, P&C and SRC.

Communicated to teaching staff on Day 1 Term 4 2019.

Procedures to be reviewed

October 2022



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Appendices

- 1- Excursion costs and reimbursement
- 2- Excursion refunds
- 3- Sample Day Excursion letter
- 4- Sample Day Excursion (with air travel) letter
- 5- Sample Overnight Excursion letter
- 6- Sample Water Activities Excursion letter

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Appendix 1

Excursion costs and reimbursement

Each student attending excursions will be charged a set cost based on current estimations.

Set cost for student travel on the YCS school bus:

- \$5 per student per return trip

Set cost for student travel based on distance:

- Less than 100km return - \$5
- 100km to 300km return - \$10
- Greater than 300km return – cost based on means and cost of travel (Sydney/Canberra)
- Children of drivers - no travel cost

Parents/caregivers can claim back their vehicle costs, using the table below:

1. Complete and submit the [Single Student Miscellaneous Payment](#) form within 14 days of the excursion
2. YCS office to process the claim

The money claimed will be reimbursed by the DoE within 30 days into the nominated bank account.

Staff can claim back their vehicle costs, using the table below:

1. Take the Approval slip (sample below) to the Billabong
2. Re-fuel car to the limit approved by the principal within 14 days of the excursion
3. Billabong will add it to the school account with the approval slip.

Office staff will keep an ongoing record of drivers, costs and reimbursements on our Google Admin Team Drive.

Estimated vehicle costs:

Location	Cost per car	Distance travelled (return trip)	Approx. travel time (to venue)
Bathurst	\$40	278km	1 hour 45 min
Canowindra	\$30	222km	1 hour 20min
Cowra	\$40	284km	1 hour 45min
Dubbo	\$20	140km	40min
Molong	\$15	95km	40min
Mudgee	\$40	266km	1 hour 45min
Narromine	\$30	210km	1 Hour 15min
Orange	\$25	165km	1 hour 5 min
Parkes	\$20	140km	1 hour 15 min
Peak Hill	\$20	140km	1 hour 20min
Tottenham	\$60	410km	2 hours 25 min
Trangie	\$40	275km	1 hour 35min
Trundle	\$40	260km	1 hour 55min
Tullamore	\$40	274km	2 hours 10 min
Wellington	\$15	85km	35min

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Staff Excursion Travel Costs Reimbursement – Approval Slip

Name of staff driver: _____

Excursion Name: _____

Reimbursement amount: _____ Please present to the Billabong for reimbursement for fuel.

Principal Approval: _____

Date: _____ (please present this to the Billabong within 14 days)

Appendix 2

Excursion refunds

Payment for an excursion is considered to be a commitment to attend on behalf of the student. As parents would understand, the cost of the excursion & visiting performances at Yeoval Central School are based on the number of students attending. The school does not make a profit from excursions/performances and the amounts charged cover the cost of attendance, accommodation, bus fares and food etc.

Where bookings have been made on behalf of a group, a refund for non-attendance by a student may not be applicable as most venues require a deposit, sometimes full payment when tickets/visits are booked. Unfortunately the school is not in a position to absorb the costs for non-attendance/withdrawal from these events which are organised to support educational programs.

Parents who wish to request a refund for their child's non-attendance on a school excursion/performance are asked to apply in writing outlining the reason the student did not attend. Justifiable reasons for a refund would include illness/injury (medical certificate may be required), hospitalisation/medical appointment (if supporting documentation is provided) and bereavement in the family. Unjustifiable reasons for a refund would include change of mind, personal reasons, part-time employment and withdrawal due to parent restrictions of misbehavior. This written request is to be given to the Principal.

A refund may be processed for both a student and other payers via the cash desk with the principal's prior approval.

The refund must be made using the same method as the original payment ie EFTPOS, Credit/Debit Card, POP or cheque. Further to this, refunds can only be made to the same credit/debit card which was used for the original payment.

If the credit card has become inactive or the POP payment is in excess of 220 days, an EFT refund to the cardholders account may be actioned by using the refund process in ebs:Central. YCS will use EFT for this type of refund with the paying parents bank account and contact details completed on the Student Refund Application (refer to QRG SM12_QRG_05). Supporting documentation must be attached to the refund request and filed with the days banking.

All refunds will be made at the discretion of the Principal and, if approved, will be processed after all excursion accounts have been finalised.




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Appendix 3

Sample letter – Day Excursion

	Yeoval Central School Obley Road Yeoval, NSW 2868 Ph: 02 6846 4004 Fax: 02 6846 4317 Email: yeoval-c.school@det.nsw.edu.au
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01 Oct 2019

Dear Mr & Mrs

The following activity has been arranged for your child, **John Doe**.

ACTIVITY: Activity Name
DATE: Tuesday, 1 October 2019

TIME OF DEPARTURE: 9:00am
TIME OF RETURN: 10:00am

VENUE: Activity Venue
TRANSPORT:

COST: \$10 per student.
 Please pay online via our website (insert receipt number below) or pay cash at the front office. Student assistance is available for all students. Please complete the form from our website and return to the office.

NOTE/PAYMENT DUE BY: Tuesday, 1 October 2019
OTHER DETAILS:
 Activity Event Details

Yours sincerely

Mrs Nicole Bliss
 Principal

PRIVACY ADVICE: The information is being obtained for the purpose of ascertaining relevant medical information, requirements or other health care related needs about John Doe who is enrolled at YCS and is participating in Activity Name. It will be used by the Department of Education to assist planning, to support students and to minimise risks when conducting school activities. Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are involved with the activity, and persons that may be called upon to provide health care treatment or assistance. A failure to provide the information may mean that your child can not participate in a particular activity. Provision of this information will significantly assist the school in planning a safer activity. It will be stored securely. If you have any concerns, please contact the principal at any time.

I do / do not (please circle) consent to **John Doe** participating in **Activity Name** at **Activity Venue** on **Tuesday, 1 October 2019**.

I consent to my child participating in all excursion activities. The medical information and contact details held by the school are up-to-date. I have included payment with this note or have paid online and my receipt number is _____.

I understand that my child will receive medical treatment in the case of an emergency. My child has the following prescribed medication _____.

Signed (parent/caregiver): _____ Date: _____

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Appendix 4

Sample letter – Day Excursion with air travel

	<p style="text-align: right;">Yeoval Central School Obley Road Yeoval, NSW 2868</p> <p style="text-align: right;">Ph: 02 6846 4004 Fax: 02 6846 4317 Email: yeoval-c.school@det.nsw.edu.au</p> <p>01 Oct 2019</p> <p>Dear Mr & Mrs</p> <p>The following activity has been arranged for your child, John Doe.</p> <p>ACTIVITY: Activity Name DATE: Tuesday, 1 October 2019</p> <p>TIME OF DEPARTURE: 9:00am TIME OF RETURN: 10:00am</p> <p>Flight details: PLEASE ADD The Department recommends that parents/caregivers arrange travel insurance for students for intrastate or interstate excursions that require travel by air.</p> <p>VENUE: Activity Venue TRANSPORT: PLEASE ADD</p> <p>COST: \$10 per student. Please pay online via our website (insert receipt number below) or pay cash at the front office. Student assistance is available for all students. Please complete the form from our website and return to the office.</p> <p>NOTE/PAYMENT DUE BY: Tuesday, 1 October 2019 OTHER DETAILS: Activity Event Details</p> <p>Yours sincerely</p> <p>Mrs Nicole Bliss Principal</p> <p>PRIVACY ADVICE: The information is being obtained for the purpose of ascertaining relevant medical information, requirements or other health care related needs about John Doe who is enrolled at YCS and is participating in Activity Name. It will be used by the Department of Education to assist planning, to support students and to minimise risks when conducting school activities. Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are involved with the activity, and persons that may be called upon to provide health care treatment or assistance. A failure to provide the information may mean that your child can not participate in a particular activity. Provision of this information will significantly assist the school in planning a safer activity. It will be stored securely. If you have any concerns, please contact the principal at any time.</p> <p>-----</p> <p>I do / do not (please circle) consent to John Doe participating in Activity Name at Activity Venue on Tuesday, 1 October 2019.</p> <p>I consent to my child participating in all excursion activities. The medical information and contact details held by the school are up-to-date. I have included payment with this note or have paid online and my receipt number is _____</p> <p>I understand that my child will receive medical treatment in the case of an emergency. My child has the following prescribed medication _____.</p> <p>I have arranged travel insurance with _____ and a copy is attached.</p> <p>Signed (parent/caregiver): _____ Date: _____</p> <p style="font-size: small;">Page 1 of 1 Printed on: 1 October, 2019</p>
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Appendix 5

Sample letter – Overnight Excursion



Yeoval Central School
Obley Road
Yeoval, NSW 2868

Ph: 02 6846 4004
Fax: 02 6846 4317

Email: yeoval-c.school@det.nsw.edu.au

01 Oct 2019

Dear Mr & Mrs

The following activity has been arranged for your child, **John Doe**.

ACTIVITY: Activity Name

DATE: Tuesday, 1 October 2019

TIME OF DEPARTURE: 9:00am

TIME OF RETURN: 10:00am

VENUE: Activity Venue

ACCOMMODATION will be at: PLEASE ADD

TRANSPORT: PLEASE ADD

The group will be supervised by: PLEASE ADD

COST: \$10 per student.

Please pay online via our website (insert receipt number below) or pay cash at the front office. Student assistance is available for all students. Please complete the form from our website and return to the office.

NOTE/PAYMENT DUE BY: Tuesday, 1 October 2019

OTHER DETAILS:

Activity Event Details

Yours sincerely

Mrs Nicole Bliss
Principal

PRIVACY ADVICE: The information is being obtained for the purpose of ascertaining relevant medical information, requirements or other health care related needs about John Doe who is enrolled at YCS and is participating in Activity Name. It will be used by the Department of Education to assist planning, to support students and to minimise risks when conducting school activities. Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are involved with the activity, and persons that may be called upon to provide health care treatment or assistance. A failure to provide the information may mean that your child can not participate in a particular activity. Provision of this information will significantly assist the school in planning a safer activity. It will be stored securely. If you have any concerns, please contact the principal at any time.

I do / do not (please circle) consent to John Doe participating in Activity Name at Activity Venue on Tuesday, 1 October 2019.

I consent to my child participating in all excursion activities and understand they will be staying overnight at the venue listed above. The medical information and contact details held by the school are up-to-date. I have included payment with this note or have paid online and my receipt number is _____.

I understand that my child will receive medical treatment in the case of an emergency. My child has the following prescribed medication _____.

Signed (parent/caregiver): _____ Date: _____

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Printed on: 1 October, 2019

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Appendix 6

Sample letter – Water Activities



Yeoval Central School

Obley Road
Yeoval, NSW 2868

Ph: 02 6846 4004

Fax: 02 6846 4317

Email: yeoval-c.school@det.nsw.edu.au

01 Oct 2019

Dear Mr & Mrs

The following activity has been arranged for your child, **John Doe**.

ACTIVITY: Activity Name

DATE: Tuesday, 1 October 2019

This excursion will involve the following water activity: PLEASE ADD

These activities will take place at: PLEASE ADD

The school will provide the following flotation device to students who may require assistance in the water: PLEASE ADD

TIME OF DEPARTURE: 9:00am

TIME OF RETURN: 10:00am

VENUE: Activity Venue

TRANSPORT: PLEASE ADD

COST: \$10 per student.

Please pay online via our website (insert receipt number below) or pay cash at the front office. Student assistance is available for all students. Please complete the form from our website and return to the office.

NOTE/PAYMENT DUE BY: Tuesday, 1 October 2019

OTHER DETAILS:

Activity Event Details

Yours sincerely

Mrs Nicole Bliss
Principal

PRIVACY ADVICE: The information is being obtained for the purpose of ascertaining relevant medical information, requirements or other health care related needs about John Doe who is enrolled at YCS and is participating in Activity Name. It will be used by the Department of Education to assist planning, to support students and to minimise risks when conducting school activities. Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are involved with the activity, and persons that may be called upon to provide health care treatment or assistance. A failure to provide the information may mean that your child can not participate in a particular activity. Provision of this information will significantly assist the school in planning a safer activity. It will be stored securely. If you have any concerns, please contact the principal at any time.



I do / do not (please circle) consent to John Doe participating in the water activity: Activity Name at Activity Venue on Tuesday, 1 October 2019.

I consent to my child participating in all excursion activities. The medical information and contact details held by the school are up-to-date. I have included payment with this note or have paid online and my receipt number is _____

I understand that my child will receive medical treatment in the case of an emergency. My child has the following prescribed medication _____.

In relation to the proposed water activity, I advise that my child is a: (tick one)

- strong swimmer
- average swimmer
- poor swimmer
- non-swimmer

I advise that my child requires the following flotation device to assist them in the water: _____

I undertake to provide this device so that my child can participate in the excursion: YES / NO

Signed (parent/caregiver): _____ Date: _____