



MINARAH
RABBI ZIDNI ILMA

Excursion and Incursion Policy

February 2024

Purpose

This policy addresses issues in relation to: Safe and Supportive Environment – Student Welfare 3.6.2. Minarah College recognises incursions and excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided by the school. Incursions and excursions are a means of using different resources to enhance and enrich student learning and social development. This Policy explores the processes involved in regards to ensuring an excursion meets the requirements stipulated by Minarah College.

Date of last review:	February 2024	Author:	Principal
Date of next review:	February 2025	Owner:	Principal/s
Type of policy:	State-wide (DoE) Tailored by school	Approval:	School Board
Key contract email:	principal@gvic.nsw.edu.au	Key Contact Number:	02 8783 9188

Positioning Within Minarah Operational Model

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input checked="" type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	

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1.0 Excursion/Incursion Prerequisites

- **All** excursions or incursions in the name of the school must have a valid educational, social emotional enriching, sporting, or purpose-based rationale. They must add to, or reinforce, the teaching and learning or enrichment experiences undertaken at school.
- **All** excursions or incursions must be discussed with the relevant Associate Deputy Principal or Head of Department or Deputy Principal and **must** be approved by the Principal. The School Excursion/Incursion Application on Sentral must be used by the applicant (See Appendix 1).
- **All** funds for incursions/excursions included in school fees. Ensure with ADP or HOD that the termly fee covers the cost accordingly.
- **Excursions**, once approved, should be communicated to parents one week in advance (unless approval given by Principal for later notice)

2.0 Duty of Care at Incursions or on Excursions

Incursions and excursions are part of the school curriculum or wellbeing enrichment. They are facilitated and approved by the school. Therefore, the school owes a duty of care to the students while on excursions/incursions inclusive of the following situations:

1. the school does not have direct control over the student during the excursion/incursion (or parts of it);
or
2. the excursion/incursion is held after school, on the weekend or during school holidays.
3. the students are handed over to the supervision of another party (for example the excursion/incursion third party provider).

Excursion/incursion organisers at Minarah College always endeavour to ensure that the supervision of students who are under the school's care are carefully catered for.

The college ensures, so far as is reasonably practicable, that the health and safety of students are not put at risk while they are on excursions/incursions. When organising an excursion/incursion, the school takes the necessary steps to fulfil its duty of care to students and ensure their wellbeing, health and safety under the Work Health and Safety legislation. This policy focuses on the school's obligations to students when on excursions/incursions. However, the School ensures that risks to staff are also included and addressed in risk assessments and risk management preparation.

3.0 Steps taken before the Excursion/Incursion

The following guidelines are required before undertaking an excursion/incursion:

3.1 Risk Assessment

Excursion/incursion organisers at Minarah College are required to carry out a risk assessment and plan the excursion/incursion with safety at the fore, prior to the excursion/incursion (Appendix 2). If the activity

is high risk or the site is unfamiliar, a site visit may be required prior to the excursion to assess the risks. In many cases a briefing from the person responsible for the site will suffice. Additionally, the venue's risk assessment (where accessible) is to be included in the risk management process.

In determining whether a site visit is required, the excursion/incursion organisers should have regard to:

- a) the information provided by either the staff member organising the excursion about the excursion provider and venue. Many excursion providers are experienced in providing the information required by the Excursion/Incursion Policy. This information may be provided by way of documentation and/or a briefing from a person responsible for the site;
- b) the nature of the excursion/incursion, including the location of the site and the risk of the activity to be undertaken;
- c) the familiarity of the supervising teacher/s with the excursion/incursion site, including transport arrangements; and
- d) any special needs of the students participating in the excursion.

Potential hazards and risks that may arise during each stage of the excursion/incursion should be identified and measures to eliminate or minimise these risks put in place. Activities chosen for school excursions/incursions must be suitable for the students' ages, levels of maturity, experience, capacity and natural propensity for mischief.

3.2 Safety Factors and Accountabilities

For an excursion/incursion to proceed, the following needs to be ensured:

3.2.1 Authorisation of excursions/incursions;

An incursion/excursion cannot proceed unless an approval is granted on Sentral or in writing by the Principal.

3.2.2 Equipment to be taken on excursions/incursions (including first aid and other safety equipment);

For many excursions/incursions it will not be necessary to collect a new medical information form. Organising and supervising staff should:

- Ensure that any medical information held is appropriate and takes account of the activities provided by the excursion. If it does not, additional medical information should be sought. This can be addressed in the permission note.

- Know the health and fitness of students who are to participate in excursions and make a decision as to whether the excursion activities are appropriate in light of this knowledge.
- Ensure that first aid procedures are prepared and known by staff during the excursions/incursions
- Organise health care plans for students with special needs and ensure that the teacher responsible for the student is familiar with the necessary details

3.2.3 The staff to student ratio on excursions/incursions

The staff to student ratio is to be determined by the SLT (Senior Leadership Team - Primary/High School) based on the special needs of students and the type of excursion/incursion.

3.2.4 The training required for staff members participating in excursions/incursions

Teachers

The school requires that the supervising teachers have:

- a) appropriate skills and expertise;
- b) been extensively briefed on the nature of the excursion/incursion;
- c) been consulted about and involved in the preparation of the risk assessment and risk management for the excursion/incursion;
- d) understood their role and obligations regarding supervision (regular roll calls), emergency procedures and first aid

In the event of a supervising teacher absence, the casual teacher responsible must be briefed by the ADP and/or excursion organiser to ensure that he/she fulfills the duties expected. The casual teacher needs to contact the front office before the commencement of the excursion to source any further crucial information regarding the students she/he is tasked to supervise.

Parent Helpers / Volunteers

Minarah College considers whether parents/guardians or other volunteers should assist in excursions/incursions. The College ensures that there are sufficient teachers to properly administer the excursion/incursion and sufficient teachers and responsible volunteers to supervise the students. If parent/helpers or volunteers are to assist, the school ensures that:

- a) they are appropriately briefed in relation to their responsibilities, safety and behaviour requirements (Refer to Parent / Helper Guidelines Appendix 3); and
- b) supervisory roles and responsibilities are clearly allocated and understood by all involved.
- c) Parent helpers / Volunteers should have a Working With Children number and sign a Parent/Helper Declaration Form (refer to Child Protection Policy).

3.2.5 Student Safety Expectations

Students who have not displayed sensible, reliable behaviour at school or on previous excursions/incursions may be excluded from participating in school excursions/incursions. Organising and supervising staff should ensure that they are aware if any safety equipment is required for the excursion.

If safety equipment is required the school:

- a) ensures that it is provided by the excursion provider (and make such enquiries as are required to satisfy themselves that the equipment is properly maintained); or
- b) ensures that it is provided by the school; or
- c) advises the students of the need to provide safety equipment and that participation in the excursion will not be permitted without such equipment

If, as part of excursions/incursions, students participate independently, without direct supervision from teachers, the school ensures that parents/guardians are informed and agree to the arrangements and that all possible steps are taken to ensure the safety and welfare of the unaccompanied students including: giving students proper instructions, checking the travel details, giving students instructions in relation to emergency strategies and so on.

3.2.6 Permission

Minarah College ensures that parents/guardians are kept informed about all excursions/incursions students attend. The school obtains the permission of a student's parent/guardian prior to the student's participation in the excursion/incursion. Supplementary information is provided in relation to particular excursions/incursions are tailored to the particular excursion/incursion, but include, at a minimum, the following information:

- description and aims of excursion/incursion;
- teacher in charge;
- location of excursion/incursion;
- proposed travel arrangements; and
- other relevant information.

Minarah College acknowledges that the purpose of the permission is to provide parents/guardians with sufficient information to:

- a) make an informed decision as to whether their child should be permitted to participate in an excursion/incursion; and
- b) to assess whether any information about a child's special needs/medical condition is required

For events involving specific skills, parents/guardians are required to indicate the skill level of the student. If permission is not granted for a student to attend an excursion/incursion, appropriate alternate

arrangements are to be made by the parent if the excursion is compulsory. Teachers are to check the permission status prior to the excursion and have an accompanying roll call with this information along on the excursion.

3.2.7 Transportation

Safe transport or walking arrangements must be made for excursions/incursions through reputable transport companies. Classes are to be allocated to busses in the safest manner possible, preferably where a particular class isn't split across two or more busses (where possible). Teachers must be aware of the bus allocation and should ensure that all students accounted for, board the bus and exit the bus through regular roll calling and student number checks.

4.0 Student Briefings and Preparation

Students should be given information about the excursion/incursion including:

- general information about the aims of the excursion/incursion and the activities to expect
- information about appropriate behaviour while on the excursion/incursion
- instruction to follow directions given by (as appropriate) teachers, volunteers, third party providers and so on. In particular, students should be advised to follow all safety instructions
- materials that students must bring on the day of the excursion
- information about particular risks they may face during the excursion/incursion
- any safety information that has been provided to the school in relation to the excursion/incursion should be passed on to students
- information in relation to dealing with unexpected situations and risks that might occur during the excursion/incursion
- information in relation to steps that should be taken should a student feel unsafe or uncomfortable at any time during the excursion/incursion. This information should include ways of seeking help should concern arise during an excursion/incursion

Students on excursions/incursions are informed of their right to feel safe during excursions/incursions. They are advised of ways to seek help if they are concerned about the behaviour of any person participating in the excursions/incursions. If any pre-excursion/incursion activities or preparation are required, the briefing should take place early enough to allow the activities/preparation to take place.

Where the excursion involves an activity that students have not previously undertaken or require training in, the school ensures that instructions and assistance are given to novice students until they acquire the necessary skills.

5.0 Circumstantial Changes

Minarah College ensures that appropriate contingency arrangements are in place in the event of inclement weather or changes in the circumstances of the excursion/incursion environment. In the lead up to the excursion/incursion organising staff must (as appropriate):

- a) check safety warnings;
- b) consult relevant authorities;
- c) monitor weather conditions; and prepare students accordingly eg. raincoats due to rain
- d) be prepared to cancel or amend the excursion/incursion due to changing circumstances or safety concerns
- e) provide the school office with telephone contact details of the supervising teacher

6.0 During the Incursion/Excursion

Teachers must implement control systems to ensure that students are supervised at all times during excursions/incursions and do not become lost. This might include head counts, buddy systems, provision of maps, and the arrangement of meeting points and so on.

Teachers must ensure that behavioural standards are enforced during the excursion/incursion and inappropriate behaviour is prevented.

Where a teacher is unfamiliar with an excursion/incursion site or the activities to be undertaken on an excursion/incursion, the teacher should take steps to discharge the school's duty of care by:

- a) inspecting the premises to ensure that they appear safe;
- b) familiarising themselves with emergency procedures, including the location of emergency exits;
- c) satisfying themselves that the equipment to be used is apparently safe and is under the control of competent and careful people who are supervising its use;
- d) satisfying themselves that the premises are staffed by people:
 - i. engaged in active supervision; and
 - ii. apparently competent, careful and experienced; and
- e) observing the checks and inspections carried out by the provider to ensure they are adequate.

Teachers should continue to supervise students throughout the excursion/incursion, even in the course of activities conducted by third party providers. This is because the school's duty of care is non-delegable.

Accordingly, the staff to student ratio must be sufficient to maintain control of students throughout the excursion/incursion. If a teacher considers that a risk to the students has arisen, the teacher must take steps to eliminate or minimise that risk.

7.0 Third Party Providers

Where a third-party provider is to conduct the excursion/incursion, the school must be satisfied that the third-party provider is sufficiently experienced and competent to carry out the excursion/incursion. The level of investigation required will depend on:

- a) the nature of the excursion/incursion;
- b) any special characteristics of the students participating in the excursion/incursion;
- c) the risks of the activities to be undertaken on the excursion/incursion;
- d) the skills and experience of the teachers in relation to the activities to be undertaken on the excursion/incursion;
- e) the school's past experience with the third party provider; and
- f) the supervising teacher's familiarity with the location of the excursion/incursion.

Minarah College ensures that third party providers will take all steps necessary to ensure, so far as reasonably practicable, the health and safety of staff and students and have the experience and competency to provide the service.

8.0 CHECKLIST FOR SCHOOL EXCURSIONS/INCURSIONS

Minimum Steps - Before the Excursion/Incursion:

- The school is aware of the excursion/incursion requirements.
- Risk assessment and risk management preparations are done.
- School policies in relation to excursions/incursions are followed.
- Where appropriate, excursion/incursion site is checked for any risks.
- Permission from the student's parent/guardian is obtained for consent.
- Parent helpers/Volunteers are briefed in relation to their responsibilities, safety and behavioural requirements. Parent helpers/Volunteers completed a Parent/Helper Volunteer Declaration form (Appendix 3)
- Safety equipment available (if needed).
- Safe transport arrangements are made.
- Students are briefed in relation to: the aims of the excursion/incursion; appropriate behaviour while participating in the excursion/incursion; the student's right to feel safe and steps to take if a student feels unsafe or uncomfortable.
- Consider whether a risk warning is appropriate.
- The school is satisfied with the steps taken by the third party provider to ensure the safety of its students.
- Approval from the Principal is obtained.

During the Excursion:

- Maintain active supervision of students (see active checklist) throughout the excursion/incursion.
- Ensure that any safety equipment required is utilised correctly by students.
- Inspect the excursion site and become satisfied that: a) the site is safe; b) any third-party providers are apparently careful and competent; and c) equipment is maintained and used appropriately.
- Be prepared to alter plans or cease the activity if conditions change.
- Ensure that behavioural standards are implemented.

After Excursion:

- Report any incidents/accidents/injuries to Deputy Principal (Primary/High School). This is also to be reported on the School's Incident Report form.
- Review educational objectives and outcomes.
- Evaluate the risk assessment.
- Identify and propose future changes to excursion/incursion.
- Submit reports and evaluations to ADPs and HODs.

Active Checklist to be completed by teachers prior and on excursion



Excursion and Sports Enrichment Checklist

Please read the checklist carefully and ensure that you tick off in the box as you complete it.

Prior to the Day (Well in Advance)

- Equip yourself with copies of class list and record of students with special needs.
- Liaise with Ms Ifroza Anwar for details on students with special needs and their arrangements.

On the Day

- Mark student attendance on Sentral/ or submit attendance on copy of class list to the main office.
- Check that students are equipped for the day (washroom visit, lunch packs, hats, water bottles, etc)
- Ensure students with special needs have ID card and a teacher aide support/attached for full day.
- Pack up medical supplies for students with special needs, including first aid kit, Epi-pens, etc.
- Re-check the attendance, follow up on students who are absent.

- Ensure you have access to Excursion/ Sports Enrichment Teacher Pack with you.
- Tick off on class list for final check of students who are attending the event.
- Be punctual and head to the allocated bus.
- Take lunch trays/basket to secure student bags at the venue.
- Ensure your class group is NOT split, as they board the bus.
- Do head count and tick off names on class list as the students board the bus.
- Monitor that students are seated properly and have put on seat belts if provided.
- Remind students that eating on the bus is not permitted.
- Ensure you are aware of where your students are seated on the bus.
- Continue to monitor the behaviour of the students on the bus.

At the Venue

- Head count and tick off on the class list as students get off the bus.
- As two teachers are allocated per bus, one teacher to supervise the students, while the other checks the bus, for missing students or bags left in the bus. Thorough check required.
- Check that all student bags/ packs have been collected from the bus.
- Make your way, leading your class to the allocated event area.
- At regular intervals, continue to do head count and tick off on the class list, supervise actively.
- Ensure that students with special needs are always provided with one-to-one support.

Returning to School

- Ensure that you have all the students with you, head count, tick off names on class list.
- Check that your class has all their belongings with them.
- Make your way to the bus, ensuring you are boarding the allocated bus.
- As the students enter the bus, head count and tick off on the class list.
- Monitor that students are seated properly and have put on seat belts if provided.
- Continue to monitor the behaviour, in particular students with special needs on the bus.
- Head count and tick off on the class list as students get off the bus.
- As two teachers are allocated per bus, when all the students have evacuated the bus, one teacher to supervise the students, while the other checks the bus, for missing students or bags left in the bus.
- Thorough check required.
- Lead the students back to school in a safe manner.



Appendix 1

Register Excursion on Sentral

<https://sentral.minarah.nsw.edu.au/s-1Ro1Pw/activities/excursion/new/1>

- Follow Sentral prompting process until approval granted

Activities Excursions > New Activity Setup Activities

Home Excursions Incursions Reports Activity Reminders Bulk Management

New Excursion

Overview Costs Excursion Academic Reports Questions

Excursion Details

Excursion Name:

Code:
Code that can be used to uniquely identify an event.

Start Date: Start Time: Not Set

End Date: End Time: Not Set

Permission Form Due Date:

Event Details:

Organisers:
Specify one or more organisers for this event. An organiser has the right to manage/edit this activity and its student lists.

Venue:

Cycle:
The Cycle specifies the default repetition pattern for this activity. An activity may potentially have a multiple student lists for each "instance" in a cycle. Once created, an activity's cycle cannot be changed, as this may cause data loss of existing student lists. Instead, archive the activity and create a new one using the appropriate cycle type.

Group:
Groups can be optionally used to classify related activities together (e.g. a group of "Basketball" with separate teams under it)

Sync to Calendars:

Show in Reports:

Is SDL (Student Directed Learning):

Show in Attendance:

Limit Places:

Requires Approval / Risk Assessment:



Appendix 2

Risk Assessment on Sentral

Activities 15/09/2023 07:51 Search Activities

Home | Excursions | Incursions | Reports | Activity Reminders | Bulk Management

Risk Assessment

[Save](#) [Details](#) [Print](#)

Name:	Year 4 Erosion Experience	Activity Name:	Year 4 Erosion Experience
Created:	15/09/2023 07:49	Created By:	Manira Abcaliah
Last Updated:	15/09/2023 07:51	Template:	Risk Assessment

VENUE

Venue Name:

Location:

Phone Number:

Fax Number:

Web address:

Does this venue have Public Liability cover? Yes No

VENUE DETAILS

Is access to/egress from the venue safe and without risk to health? Yes No N/A

Is the venue wheelchair accessible? Yes No N/A

Are disabled toilets available? Yes No N/A

Are emergency procedures in place for the venue? Yes No N/A

Are venue staff trained to deal with emergency procedures? Yes No N/A

Are first aid kits available for each activity? Yes No N/A

Is there a trained first aid officer at the venue? Yes No N/A

Is a first-aid room available at the venue? Yes No N/A

Have venue staff undergone appropriate Child Protection checks and training? Yes No N/A

ACTIVITY/PROGRAM

List of services provided by venue staff if relevant:

Name of Activity/Program:

Risk Level of Activity/Program:

Fitness Levels/Prerequisite skills:

Staff accreditation/competence required for this activity:

Potential Risks - Outline strategies for ensuring student and other public safety for this potential risk:

Equipment required: list any equipment, including personal protective equipment required for this activity/program:

Other requirements - list where relevant other requirements such as clothing, footwear, sunscreen etc that participants:

Appendix 3

Parent Helper Terms and Conditions for School Excursion

1. Eligibility:

- Parent helpers must be parents or legal guardians of students participating in the excursion.
- Parent helpers must have the necessary WWCC (volunteer) as required by the school. Please present the WWCC number to the class teacher prior to the excursion.

2. Role and Responsibilities:

- Parent helpers are expected to assist teachers and school staff in ensuring the safety and well-being of all students during the excursion.
- Responsibilities include supervising students, helping with activities, and following the instructions provided by the teachers.
- The itinerary of the day is to be followed accordingly.

3. Punctuality and Attendance:

- Parent helpers must arrive on time and be present for the entire duration of the excursion.
- If a parent helper is unable to attend, they must notify the class teacher as early as possible to arrange for a replacement.

4. Student Safety:

- Parent helpers must prioritise the safety and well-being of all students and follow all safety guidelines provided by the school.
- Any concerns or incidents regarding student safety must be reported immediately to a school staff member.

5. Conduct:

- Parent helpers are expected to set a positive example for students through their behaviour and language.
- Any disruptive or inappropriate behaviour will not be tolerated and may result in the immediate removal of the parent helper from the excursion.

6. Confidentiality:

- Parent helpers must respect the confidentiality of all information related to students, teachers, and school activities.
- Any information shared during the excursion must remain confidential.

7. Medical Information:

- Parent helpers should be aware of any medical conditions or allergies of the students they are responsible for and act accordingly in case of medical emergencies.

8. Transportation and Expenses:

- Parent helpers, in most circumstance, will travel with the cohort of students on the allocated bus unless otherwise specified by the school.
- Any expenses incurred by parent helpers during the excursion are their responsibility.

9. Acknowledgment of Risk:

- Parent helpers acknowledge that participation in the excursion may involve some level of risk, and they voluntarily assume such risks.

10. Agreement and Consent:

- By participating as a parent helper, you agree to abide by these terms and conditions and grant permission for your child to participate in the excursion under the supervision of school staff and parent helpers.

Acknowledgment

I, _____ have read and understood the above terms and conditions and agree to comply with them during the school excursion.

Signature: _____

Date: _____

Document Control

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Responsible Review Officer:	Principal		
Approved by:	Minarah Board	Meeting Date:	

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v1.0	Authored	Jay Halai	February 2021
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