



St. Thomas School & Pre-school

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Excursion Policy

St Thomas Pre-school requires authorisation for actions such as administration of medications, collection of children and excursions. This policy outlines what is required for authorisations and in what cases authorisation may be refused.

Policy Content:

The Pre-school staff will ensure that they only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011.

The Service will:

1. Ensure documentation relating to authorisations contains:
 - Date of affect
 - Signature of the child's parent/guardian or nominated contact person who is on the enrolment form
 - Is completed on the appropriate form/letter/register provided by the service.
2. Apply these authorisations to the collection of children, administering medication, excursions and access to records.
3. Ensure that authorisations are stored in accordance with the Governance and Management of the Service, Including Confidentiality of Records policy.
4. Exercise the right of refusal if written or verbal authorisations do not comply with this policy.
5. Waive compliance with this policy where a child required emergency medical treatment for conditions such as anaphylaxis or asthma or other emergency conditions. The service or Educator may administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians be contacted as soon as possible after the medication / treatment has been administered.

Policy

St Thomas Pre-school acknowledges the value of relevant excursions in allowing children to gain a greater insight to the society in which they live, and learn from these experiences. St Thomas Pre-school will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

Implementation

Excursion Risk Assessment and Planning Process

- The service must conduct a risk assessment prior to an excursion taking place.

- Risk Assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that we visits regularly and which always have the same risks.
- The risk assessment must be recorded using the Excursion risk Assessment Form. Parents will be notified on the Authorisation for Excursion Form that they can access the Excursion Risk Assessment prior to the excursion upon their request. The service must comply with these requests and make all information available to parents if requested.
- Using the Excursion Risk Assessment Form attached to this policy, the service must take into consideration the following-
 - Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
 - Any water hazards.
 - Any risks associated with water-based activities.
 - Transportation (to and from)
 - The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
 - Specialised skills required (such as life-saving skills)
 - Proposed activities
 - Proposed duration
 - Any medical conditions that need to be considered and managed for each child with specific health needs

- The Risk Assessment Checklist must also be conducted prior to any excursion.
- A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form.
- Using the Authorisation for Excursion Form, the Pre-school will ensure that the emergency contact details for each child are up-to-date.
- All volunteers must have their Catholic Police Check viewed prior to excursions.

Transport Considerations

The means of transport must be stated on the permission note.

Buses – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

Trains – contact the station prior to the excursion to inform them of the time you will be travelling, the destination and the number of children and adults who will be travelling. Arrangements should be made to arrive at the station with an adequate amount of time to allow for safe boarding. This will allow the station to inform the train guard so that he / she can hold the train for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.

Cars – Any motor vehicle that is used to transport children on excursion (other than a motor vehicle with seating for more than nine persons) is fitted child restraints and / or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

Risk Assessment for (the activity or task, the equipment, plant or substance etc) **Excursion**

Date of Assessment: _____

Review Date: _____

<p>Hazards What can cause harm or ill-health to staff/students/clients/visitors or damage to property? eg- Manual handling, hazardous substances, psychological, falls etc Gather all relevant information giving consideration to environmental factors, review of past records, relevant experience, industry practice/experience, published literature; specialist advice/judgment etc.</p>	<p>Likelihood and Consequence Consider what consequences (harm) may occur (or has occurred) for each hazard identified by: Evaluating the probability or likelihood of harm occurring (or re-occurring) and Calculating or estimating the severity of the potential consequences Rate the risk using the Risk Matrix determine if the level of risk is E-extreme, H-high, M-medium or L-low</p>	<p>Hazard Controls Determine the most suitable control measures for treating the hazard and implement them. Use 'Hierarchy of Control' from top down and combine multiple controls if needed to reduce risk to as low as reasonably practicable ("ALARP") Hierarchy of controls</p> <ul style="list-style-type: none"> ▪ Remove or Eliminate the hazard ▪ Substitute with something less hazardous ▪ Engineer or isolate-design the hazard out ▪ Administration-adopt safe work practices, operating procedures, training, signage, work organisation etc ▪ Personal Protective Equipment (PPE)-e.g. masks, safety footwear, eye and hearing protection, high-visibility clothing, gloves etc
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Hazards	Risk Matrix Rating			Current Controls	New or additional controls	Re-rate the Risk E H M L	Reference number in Hazard Register
	Likelihood	Consequence	E H M L				
<p>Transportation Boarding and Disembarking of the bus – slip, trip or falls</p> <p>Bus Accident</p>	4	B	L	<p>Remind students/teachers to be careful, no running etc. Wear suitable footwear. Take care getting on/off bus. Teacher supervision Head count getting on and off the bus</p> <p>All parties to remain seated on the bus. Book bus with seat belts where possible. Where seat belts are fitted, all passengers to be using them. No more than 2 children per seat Book with reputable bus supplier. They will ensure a suitable route is negotiated, you have a licensed driver and the vehicle has correct registration and has had the required roadworthy checks. Sufficient adult supervision. Teacher in charge to have a mobile telephone</p>			
<p>Walking near major roads / crossing the road - accident</p>	4	D	H	<p>Obey road rules. Use designated paths and road crossings if available, supervision by adult at road crossings. Students reminded not to cross roads unless an adult has given the all clear.</p>			

Hazards	Risk Matrix Rating			Current Controls	New or additional controls	Re-rate the Risk E H M L	Reference number in Hazard Register
	Likelihood	Consequence	E H M L				
<u>Loss of child / abduction/child protection</u>	5	D	H	<p>Correct student/adult ratio</p> <p>Adequate/appropriate supervision with ratios based on activity (Refer to SACCS Excursions, Camps, Adventures , Physical & Sporting Activities Procedures http://online.cesnet.adl.catholic.edu.au/docushare/dsweb/Get/Document-7801/MASTER+DOC+3April06.pdf) Maintain accurate list of children and conduct regular head counts.</p>			
<p><u>First Aid</u></p> <p>General medical for accidents and individuals – i.e. asthma, diabetics, anaphylaxis</p>	2	B	L	<p>Excursion backpack taken along as well as specific medication for students with medical plans.</p> <p>Teachers have completed Basic Emergency Life Support training.</p> <p>Teachers and volunteers have mobile phones.</p> <p>In case of emergency ring school and get receptionist to ring child's emergency contact or ring Emergency Services 000</p>			
<u>Slips/trips/falls</u>	4	B	L	<p>Remind everyone to be aware of slip trip & fall hazards.</p> <p>Look ahead and watch out for uneven surfaces.</p> <p>All staff and students to wear closed in footwear (thongs are not to be worn)</p> <p>Children to be supervised at all times so reminders can be given when needed</p>			
Volunteers	2	C	H	<p>A Catholic Police Clearance expiry date must be recorded on the risk assessment sign-off sheet for all volunteers helping on the day – this is the responsibility of class teacher</p>			

Hazards	Risk Matrix Rating			Current Controls	New or additional controls	Re-rate the Risk E H M L	Reference number in Hazard Register
	Likelihood	Consequence	E H M L				
				Check volunteer has completed a volunteer induction			
<u>Site Location</u> Layout of site	1	B	H	Liaison with site supervisors. Informed of evacuation points, locations of First Aid stations			
<u>Walking around in small groups</u>	2	C	H	Remind students of no running, no talking to strangers, respect for premises and the public. Correct adult/student ratio (1/10), smaller groups may be needed in some situations Remind children to remain within visual proximity of their adult supervisor. Lost students to go to an arranged designated area			
<u>Emergency at venue</u>	4	E	E	Current class lists to be taken to venue. Roll call done at beginning of excursion. Follow directions of venue staff. Students and staff familiar with procedures from regular practices at school.			
<u>Inappropriate behaviour of:</u> Children Public	3 4	C C	H M	Adequate supervision of students, 1:1 ratio for high risk children. Contact parent of child if required. Behaviour management strategies explained to students. Remove students from vicinity and contact Police 131 444			
<u>Access to amenities</u>	2	C	H	Adequate supervision for children attending toilets Older students may go to toilets without adult supervision but must be part of a responsible group			



Hazardous Material: broken glass, syringes	4	E	E	Visual check of area before allowing student access			
Hazards	Risk Matrix Rating			Current Controls	New or additional controls	Re-rate the Risk E H M L	Reference number in Hazard Register
	Likelihood	Consequence	E H M L				
<u>Weather</u>							
Exposure to UV radiation – sunburn, heat stroke	4	C	M	Ensure adequate sun protection is provided (sunscreen) students are required to wear hats at all times and carry drink bottles to ensure adequate water is consumed			
Excessively hot day	4	D	H	Monitor weather conditions for the day. Adhere to school’s hot weather policy and cancel event if required.			
Storm warning	4	E	E	If a storm warning is current be aware of weather and cancel the excursion if the storm is imminent.			
Cold, wet day	3	B	M	Umbrellas, raincoats, appropriate footwear, clothing. Consider cancellation			



RISK MATRIX:

		<i>Consequence</i>						
		A	B	C	D	E		
		Insignificant No treatment/ in-house first aid	Minor Medical Treatment	Moderate Significant non-permanent injury	Major Extensive permanent injury	Catastrophic Death permanent disabling injury		
Likelihood	1	Almost certain to occur in most circumstances	High	High	Extreme	Extreme	Extreme	
	2	Likely to occur frequently	Medium	High	High	Extreme	Extreme	Extreme
	3	Likely to occur at some time	Low	Medium	High	Extreme	Extreme	Extreme
	4	Unlikely to occur, but could happen	Low	Low	Medium	High	Extreme	Extreme
	5	May occur, but probably never will	Low	Low	Medium	High	High	High

RISK ASSESSMENT INSTRUCTIONS

Step-by-step guide in the use of the general Risk Assessment Form

1. State what you are risk assessing (task or activity, plant or equipment, substance, environment/area etc)
2. Identify all the hazards and consult others (electricity, fall from height, workstation design, chemicals, voice, workload)
3. Identify current controls in place (RCD, scaffolding, ergonomic furniture, isolation, amplification systems, training, nothing? etc).
4. Use Risk Matrix to determine the level of risk for both likelihood (1 to 5) and consequences (A to D) and overall Risk Rating (low to high)
5. New or additional controls must be considered if the existing controls do not reduce the risk to an acceptable level
6. Determine additional controls and re-rate the risk.
7. Complete site Hazard Register or Action Plan.

Review risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years)

Monitor and review effectiveness of controls:

Completed by (name): _____ Signature: _____ Date: _____

In consultation with (name): _____ Signature: _____ Date: _____

Signature: _____ Date: _____

Risk Assessment Authorised by: _____ Signature _____ Date: _____