



Excursions, Incursions and Camps Policy 2026

Version	Date Review Due	Approved And Date Published	Changes Made	Author of Changes
2.	2028	May 2026	Format/minor changes	JM

NB. For ease of reading, the use of the term 'excursion' throughout this document may refer to excursions, incursions or camps.

INTRODUCTION AND PURPOSE

This policy has been created to ensure that adequate Duty of Care is afforded to students during excursions, camps, incursions and tours that constitute elements of the educational experience offered by the Yallingup Steiner School.

Yallingup Steiner School values the importance of excursions and recognises that risk is an inherent component of life.

This Policy aims to put adequate measures in place to allow positive and active engagement within the world for students.

Duty of Care

The term 'duty of care' is a legal concept that defines the duty a person has, to use reasonable care towards others to protect them from known or reasonably foreseeable risk of harm and/or injury.

The school has a duty to take reasonable care to ensure that it employs competent teachers and provides safe premises. The school will be vicariously liable for the actions of the teachers while they are acting within the course and scope of their duties as an employee of the school.

A teacher owes a duty to students to take reasonable care to protect them from a known or a reasonably foreseeable risk of harm and/or injury. Discharge of this duty requires a teacher to take such proactive measures as are reasonable to prevent harm and/or injury to a student.

The engagement of an external provider, no matter their level of expertise, does not release the school from its obligation to ensure the safety of its pupils who participate in the excursion. The school still has a duty of care.

RELATED DOCUMENTS

- Emergency and Critical Incidents Management Policy
- Behaviour Management Policy

SCOPE AND RESPONSIBILITY

This policy applies to all staff at Yallingup Steiner School.

Responsibility for the annual review lies with the School Executive and the Board.

The School Executive is responsible for the management of on-site and off-site school related emergencies and Critical Incidents following any initial First-Aid responses during an excursion. The aim being to minimise trauma and distress to students and staff and to satisfy Department of Education Regulations.

CONSENT FORMS

It is essential that a parent's consent is genuine and based on thorough and complete information about the excursion.

A consent form or permission note is a two-way communication. The school

provides details of the excursion and the parent gives permission for the child to attend and provides all the information the school needs to help care for the child.

Consent must be received from a parent before a student is allowed to participate in an excursion. Before parents are asked to give consent, they will be made aware of details of the excursion, including:

- an outline of the activities, particularly any hazardous activity or those requiring specialist instruction.
- the identity and number of supervisors and whether any of them will be volunteers/parents (e.g. This may be an issue if the parents are separated and one of the parents has restricted access to the child and is going to accompany the excursion as a volunteer).
- the itinerary and transport arrangements.
- the name and phone number of the school contact (during school and after hours).
- full details of time, location and cost.
- details of emergency protocol (see 'Emergency Protocol' section).
- a statement that troublesome students will be sent home at parental expense.

Only students with a signed consent will be allowed to participate in an excursion.

MEDICAL INFORMATION

Yallingup Steiner School requests detailed medical information pertaining to students and consent, for staff to call a doctor and/or ambulance whilst students are on excursions if deemed necessary.

Forms must state that parents will be required to meet all associated costs.

Medical forms will remain in possession of the teacher in charge throughout the duration of the excursion. A copy of this information will be retained at school for referral during the excursion and for future reference.

Consent forms will ask parents to detail:

- All medications the child is taking, both long term and short term;
- Emergency contact details for; a) parents and carers and b) a secondary authority;
- Any cultural sensitivities that providers may need to be aware of.

REGULAR EXCURSIONS

For bushwalking excursions and any other regularly scheduled excursions throughout the school year, totalling three or more, one consent form will be required only. The initial consent form will still meet the same requirements for off campus excursions and will be risk managed in the same way.

Parents have the responsibility to maintain up to date information about their children.

PLANNING

Thorough prior planning is an important component of a successful excursion and is the primary responsibility of the supervising staff in collaboration with the Education Facilitator.

Executive's Consent

It is important that the School Executive is aware of all excursions and camps being planned and of all aspects of the activity. This includes risk management details and contingency plans that have been made to deal with emergencies.

All details must be submitted to the School Executive before final approval for an excursion can be granted.

Itinerary

A full itinerary must be prepared providing excursion details including:

- dates and times (commencement, return and significant events during the excursion)
- locations being visited
- activities planned
- locality of delivery and pick up points for students
- transport (whether public or private transport is to be utilised and what type of transport will be used)
- accommodation
- phone numbers for the place of accommodation and of the teachers accompanying the students.
- cost
- details of external providers being used
- food required

Emergency Protocols

It is not possible to plan for all possible emergencies that may occur on an excursion, but a comprehensive risk management process will be undertaken to identify and control as many risks as possible.

Organisers will collect:

- Consent forms and Medical Information forms as per Sections 4 & 5 and contact details for hospitals in the area in which the excursion is taking place.

Supervision

Organisers will ensure:

- Teacher/ student ratios are adequate for the type of activity and age/ability of students;

- Weather conditions are suitable;
- Volunteers who are not parents hold WWC cards;
- Chain of command is established;
- Teachers or volunteers have the required specialised training or qualification for the excursion (e.g. First aid certificate, bronze medallion, special drivers licence);
- The teacher in charge has attained relevant knowledge of the area where the excursion is taking place;
- Allocation of responsibility for supervised return home of a student presenting with challenging behaviours and who will cover associated costs;
- Adequate duty of care is maintained if the excursion is organised by an external agency.

Student Details

Organisers will determine:

- Number, age and gender of students attending the excursion (to determine the level of supervision necessary);
- Details of students with disabilities or special needs and whether the supervisors require any special training to attend to these students;
- Details of any allergies or special medication required for students. Whether the supervisors need to administer this to the student and if so, whether they require any special training to do so;
- Whether students are capable of participating in the planned activities e.g. Can they swim? If a student can't participate in an activity, what will the student be doing during that time and how will the student be supervised?

Equipment to be Used and Specialist Instruction

Organisers will determine:

- Whether the equipment to be used on the excursion is adequate for purpose and in good repair ;
- If the activity and equipment to be used is covered by the School's Insurance Policy;
- Whether any of the activities to be undertaken on the excursion require specialised instruction. If so, details of who will provide the instruction;
- If the school is engaging external providers, details of the instructors' experience, qualifications and insurance cover.

Insurance

Appropriate insurance cover needs to be thoroughly investigated. Particular attention must be given to establish whether the school's current insurance policies are adequate for the purposes of the excursion. Issues to be considered include:

- Whether the policies cover the risks associated with travelling;
- Whether the teachers/supervisors will be covered by the school's insurance whilst on the excursion;
- Whether volunteers will be covered by the school's insurance whilst on the excursion;

- Whether the activities being undertaken on the excursion fall within the scope of the school's insurance policies;
- If students participating in the excursion are from different schools, whether the host school's insurance policies cover those students;
- Cover if the excursion is organised by an external agency;
- If the excursion is arranged by an external agency but is supervised by teachers from the school, who is responsible for the insurance cover for the students and the teachers;
- The Education Facilitator and Business Manager, as part of the School Executive, will determine whether there is adequate insurance cover in response to the Teacher Planning documentation.

Teachers will refer to Appendix 3: Risk Management Checklist, when planning excursions and submit as part of their planning documentation to the School Executive.

The Executive makes the final decision and recommendations regarding suitable risk management surrounding excursions.

Assessing Student Capabilities

The capabilities of students attending an excursion are a major factor in determining the level of supervision, the number of supervisors needed and the experience and skills of the supervisors required.

The organising teacher(s) must be confident that all students involved are able to demonstrate an appropriate level of capability before being allowed to participate in activities that involve risk, especially aquatic activities.

For excursions using external instructors, teachers will contact them for a list of activities planned, what is expected of the students during the excursion and what level of expertise is required by students, before commencing.

For further information on water based activities see *Appendix 5: Aquatic Activities*).

Staff/Leaders

The School Executive is responsible for ensuring that the teacher or assisting instructor is sufficiently qualified and prepared to run the excursion.

- Documented evidence of relative training must be obtained.
- Rescue and first aid training is essential to have amongst the supervising adults for aquatic excursions. (See *Appendix 5: Aquatic Activities*)
- For non-aquatic excursions, one teacher/instructor must hold current Senior First Aid.

For all excursions there must be a minimum of two adults regardless of the group size and one of these adults must be a teacher.

External Instructors

For many excursions, external instructors are required to either assist the teacher in charge or to run the activity. It is important that the school ensures that the instructor has

the appropriate qualifications, experience, police clearance, insurance coverage and permits required and has given the school details of these prior to the excursion.

External providers often include disclaimer and indemnity clauses in their standard form paperwork. Disclaimers are clauses in which the external provider seeks to escape liability for negligence for which it may otherwise be liable. These clauses may cover only the negligence of persons not under the control of the external provider (for example, members of the school staff or volunteers attending the excursion) but may also seek to exclude liability for the negligence of even the staff members of the external provider. Indemnity clauses are clauses in which the external provider seeks to obtain an undertaking from the school to reimburse the external provider for any amount it may be ordered to pay to a third person arising out of the excursion.

Yallingup Steiner School will carefully consider the terms of any proposed disclaimer or indemnity clause and seek appropriate legal or other advice if unclear of the possible implications.

- To ensure that school staff do not engage external providers without due consideration of 'the fine print' only the Executive Committee may sign disclaimers.
- External Instructors must also complete the *Confidential Declaration for volunteers and External Providers* form. (Attachment 1)

Safety Preparation

1. Use of Vehicles

Privately owned cars

The school's duty of care extends to ensuring that all private vehicles used by parents and teachers on school excursions adhere to certain guidelines.

Yallingup Steiner School requires:

- All drivers to be fully licensed, with no restrictions; including P, L or E plates.
- The appropriate seat restraints to be in place for children aged seven (7) years and under.
- Written permission is obtained from parents for their child to be driven in a private vehicle.
- Approval is given by the School Executive for teachers to use cars to transport students.
- Documentation is completed and retained by the school, including the names of the children in the vehicle, the licence number of that vehicle and the driver's name.
- Sighting the driver's licence to confirm they are:
 - a) a licenced driver
 - b) licenced to drive the type of vehicle planned for use.
- Sighting a copy of the vehicle's comprehensive insurance.
- Sighting vehicle registration.
- The excursion organisers are to notify drivers of privately owned vehicles that

the school will not accept any liability for damage to the vehicle.

2. Discipline Procedure

Before the start of any excursion, it is important to outline to all students, assisting adults and parents what student behaviour is expected during the excursion, emphasising the consideration of safety.

For some excursions, consideration may need to be given to an individual student's previous behaviour. For example, a child known to have significant difficulty following teacher's instructions or prone to wandering away will need extra supervision or sometimes may not be permitted to attend an excursion.

All discipline and matters relating to general conduct should be left to the teaching staff. All other assisting adults (parents, non-teaching staff and outside staff) should be asked to refer issues arising to a teacher.

The teacher in charge will have a clear process in place for removing a student from an excursion and returning them home or to school.

3. Student Management

All students attending an excursion should be marked on a roll at regular intervals, before moving between activities or moving to another location and at the beginning and the end of the excursion.

4. Parent Involvement

Parental involvement on excursions can provide many benefits, including:

- increasing the adult to student ratio
- use of specialist medical or first aid skills
- transporting students to the venue
- acting in an instructional role
- modelling expected behaviours
- assisting with organisation during an excursion

The School will ensure that parents participating are aware of;

- emergency procedures
- minor first aid procedures
- medical conditions of the students
- discipline (to be managed by teachers only)

All adults not employed by the school must complete Attachment 1. 'Confidential Declaration for Volunteers and External Providers', and hold a current Working With Children Card to ensure that the school has taken 'reasonable steps' to ensure the person has no convictions.

If an activity has an overnight component, all accompanying adult supervisors, including parents, must possess a current Working With Children Card.

5. Student /Teacher Ratios

There are many factors that influence the ratio of teacher to student, including the age of the students, their capability, the location of the activity and the nature of the activity. Even

though there is no legal requirement to provide a certain number of adults, the school will be always mindful that;

- One of the adults accompanying any group will be a registered teacher.
- For mixed groups, it is preferable that there is one male and one female teacher present;
- For excursions lasting more than one day, volunteers can be used for part of that time so that the male/female mix remains as long as there is at least one teacher always present;
- A minimum of two adults will accompany groups irrespective of the group size, with one of the adults being a teacher;
- If an adult other than a teacher is busy with students, a teacher will always be in close proximity, to take responsibility for duty of care.

6. Student Safety

Before any excursion, the teacher in charge must make sure that all supervising adults and the school administrators are fully aware of all safety aspects of an excursion.

Safety considerations will vary due to the nature of the activity, the students involved, and the length of the excursion.

The teacher in charge will have a list of all students involved in the excursion and knowledge of any medical conditions for individual students.

The location will be checked by the teacher in charge or service providers for suitability prior to the excursion commencing.

Once the location has been deemed suitable, clear boundaries will be set to define the area for student use.

7. Emergency Plans

All offsite excursions must have an Emergency Plan

Some activities have a higher intrinsic level of risk than others. For example, an abseiling excursion has a higher level of risk than an excursion to the zoo. It is, therefore, essential that the teacher in charge be fully aware of the intrinsic level of risk of the excursion to be undertaken:

- A relevant Emergency Plan must be created and understood by all teaching and supervising staff;
- The Emergency Plan should ensure access to emergency support without compromising the duty of care to the group or the casualty;
- There must be a clear understanding of relevant safety procedures in the event of an emergency;
- The teachers in charge must make sure that they have a complete understanding of the area in which the activity is being held e.g. Distance to hospital, access with 2WD/4WD

Appendix 1

Confidential Declaration for Volunteers and External Providers This form must be completed by anyone who is not an employee of the Yallingup Steiner School and who will be working with or in proximity of students.

Please place a tick in one of the boxes below.

I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.

I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: _____

Date: _____
(BLOCK PRINT PLEASE)

Signature: _____

Telephone: _____

Company: _____

Address: _____

Appendix 2

Excursion / Incursion Form

This form is to be completed and submitted to the School Executive, ideally at least 4 weeks before the planned excursion.

Excursion/ Incursion/camp Information

Teacher in Charge: _____

Reason for Excursion/incursion:

Date of Excursion/incursion: _____

Provider's name:

_____ What areas of

the school will be needed if incursion?

Which staff will be attending? _____

Parents/ attending? _____

What is the total cost of the Excursion/ incursion? _____

Has a risk assessment, including checking the experience, qualifications and
WWCC requirements of the provider, been conducted? _____

- Please attach the risk assessment to this form.
- Please also attach a list of participating students highlighting any special needs, medical and health considerations.

Has an Emergency Plan been created for this excursion? _____

- Please attach an Emergency Plan to this form.

School Executive Confirmation

Notes for consideration:

Executive Representative signature: _____

Date: _____

Appendix 3

RISK ASSESSMENT CHECKLIST

Excursion:

Staff:

Class:

Date:

Signature:

REQUIREMENT	NOTES	CHECK
RECONNAISSANCE OF VENUE		
WORKING WITH CHILDREN CHECKS (WWCC)		
WEATHER CONDITIONS FAVOURABLE		
DRIVERS LICENCES SIGHTED		
COMPREHENSIVE CAR INSURANCES SIGHTED		
VEHICLE REGISTRATIONS SIGHTED		
CONFIDENTIAL DECLARATION FORMS SIGNED (Appendix 1)		
PERMISSION SLIPS SIGNED		
INSURANCE CHECKS		
EMERGENCY PLAN SUBMITTED		
STUDENT/TEACHER RATIO APPROPRIATE FOR ACTIVITY		
MEDICAL PLANS UPDATED		
FIRST AID KIT STOCKED		
CHAIN OF COMMAND ESTABLISHED		
RELEVANT QUALIFICATIONS OBTAINED AND OR SIGHTED		
PROVISION FOR SUPERVISED RETURN OF STUDENT(S) IF NECESSARY		
SPECIAL PROVISION FOR DISABILITIES OR SPECIAL NEEDS		

Appendix 4

Excursions and Camps Consent Form (Sample)

I give permission for _____ (name of student) to attend the excursion/camp (please indicate)

to _____ on _____ (date/s).

My contact details during this time:
_____ (phone)

Name and details of secondary authority if I am not contactable:

Name: _____

Phone: _____

Relationship to student: _____

Medical Consent: Please attach details relevant to the following medical considerations:

- Details of all medical conditions or illnesses (including asthma, diabetes, epilepsy, allergies) and the current treatment or possible requirements
- Special dietary needs including any intolerances or allergies.
- Medications to be given during the excursion. Including name of medication, instructions for administering, timing of administration and possible reactions.

Notes:

Signature of Parent/Guardian

Appendix 5

Aquatic Activities

As any aquatic excursion should be considered high risk.

The following should be considered in a more comprehensive way than perhaps would be done for other excursions.

- Student Capabilities
- Qualifications of adults involved
- Adult/student ratio
- Risk Assessment
- Establishing Guidelines for the Activity.

Yallingup Steiner School consults the Department of Education Swimming and Water Based Activities: Appendix S, when considering safety precautions and supervision associated with Aquatic Activities.

See:

[Appendix S: Swimming and Water-Based Activities | Department of Education](#)

All supervision and qualification requirements will equally apply to planning and operations for aquatic activities at Yallingup Steiner School.

Evidence of all supervisor's applicable qualifications must be provided to the School Executive prior to the event as part of the application for Executive consent.

Minimum Qualifications and Competencies

The teacher-in-charge must confirm that supervisory team members possess the skills required for aquatic activities, and have the appropriate experience to identify and manage potential risks in the appropriate water environment.

Refer to Appendix A: General Requirements for mandated:

- first aid qualifications
 - evidence requirements for qualifications and competencies. Rescue and CPR requirements
- The Department Teacher-in-charge must confirm that the supervisory team:
- has recent and relevant experience in the activity at the level being offered to students
 - recent and relevant experience in instruction of the desired aquatic program, and providing emergency rescue
 - has the relevant qualifications, including current CPR qualifications
 - understands the emergency responses and supervision responsibilities. All supervisors must, as a minimum, be able to swim twice the length of the area they are supervising and be able to affect a rescue.

Recognised qualifications are specific to different aquatic environments.

At least one member of the supervisory team must hold a current, activity-specific qualification and/or have attained current, activity-specific competencies through a recognised tertiary institution or Registered Training Organisation recognised by the Department, including:

Swimming Pools and Calm water Must have at least ONE of the following:

- AUSTSWIM Teacher of Swimming and Water Safety certificate (for swimming pools only)
- ASCTA Swim Australia Teacher (SAT) qualification (for swimming pools only)
- Bronze (or higher) award relevant to the specific activity under the National Coaching Accreditation Scheme
- Royal Life Saving Society Australia (RLSSA) Swimming Instructor certificate (for swimming pools only)
- RLSSA School Teacher Aquatic Rescue Training START certificate (for closed and open water locations)
- RLSSA Aquatic Rescue qualification
- Surf Life Saving Australia (SLSA) Surf Rescue certificate
- Surf Life Saving Western Australia (SLSWA) Community Surf Rescue certificate
- RLSSA Bronze Medallion qualification or equivalent
- RLSSA Pool Lifeguard certificate (swimming pools only)
- Australian White Water Rescue Training certificate (for non-surf environments, such as a lake exposed to wind or waves)
- an equivalent award, as recognised by the Director General.

Open water Must have at least ONE of the following:

- SLSA Bronze Medallion
- RLSSA Bronze Medallion (not suitable for a surf beach environment where there are waves and currents)
- SLSA Surf Rescue certificate
- SLSWA Community Surf Rescue certificate
- RLSSA School Teacher Aquatic Rescue Training (START) certificate
- White Water Rescue Training certificate (for non-surf environments, such as a lake exposed to wind or waves)
- Bronze (or higher) award relevant to the specific activity under the National Coaching Accreditation Scheme
- an equivalent award, as recognised by the Director General.

Minimum Levels of Supervision

The teacher-in-charge must confirm that the supervisory team members possess skills in the relevant water-based activities and have the appropriate recent and relevant experience and knowledge to identify and manage potential risks at any stage during the water-based activities. Supervisory requirements must take into consideration the:

- age, experience and capacity of each student
- students' medical conditions, disability or impairment
- supervisors' competence and experience
- type of activity to be undertaken
- location of the activity and nature of the environment (for example, a swimming pool, calm or open water location)
- supervision of students not participating
- Surf Life Saving WA Twitter feed of surf locations and shark sightings
- weather conditions, which must be assessed and monitored in the days leading up

to the activity, on the day of the activity, and throughout the activity.

The supervisory team may need to modify, relocate or cancel the activity at any time.

The level of risk in aquatic activities is dynamic and must be constantly monitored.

The appropriate number of supervisors directly monitoring students in the water must be maintained at all times.

Greater supervision may be required for less able students due to the nature of the waterbased activity, or inherent risks at a particular venue (for example, a water slide or surf beach).

Students must be within the Qualified Supervisors line of sight at all times.

If the activity goes outside of line of sight, additional supervisors are required to maintain adequate supervision.

The minimum level of supervision is dependent on the number of participants in the water and the aquatic environment in which the activity takes place.

10 is The maximum number of students in the water at one time and is based on an assessment of the water and weather conditions, and the impact of these conditions on effective supervision.

If there are not enough qualified staff to supervise the number of students in the water, students will need to be rotated in and out of the water, so that safe supervisory requirements can be maintained.

All students not directly involved in swimming and water-based activities must be appropriately supervised.

Due to the high-risk nature of the activity, it is essential that at least one adult involved hold current lifesaving qualifications. It is essential that the school establish the recommended minimum requirements for qualifications of supervisors.

Student Capabilities

Depending on the location of the aquatic activity, the teacher in charge must insist that all students involved be able to demonstrate they have the level of competence required to complete the activity safely.

Adult/Student Ratio

For all water-based activities there should be at least 2 supervisors at all times and one supervisor must be appropriately qualified.

The ratio of adult to student will depend on many factors, all of which need to be taken into consideration when planning an excursion.

- Student's ability
- Medical or physical conditions of students
- Supervisor's ability and experience
- Age of students
- Location and type of activity being undertaken
- Weather (allowing for changes during the activity)
- Lifeguards on duty at a public facility are not considered part of the supervisory team.

Assessing the Risk

Preparation for the aquatic activity is as important as the activity itself. Adequate and thorough preparation is necessary to ensure all safety aspects are covered. When possible, the teacher in charge will visit the area prior to the excursion in order to gain firsthand knowledge when assessing the risk associated with an activity.

Establishing Guidelines for the Activity

It is essential that all participants are aware of all guidelines before an activity commences.

The supervisors should be made aware of their individual supervisory role including where they are to be positioned, which area is theirs when scanning for students and what the safety check systems are e.g. buddy system where swimmers are paired and regularly checked.

A supervisor's role includes:

- testing the area prior to students being allowed to enter;
- continually evaluating the area for changes e.g. Weather conditions;
- ensuring that the staff member responsible for safety is ready to enter the water;
- carrying out regular roll calls/head counts;
- ensuring all students are always in clear view of staff members responsible for safety;
- describing to students the communication methods to be used e.g. whistle;
- ensuring that the emergency plan is able to be executed at all times e.g. Mobile phone, flotation devices.
- Outlining the boundaries for open water activities.

Duty of Care and External Providers

Supervising teachers must be aware that Duty of Care cannot be delegated to external providers.

Where External Providers are engaged, teachers-in-charge must obtain copies of the documentation from the External Provider.

These documents must be included in addition to school documents submitted for planning approval by the site manager.

The external provider must provide evidence of sufficient and current public liability insurance and professional indemnity insurance.

As duty of care for students cannot be completely delegated when an external provider is used, the respective roles and responsibilities of supervisory team members and external provider staff need to be clearly established and documented prior to commencing the activity.

Any adult involved in activities with students needs to have a current Working with Children Check in accordance with the Department's Working with Children Checks in Department of Education Sites policy.

Guidance Confirmation of an external provider's competency can be achieved by examining

the currency and relevance of the external provider's qualifications, accreditation and/or other training, and checking relevant website or other written information they provide about their:

- currency of experience (e.g. maintained log books);
- organisation's accreditation;
- commercial operator's permit;
- acquisition of other licences and permits required by statutory authorities and land owners; or
- current qualifications and any other relevant training of instructors.