CARNARVON CHRISTIAN SCHOOL

"Walk as Children of Light"

EXCURSIONS, INCURSIONS AND CAMPS' POLICY

INCLUDES RISK ASSESSMENT FORMS

Review Due August 2026

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Child Safety

Carnarvon Christian School acknowledges our responsibility to God, CCS is committed to ensuring the safety, welfare and wellbeing of all children and young people at the School. We are dedicated to protecting students from abuse and grooming by implementing robust policies and procedures to deter abuse and/or grooming and to facilitate detection and reporting at CCS. Carnarvon Christian School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment

EXCURSIONS and CAMPS

1. POLICY STATEMENT

- An excursion is any student-learning activity conducted off the site of the Carnarvon Christian School grounds, which is organized or managed by a member of the school's teaching staff.
- For the purpose of this policy, a camp is an excursion that extends to one or more overnight stay(s).
- All excursions and camps at Carnarvon Christian School (CCS) must have the approval of the Principal.
- Parents or guardians of students must be given clear and comprehensive details of the excursion and their consent for the participation of their children must be obtained before the excursion.
- CCS Principal is responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both students and supervisors.
- We always ask these questions:
  What is the educational benefit of the proposed activity?
  What risks are inherent in the activity?
  Do the benefits justify the risk?
  Do our insurers cover us for this activity?

2. RATIONALE

Students' experiences outside the school grounds contribute to the development of their understandings, skills and attitudes. Thus excursions and camps that build on and reinforce the school curriculum can develop and consolidate students' understandings and skills. Furthermore, excursions and camps which are designed in such a way as to reflect genuine Biblical principles and values will engender within the student's attitudes that encompass the Fruits of the Spirit (Galatians 5:22).

Carnarvon Christian School will therefore endeavor to provide its students with excursions and camps that will enhance the offered educational program and overall reflect authentic Christian principles and values.

3. PROCEDURES

3.1. GENERAL

Submit forms appendix G and H to Principal for excursion approval.

Once approval received Follow Checklist Appendix A

Approval must be given by the CCS Principal to the teacher-in-charge of the camp or excursion.

The Teacher-in-charge must prepare an Excursion Management Plan for the proposed excursion (See APPENDIX A).

These include:

- Assessment of risks relevant to:
- Environment;
- Transport;
- Students' capacity;
- Supervisor/Supervisory team's skills; and
- External providers.
- Supervision;
- Identification;
- Parental/Guardian consent;
- Emergency response plan; and (See appendix
- Excursion briefing.

3.2. ASSESS RISKS

Teachers at CCS are to identify the potential risks a particular activity presents to students and supervising adults. Identified risks are to be analyzed along with a context for the development of appropriate countermeasures, which will either eliminate the risks or control the risks to an acceptable level. The emphasis will be on thorough risk management planning (site–specific and activity specific) before approving and conducting the activity. All activities carry different levels of risk. The level of risk will change as any of the elements of the activity change; that means change to the environment, transport, student ability, teacher capacity or external provider's competence. See appendix H

3.2.1. ENVIRONMENT

The teacher-in-charge must determine the suitability of the venue relative to the students' skills and experience, the planned activities and the supervision required.

CCS Excursions are not to be conducted in the Wittenoom town-ship or locations near the Wittenoom mining area. Wittenoom is not to be used as a base for excursions into the Karijini National Park.

CCS Water Guidelines [APPENDIX] details requirements for on and off-site activities and excursions near water bodies.

3.2.2. TRANSPORTATION FOR EXCURSION

BUS

If the excursion requires a bus as the mode of transport, the teacher will make and confirm this booking once the Principal has approved the excursion.

The Nominated Supervisor must ensure that he seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats. Any

requirements for seatbelts or safety restraints under law must be followed depending on the vehicle used. If the bus has seatbelts they must be worn at all times.

The Teacher in Charge of the excursion shall ensure that the drivers of any vehicle are persons who act responsibly and give due regard to the safety and wellbeing of the students.

A copy of the driver's license of the staff member that is to be driving the bus is to be sighted and copied and kept with the excursion permission forms and risk assessment forms.

CAR

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons – bus) must be fitted with seat belts and/or child restraints that are appropriate for the age and weight of each child that conform to Australian Standards, and are professionally installed.

The vehicle must be registered and free of any defects that could put any passenger at harm. All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The process for entering and exiting the Service premises safely must be considered at all times.

The school will not accept any liability for any damage to the vehicle
The vehicle's third party cover should insure children against injury.

National Child Restraint Laws for Vehicles

- Children aged from 4 years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than 7 years in an approved child restraint or booster seat.
- Children aged from 7 years old but under 16years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat.
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

WALKING

Supervisors must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings.

Supervisors must wear high-vis safety vest.

Supervisors will ensure all children and adults obey road rules

Supervisors will ensure children follow the 'stop, look, listen and think' process when walking near roads.

3.2.3.STUDENTS' CAPACITY

The teacher-in-charge of the excursion must be satisfied that the excursion activities do not exceed the skill level of students.

Alternative arrangements are to be made for any student who does not participate in an excursion.

Consideration must be given to medical requirements of students participating in excursions. Where an excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the excursion organizers to determine the medical needs of the students who are to attend the excursion. This shall include information such as:

- any known medical conditions;
- any medication which is required;
- any allergies; and
- any medical condition which may prevent a student from participating in a particular activity dietary needs.
- Any changes which need to be made to cater for children with different needs

3.2.4.SUPERVISOR/SUPERVISORY TEAM'S SKILLS

The teacher-in-charge of the excursion and assisting adults/instructors (supervisory team) have a responsibility for the care and welfare of students on an excursion while under the direction of the attending senior teacher.

Where an excursion is likely to be strenuous or where participation could affect the medical condition of students, at least one adult attending the excursion is to have a recognized and current First Aid qualification.

The teacher-in-charge of the excursion must ensure that the supervisory team has appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion.

Supervisory Team Skills:

- Identify and establish a safe activity environment;
- Effect a rescue and render emergency care;
- Monitor and respond to weather and environmental conditions (including fire rating) before and during excursion activities: and monitor and assess the physical well-being of the students; and
- Where a member of the supervisory team agrees to perform tasks that require them to personally care for students in the absence of a member of the teaching

staff, the teacher-in-charge must consider the suitability of that adult for the task being assigned taking into account the:

- Number of students involved;
- Age, experience and capabilities of the students;
- Activities to be undertaken; and
- Characteristics of the venue.

3.2.5.EXTERNAL PROVIDERS

The teacher-in-charge must be satisfied that the external provider is competent.

External providers involved in activities with students, other than staff member of a University must have both a current Working with Children check and must also sign the Child Safe Code of Conduct.

External Providers must have the appropriate level of public liability insurance.

Teachers should be aware that external providers often include a disclaimer and indemnity clause; in their standard paperwork to escape liability for negligence and CCS may become liable.

3.3. SUPERVISION

Supervision strategies must ensure that the safety and well-being of students is maintained at all times.

A minimum of two adults should accompany the group irrespective of the group size, with one of the adults being a teacher.

Recommended teacher: student ratios for excursions:

- where no water activities are involved:1:10;
- where water activities are involved: Up to 1:8; and
- In-term swimming lessons up to 1:16.

Various locations may have their own adult: student supervision requirements.

3.4 PARENT INVOLVEMENT

Parents assisting in an excursion will be given a copy of the CCS Child Safety and Wellbeing Policy and a copy of the CCS Child Safe Code of Conduct Policy. The teacher will highlight the importance of children's safety and wellbeing and the parents will be asked to read and sign the Code of Conduct Policy.

Before departing for the excursion, teachers will meet with parent helpers and clearly outline the roles that they will be responsible for on the camp/excursion.

They will also be briefed and made aware of the emergency procedures, minor first aid procedures, any medical conditions of the students in their care

It will be stressed that all willful or persistent breeches of discipline should be handed onto teachers.

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

3.5 IDENTIFICATION

The teacher-in-charge is to decide on a suitable system(s) of identification for excursion participants based on the assessment of the environment, students' skills, the type of activities to be undertaken, and the number of students. i.e. school uniforms.

3.6 PARENTAL CONSENT

Parental or guardian consent is required for all excursions. Information must be provided to parents/guardians in advance of the excursion date to enable them to make informed decisions about their children's participation. Teacher-in-charge must include all information outlined in **APPENDIX B.**

CCS is to make provisions so that no student is prevented from attending excursions on financial grounds.

School excursions form part of Carnarvon Christian School's curriculum program and therefore are to be attended by students. Where parents or guardians have any issues regarding the attendance of their child/children on school excursions these issues shall be discussed with the Principal. Care will be taken to protect the right of parents or guardians to decide whether or not to send their children on school excursions.

Where a student does not attend an excursion the school must provide an alternative educational program at school.

Specific written instruction is to be obtained from parents or guardians for the administration of medication. Medical forms, permission and excursion proposal forms are housed in CCS Administration.

3.7 EMERGENCY RESPONSE PLAN

The teacher-in-charge must develop or obtain a response plan (see APPENDIX D) that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.

The response plan must be made known to the supervisory team.

The teacher-in-charge must have ready access to:

- A list of the names of participating students and their parent/guardian contact telephone numbers;
- An authority for each student, permitting emergency medical treatment to be administered.

- The Student Health Forms and Health Care Authorizations of those students who are known to have particular health requirements;
- Relevant health information of supervisors; and
- A copy of these must remain with the school.

A medical kit including Epipen, asthma reliever medication and mobile phone must be kept within close proximity at all times.

Where an excursion was strenuous or when during the course of an excursion a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report is to be submitted to the CCS Principal by the teacher in charge of the excursion. See appendix E

3.8 EXCURSION BRIEFING

The teacher-in-charge is responsible for ensuring the clear communication to students and supervisors of all relevant information about respective responsibilities and obligations including the following:

- Emergency procedures and signals;
- Methods of communication;
- Appropriate use of any equipment;
- Roles of supervisors;
- The system for identifying students and supervisors;
- Areas demarcated specifically for identified student groups; and
- Standards of acceptable behavior.

3.9 RETAIN RECORD OF EXCURSION

Details relating to all excursions are to be retained by Carnarvon Christian school, including:

- Signed management plan;
- Names of planning and authorizing staff;
- Names of participants;
- A brief description of the excursion; and
- Parent consent forms.

3.10 CAMPS

The teacher-in-charge must adhere to the aforementioned Excursion policy as well as the following.

3.11 BILLETING

Where students are to be billeted, the teacher-in-charge must:

- Advise the parent in the host family of their responsibilities;
- Receive a statement from the parent in the host family giving an assurance to provide a safe and secure home environment for each billeted student including undertakings that:

- For host families that reside in Western Australia (WA), each adult in the household who performs duties for the billeted child must have applied for, or hold a valid Working with Children Check in accordance with the department's Working with Children Checks policy;
    - For host families that reside in states other than WA, each member in the household must comply with the relevant child protection legislation in the state in which the excursion is occurring;
    - The household members do not have criminal convictions that may preclude the host family from billeting a student;
    - The accommodation includes:
        - A private bedroom or one shared with a student of the same gender;
        - Private bathing and toilet facilities; and
        - Consideration is given to any special requirements (e.g. avoidance of asthma triggers).
- The student will not be exposed to passive smoking; and
- A nominated member of the supervisory team will be notified of any travel by the student involving an overnight stay during the period of the billet.
- Ensure that a nominated member of the supervisory team:
    - Is contactable for the duration of the billet;
    - Contacts the students regularly during period of the billet; and
    - Has access to transport in order to visit the student(s) at short notice.

Supervisory and accommodation arrangements are to be such that supervisors are not placed in a position where there is potential for allegations of improper conduct. In particular, sleeping and ablution arrangements must not place any supervisor in situations where the propriety of their behaviour could be questioned.

3.12 INTERSTATE DOCUMENTATION

The following documentation must be provided to the CCS principal and retained by the school in an easy to access location.

- A brief description of the purpose of the excursion;
- An outline of the itinerary including accommodation details;
- The source of funding for the excursion;
- Names, addresses (home and away), and contact details of students and supervisors;
- Relevant medical action plans for each student and supervisor undertaking the travel;
- A copy of the Checklist for Excursions (see APPENDIX A) bearing the Principal's signature;
- As appropriate, an air travel application form for each staff member; and
- An out of hours (including holiday) contact telephone number of a member of the teaching staff (not on the excursion) who is familiar with the excursion participants and itinerary details.

3.13 INTERNATIONAL DOCUMENTATION

In addition to Interstate Documentation, International travel has the following requirements:

- Travel arrangements must include medical and other insurances for all excursion participants;
- The teacher must forward a detailed plan (regarding the travel, accommodation and supervisory arrangements) to the school principal of each student. The information must include the procedures to be followed in the event of termination of a student's participation on an excursion.

- The CCS principal must :

    - be satisfied that the plan appropriately addresses safety standards and duty of care responsibilities before forwarding the information to parents/guardians;
    - be satisfied that the teacher-in-charge has the appropriate skills and experience to organise the excursion and provide for the management of events that may arise during the excursion; and
    - attest in writing that the student(s) is sufficiently responsible and reliable to participate in the excursion.
- The consent form bearing the parent/guardian(s) signature must be returned to the school and subsequently, it (or a photocopy), forwarded to the teacher-in-charge. A copy must be retained by Carnarvon Christian School.

APPENDIX A: SAMPLE INFORMATION FORM FOR PARENT /GUARDIAN

A letter is to be written by the teacher through Compass, outlining the background to their excursion. It is to contain the following points [as a minimum]. Once sent home it is to be retained by parents/carers for future reference.

The actual permission/consent form should not be on the same page as this covering letter.

LETTER HOME NEEDS TO COVER;

- reason for excursion/school camp
- activities to be conducted on the excursion (**particularly hazardous activity or those requiring specialist instruction)**
- date(s)
- costs
- location
- transport arrangements
- itinerary
    - location: arrive: depart:
- student contact arrangements during excursion
- the identity and number of supervisors and whether any of them will be volunteers/parents.
- name and phone number of the school contact
- details of emergency protocol
- supervision to be provided
- staff action in case accident or illness on the excursion
- special clothing or other items required

APPENDIX B: EXCURSION CONSENT FORM FOR PARENT /GUARDIAN – sent digitally through Compass

Event Handbook: The Mighty Gascoyne Delta excursion

Event Details

Description/Educative Purpose:

Year 4,5,6 will be attending the following locations

Gascoyne river mouth to observe and photograph the rivers mouth to study how flooding and sediment movement affect the landforms and ecosystems at the river mouth.

They are going to learn the morphology of the river mouth, sediment transport, and ecosystem changes during flooding.

Chinamans Pool to explore the significance of Chinamans pool to the local First Nations peoples and observe how floodwaters affect natural water bodies.

They are going to learn the cultral history and ecological changes following flooding events.

Dwyers Leap to investigate erosion and sediment deposition along the riverbank. Compare flood impacts from historical events like the 2010 flood.

They are going to learn the weathering, erosion and flood prevention methods historically used.

Levee Bank to study the levee banks and observe their role in flood mitigation. Take measurements and photographs to analyze the effectiveness of the levee systems.

They are going to learn the flood prevention, engineering solutions, and land use planning to protect the town.

Flood Marker Pole to examine the flood marker pole to understand the historical flood levels and their impact on the town of Carnarvon. Discuss the local community's response to flood events.

They are going to learn the historical flood records, flood management strategies, and community adaptation.

All students will be transported via bus and there will be **no** costs involved

Session Times:

Date/Time	Session Name	Venue
Wednesday, April 30, 12:30PM - 02:15PM	The Mighty Gascoyne Delta Excursion	Gascoyne River mouth, Dwyers leap, Chinamans pool, Levee Bank, Flood marker pole.

Additional Details: Please Note: - Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on the student file.

Admin Details: Event Organiser To Action:

- Print Event Handbook
- First Aid Bag(s)
- Epipens
- Provide the staff:student ratio below
- Provide Alternate program for students not attending below
- Organise Yard Duty swaps for all attending staff members
- Enter any other admin notes below to assist with approval of your event...

Dress Code: Full School Uniform, Enclosed shoes

Transport: Bus

Consent: Consent due by 29/04/2025

Authorisation

I give permission for the student to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to administer such first-aid as the staff member in charge judges to be reasonably necessary.
I understand that this is an official school event and that the student will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

**refer to event roll consent column to confirm consent date.*

Risks

Activity: Risks
Hazard: Rain, strong winds, hot sun
Description:

Control Measure	Description	Responsible	Schedule
Weather conditions	Ensure all participants wear sun protection, carry water, and wear appropriate footwear. Have emergency plan in place	All staff	During

Activity: Risks
Hazard: Injury
Description: slips, trips, falls

Control Measure	Description	Responsible	Schedule
Injury	Ensure students are wearing suitable footwear. monitor terrain closely. Keep students away from unstable or hazardous surfaces.	All staff	During

Activity: Risks
Hazard: Dehydration and fatigue
Description:

Control Measure	Description	Responsible	Schedule
Dehydration and fatigue	Encourage regular water breaks, Supervise rest periods to ensure students stay hydrated.	All Staff	During

Activity: Risks
Hazard: Wildlife encounters
Description:

Control Measure	Description	Responsible	Schedule
Wildlife Encounters	Provide information on avoiding harmful plants or animals. Carry first aid for allergic reactions.	Staff	During

Activity: Risks
Hazard: Slips or falls near water
Description:

Control Measure	Description	Responsible	Schedule
Slips or falls near water	Advise students to walk cautiously. Ensure no one climbs on slippery rocks or approaches dangerous areas.	Staff	During

Activity: Risks
Hazard: Tidal currents or strong waves
Description:

Control Measure	Description	Responsible	Schedule
Tidal currents or strong waves	Keep students at a safe distance from the water. Avoid times with strong currents and check tide schedules.	Staff	During

APPENDIX C: SAMPLE STUDENT HEALTH FORM

STRICTLY CONFIDENTIAL

This information is required for each student participating on the excursion. It will assist the school and supervising teachers in the preparation and planning of excursions.

STUDENT DETAILS

Student's name: Date of birth:

Parent/Guardian's full name:

Address: Postcode: _____

Telephone no. – home: _____

– work: _____

– mobile: _____

Name of family doctor: _____ Telephone no: _____

Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion

Yes ☐ No ☐

If "yes", please give details:

Is your child allergic to:

Penicillin	☐	*(Please give details)*
Any other drug	☐	_____
Any food	☐	_____
Other	☐	_____

Date of last tetanus vaccination: _____

Medication

Parents/guardians are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of prescribed medications prior to the excursion.

Is your child presently taking tablets and/or other forms of prescribed medication?

Yes ☐ No ☐

Does your child self-administer the medication? Yes ☐ No ☐

If "yes", state name of medication, dosage and frequency of use:

_____

Does your child have a current Health Care Authorisation Plan at school?

Yes ☐ No ☐

Other information

Please provide any other information about your child which will enable the organisers of the excursion to provide better care for your child.

_____

_____

Signature…… Date……

APPENDIX D: EMERGENCY RESPONSE PLAN

EMERGENCY SIGNALS AND RESPONSE REQUIRED *E.g. whistle = students sit, raised arms = no talking etc.* Made known to all students and supervisors	☐
EVACUATION PROCEDURES Procedures and location of emergency equipment are known by Teacher-in-charge and supervisors	☐
DOCUMENTS Contact details Health Forms and Health Care Authorisations for students Relevant Health information of supervisors A nominated supervisor to be responsible for documents A copy of all documents remain with the school First Aid Kit	☐ ☐ ☐ ☐ ☐ ☐
COMMUNICATION Mobile phones	☐
REMOTE LOCATIONS *may include* Other means of communication beside mobile phone Map of area showing location of nearest telephone, ranger's residence, hospital, SES office, nursing station Access details (i.e. on-foot, 2WD and 4WD) One person monitors weather/fire warnings.	☐

APPENDIX E: CCS GUIDELINES- WATER SAFETY

- Water based activities for children, although enjoyable; often pose a very real risk for children's safety.
- It is imperative that all staff at Carnarvon Christian School are regularly reminded of how quickly and easily water based activities can turn fatal. Too many incidents of childhood drownings occur in today's world especially given the amount of information and water safety proactive campaigns that are made available in the media. The essence of the duty of care issue for our students then, is for supervising staff to maintain 110% vigilance in their supervision. There must be constant diligence by each member of staff to maintain their alert observation of students when in or near water bodies of any sort.
- Carnarvon Christian School has developed a checklist system to assist staff in the planning for safe use and implementation and in the supervision of water based activities whether in school grounds or off-site in the local community.

A. ON-SITE WATER BASED ACTIVITIES

- Carnarvon has a very low rainfall for the majority of the year and when rain does fall it evaporates or drains away quickly. This means that it is rare that we have natural water bodies occurring within the school grounds. Water storage tanks [rainfall] are professionally installed. Each tank is to have secure roofing and no equipment nearby that would enable students to climb onto them.

- The Kindergarten/Pre-primary play area has a designated water play area. The water play area is surrounded by pool fencing. Any obstacles restricting the drainage of water at the end of a play session should be removed and the water drained.

PLANNING FOR ON-SITE WATER BASED ACTIVITIES

The checklist for use of these water play pieces of equipment are as follows;

- Are the security fence gates all closed
- Is the 'please keep gate closed' sign in place
- Is the fence area clear of any equipment that can be used to 'climb over'
- Is the area clear of hazards that may cause the supervisors attention to be diverted
- Is there at least 1 adult supervising the Kindergarten water play time area
- Do each of the supervising adults know which children and areas they are ultimately responsible for
- Is the timeslot to be used for water activities free of teacher- distractions
- Is the supervising area around the water play equipment free from equipment that may block the view
- Are the pool toys being used in good condition
- Are the water containers clean and free from debris and stale water
- Is the water being used fresh and newly put in

- Is the resuscitation plan easily observable
- Have the children been reminded of the safe water rules
- Is the supervisor within easy reach of children using the water play equipment
- ***On completion of water play;***
- Has the water been completely emptied out of the container
- Have all toys been put out of reach
- Is the safety mat in place, for drying feet on, ready for entry back into the classroom
- Has the pool been turned over so that it cannot be refilled by students or from rain/ sprinklers?

B. OFF-SITE WATER BASED ACTIVITIES

Carnarvon Christian School is pro-active in having its students learn how to swim. Its position near the Gascoyne River and close proximity to beaches means that students need to have the ability to swim in order to stay safe. The public swimming pool is very accessible to CCS, being less than 500 metres from the school. The annual swimming lessons that students are engaged in are run by trained swimming teachers employed by the WA Education department. The employed pool manager and their assistant also assist in supervision and intervention should any student need assistance during lesson times at the town pool. Attending school staff are expected to be on duty when supervising at the pool. Although not permitted to interrupt swimming teachers in their role, CCS staff are to be vigilant in their constant 'behind the scenes' observation of the students while in and around the water.

The pool is run and maintained by the Carnarvon Shire Council and is kept in excellent condition for the safety of community use. The students are allowed to use 'floaty equipment' as part of their lesson times under the strict supervision of their swimming teachers. These pieces of equipment are not allowed to be used by CCS students at any other time, due to the student's perception that they may be 'more safe' than in reality and take unreasonable risks. CCS staff are asked to keep an eye on any such equipment that may be left accidently by swimming teachers or students and to store it away safely as soon as possible to alleviate any risk of a child being tempted to use it unsupervised. CCS staff are to insist that the students always obey the signs and rules implemented at the pool.

Rural and coastal life brings with it dangers inherent in the very easy accessibility of natural bush, beaches and waterways. Unfenced and unsigned water bodies mean that children in particular are at risk. Carnarvon is from time to time flooded and the resulting large water bodies remaining afterward are a constant hazard to children. The Royal Life Saving Society has some excellent detailed information sheets regards water hazards and teachers are go online and access these sheets before visiting the site. These sheets will assist them in their assessment of risks involved. [APPENDIX 1]

Unknown depths, hidden hazards, strong currents, steep slippery banks are just some of the fatal hazards that adult supervisors must take into consideration when water based activities are held off-site of the CCS's grounds.

PLANNING FOR OFF-SITE EXCURSIONS WITH WATER

- Off-site excursions are actively encouraged by CCS if they support and extend the learning planned by teaching staff. At times these excursions will include sites near water and CCS staff are to follow stringent risk assessments when this is the case. A copy of this assessment is found in the Excursions Policy.
- CCS have developed a checklist of items for teachers to use in order to ensure that supervision standards are to be thorough and effective and that the CCS Risk assessment Form is completed correctly.

- The excursion site must be visited by the teacher in charge of the excursion and thoroughly explored, noting down points that contain elements of risk.
- The water body needs to contain fresh not stagnant water.
- Planning of supervision points where supervisors can be placed for optimal viewing of students are to be noted.
- Planning of the parameters that students are to be contained to should be noted.
- Areas of shelter for the times where students will need to sit/ eat / rest / work for periods of time to be noted.
- Areas where First Aid and rescue equipment may be left safely and within easy reach as need arises.
- Teachers are required to map out the day, planning for each event or activity, noting things such as how many students can access each area safely at a time, how long will this take, how best to supervise each group when differing activities are happening simultaneously.
- Teachers then need to take into account how many adult helpers they will require to safely carry out the excursion. Ratios are to be based on current recommendations, remembering that the younger the students the more vigilant the supervision needs to be.
- Should the excursion or camp include students' swimming then planning is to show very exacting details and plans of what will be the procedure should an emergency occur. This planning will be assessed by the Principal and Deputy before teachers will be permitted to allow swimming as part of an excursion or camp.
- Items that must be assessed are for example [but in no way an exhaustive list of criteria];

- Excellent supervision ration by responsible adults at a close distance to students when in the water.
- Personally check conditions of all water bodies before allowing students entry [underwater obstacles such as rocks, branches and rubbish].
- Ensure that entry area allows for students to enter water slowly, feet first.
- Check for and avoid areas where there are crumbling or slippery riverbeds and slippery dam edges.
- Crossing of flooded inland waterways is not permitted.
- Ensure there is adequate rescue equipment in strategic and easy to reach positions.
- Students must be buddied up at all times with bright rash vests for easy identification if swimming time is involved.
- Adults should be assigned specified students as their main observation task.
- Ensuring there are qualified First Aid officers on the excursion and that an emergency transport vehicle is on-site should it be required.

APPENDIX G: EXCURSION DETAILS – example of forms used 2024 – now completed in Compass digitally

Excursion detail form can be found at:

"O:\OFFICE DATA (Shared Folder)\OFFICE TEMPLATES\Excursion letters\Excursion forms TEMPLATES\TEMPLATES\Excursion Risk Management Plan template.docx"

Example below:

CARNARVON CHRISTIAN SCHOOL RISK MANAGEMENT PLAN

RISK MANAGEMENT PLAN

A Risk Management Plan must be prepared for all onsite and offsite recreation and outdoor education activities. For offsite activities the Risk Management must be submitted with the relevant excursion approval form and the Principal is the Excursion Approval Authority.

ACTIVITY									
Name of Activity			Start time:			Start date:			
Location / venue address and contact details:			Finish time:			Finish time:			
Brief description of Activity/activities									
Year groups involved		Total students		Male:		Female:			
Teacher in Charge			Experience/qualifications						
Vehicle make, model and registration number if travelling									
PURPOSE									

CARNARVON CHRISTIAN SCHOOL RISK MANAGEMENT PLAN TNI RADCLIFFE

CARNARVON CHRISTIAN SCHOOL RISK MANAGEMENT PLAN

SUPERVISION		
Is The task being supervised?	Yes	No
Who will be supervising including volunteers?		
COMMENT:		

CONTROL MEASURES in place
What immediate corrective action will need to be taken?

FUTURE RECOMMENDATIONS

SIGNED AND DATED BY THE PRINCIPAL/DESIGNATED PERSON:

CARNARVON CHRISTIAN SCHOOL RISK MANAGEMENT PLAN TNI RADCLIFFE

APPENDIX H: EXCURSION RISK ANALYSIS

Excursion Risk Analysis

In planning an excursion the teacher responsible is required to review and anticipate risks and hazards that might arise through student involvement in the excursion. For each anticipated risk or hazard this analysis requires a three step response in describing, classifying and risk control:

- Description of the hazard including when and where it might occur;
- Classification of the level of risk according to consequence and likelihood – see table below;
- Description of risk control – in terms of the hierarchy - elimination, substitution, isolation, engineering control, administrative control and personal protective equipment. Elimination followed by substitution are the preferred levels in this hierarchy.

RISK ASSESSMENT RECORDING SHEET – To be completed and attached to all excursion's applications

Activity; Risk assessment	Risk Level	Risk Control
1.	LOW [ ] MOD. [ ] HIGH [ ] VERY HIGH [ ]	
2.	LOW [ ] MOD. [ ] HIGH [ ] VERY HIGH [ ]	
3.	LOW [ ] MOD. [ ] HIGH [ ] VERY HIGH [ ]	
4.	LOW [ ] MOD. [ ] HIGH [ ] VERY HIGH [ ]	
5.	LOW [ ] MOD. [ ] HIGH [ ] VERY HIGH [ ]	
6.	LOW [ ] MOD. [ ] HIGH [ ] VERY HIGH [ ]	

SCORING CATEGORIES TABLE

Likelihood	**Type of possible injury to result**	**Minor**	**Substantial**	**Serious**	**Very Serious**	**Death or Disability**
	Almost certain	High	High	***Very High***	***Very High***	***Very High***
	Likely	Moderate	Moderate	High	***Very High***	***Very High***
	Possible	Low	Moderate	High	High	***Very High***
	Remotely Possible	Low	Low	Moderate	Moderate	High
	Practically Impossible	Low	Low	Low	Low	Moderate

APPENDIX I – Parent Volunteer School Camp Declaration

STRICTLY CONFIDENTIAL

This information is required for each parent/guardian participating on the excursion. It will assist the school and supervising teachers in the preparation and planning of excursions.

STUDENT DETAILS

Student's name: Date of birth:

Parent/Guardian's full name:

Address: Postcode: _____

Telephone no. – home: _____

– work: _____

– mobile: _____

CONFIDENTIAL DECLARATION

This form must be completed by anyone who is not an employee of the school and who will be working with or in proximity to 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 is considered necessary to verify the information provided.

Name: _____

Date: _____

(BLOCK PRINT PLEASE)

Signature: _____

REVISIONS AND ADDENDA

Revision Date	Clauses Affected	Page Number	Operative Date
October 2011	Policy drafted	Compete document	2011
Dec 2011	Updated	Complete document reviewed	2011
Feb 2012	Reviewed	Entire document	2/2/2012
March 2016	Reviewed	Whole document	March 2016
February 2020	Appendix C replace with new version Add Appendix I	Page 15 Page 25	
October 2023	Replaced old logo with new school logo. Changed date in forms to 2023.		October 2023
April 2024	Excursion Consent Form for Parent/Guardian – Changed date in forms to 2024.	Page 16	April 2024
August 2024	Add transport modes – Car and walking. Update bus mode. Add Emergency response plan appendix Update footer	Page 6-7	Toni Radcliffe August 2024
May 2025	Update Appendix G no longer used Added new handbook from Compass for excursion example		Toni Radcliffe May 2025