



Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005

This document replaces the 1992 Excursions, Camps and Adventure Activities Guidelines and Legal Requirements Procedures and the 1994 PE and Sport Guidelines for Schools and will be constantly updated on the web

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Excursions, Camps, Adventure, Physical and Sporting Activities Procedures for Catholic Schools and Preschools

1. INTRODUCTION

Physical, sporting and adventure activities, together with associated excursions and camps are an integral part of the holistic learning experiences that our Catholic Schools and Preschools offer.

This document refines and updates previous Excursions, Camps and Adventure Activities Guidelines and Legal Requirements procedures published in April 1986 and revised in February 1989 and 1992 and amalgamates these with the PE and Sport Guidelines for Schools published in May of 1994. It reflects the kaleidoscope of activities available in Catholic Schools in South Australia and acknowledges the value of camps, excursions and related sporting and recreational activities in all areas of the curriculum, as described in the South Australian Curriculum Standards and Accountability Framework.

This document has been produced over a number of years by a working party of the South Australian Commission for Catholic Schools as a set of procedures for Catholic schools and preschools in South Australia for use by principals and organisers of camps, excursions, and other adventure, physical and sporting activities when planning for these activities. It is the result of consultation with school colleagues and with the many agencies that are involved with these types of activities and in particular the Department of Education and Children's Services in South Australia.

These procedures draw attention to occupational health, safety and welfare issues that apply in all our worksites, as required by the OHS&W Act 1986. Catholic Education SA appreciates deeply the significance of protecting the health and welfare of all who are involved in the Catholic community. In terms of the Act, worksites include schools, preschools and other areas where educational activities take place. Hence a camp or excursion venue is regarded as an extension of the worksite and the same careful planning considerations in relation to the safe conduct of the activities apply. These considerations include the qualifications and experience of the staff involved the age and nature of the student/child group, individual needs such as health care, local terrain and weather conditions, communication facilities and emergency action plans. The document has been written for students/children who attend schools and preschools and is not intended to take the place of regulations or national standards in Family Day Care, Centre Based Childcare, or Out of School Hours Care services.

The main aim of the working party was to produce a comprehensive document that integrated occupational health, safety and welfare responsibilities with common practice thus enabling staff in schools to feel confident that they had planned the best possible activity for their students under the safest possible conditions.

The considerable detail contained in the document emphasises the importance of the careful planning and conduct of the activities described and is designed to be of practical assistance to those charged with such responsibility. It is meant to support and strengthen existing provisions and practices that are in place in schools and preschools. It is hoped that the outcomes of the document will result in our young people experiencing safe, challenging, interesting and enjoyable activities that will enhance their education and provide them with skills and knowledge for future participation in our society.

The document is written in three parts:

Sections 1-15 contain the main part of the document which outlines types of activities and the responsibilities and issues involved in their planning, organisation and implementation.

Section 9 Interstate Excursions, Section 10 Overseas Excursions and Section 11 Activities Involving Overnight Accommodation contain information concerning staff student ratios for activities involving overnight accommodation: billets, bus tours, caravan parks, camping in

tents, sleep-overs and residential camps including overnight accommodation in permanent buildings, eg motels, seminaries, retreat houses and special centres.

The second part contains a list of Appendices A to P which are Forms and Proformas for school personnel to use as an aid to plan, organise and conduct safe activities as appropriate.

The third part is Appendix Q which contains an itemised list of requirements for camps and excursions that include sporting and recreational activities. This appendix outlines the staff student ratio for various excursions and activities that occur while on excursion.

Part Q of Appendix Q outlines a series of excursions classified as Field Trips in: aquatic areas, geology and science, metropolitan or local gardens and parks, state parks, national parks and bushland, offsite lessons/activities/walking excursions and outback driving expeditions.

These procedures supplement and are to be read in conjunction with the following South Australian Commission for Catholic Schools Policies, Procedures and Guidelines:

Pastoral Care Policy (2008)

Protective Practices for School Staff in their Interactions with Students (2005)

Duty of Care Policy (2004)

Overseas Travel: Procedures for Responding to DFAT Travel Advisories (2011)

Policy for the Care, Wellbeing and Protection of Children and Young People (2011)

Students with Disabilities Policy (2011)

Procedures for Dealing with Child Abuse (2003)

- ◆ First Aid in early Childhood Centres and Schools
- ◆ Health Support Planning in Schools, Pre-schools and Childcare Centres.

Electronic versions of these documents can be found on the [Archdiocesan](#) website and also on [CESA Online](#).

Other Useful information can be found on the [DECS](#) website under A-Z Policies and Procedures then Camps and Excursion procedures.

This procedure will be placed online as a PDF document and Appendices A to Q will also appear as Word documents. Please be mindful of maintaining the integrity of Appendices A to Q when inserting school specific information so as to preserve the legal requirements of duty of care and consistency of purpose across Catholic schools. Procedures of this nature tend to need updating on a regular basis so that any hard copies of the main document and proformas will need to be checked against the online version located at CESA Services/policies, procedures and guidelines within CESA Online.

For any situation not covered by these procedures please contact the Principal Consultant for your school or preschool.

2. PLANNING EXCURSIONS, CAMPS, ADVENTURE, PHYSICAL AND SPORTING ACTIVITIES: THE ESSENTIAL ELEMENTS

These procedures provide a framework for Catholic schools in South Australia to facilitate the safe participation of students in various physical and sporting activities within the school and, most particularly, beyond the school setting in the community and the natural environment. They are prepared to assist schools in the planning of all camps, excursions, sport and related activities. Once Sections 1 to 15 of this document have been read Appendices A, B and C can be used to plan the activity.

The following are considered essential when planning for Excursions, Camps, Adventure, Physical and Sporting Activities:

- ♦ The relationship of the activity to the curriculum and learning experiences
- ♦ The safety of the students
- ♦ The duty of care owed to the students and staff and an awareness of the legal and OHS&W responsibilities reflected in the proper planning and implementation of the activity.

The following must also be prominent when planning these activities:

- ♦ It is imperative that schools provide adequate information for parents to make informed decisions concerning their child's participation in the above areas
- ♦ It is essential that excursion staff understand that the Disability Discrimination Act 1992 (<http://unpan1.un.org/intradoc/groups/public/documents/apcity/unpan004021.pdf>) makes it unlawful for a school to discriminate against a student on the grounds of the student's disability, by denying the student access, or limiting the student's access, to any benefit, such as a school camp or excursion, provided by that school
- ♦ Activities and practices should reflect the [National Junior Sports Policy](#) and the junior sport policies of the national sports bodies, which incorporate procedures for the development of junior sport in South Australia
- ♦ Information contained within the [Sports Medicine Australia](#) website.

When planning camps and excursions, Principals and teachers may need to adapt procedures according to a number of variables. For instance excursion staff/student ratios may need to be lower than those recommended depending on particular relevant circumstances such as the needs of the students and local conditions, including terrain and weather. The ratios in these procedures are minimum ratios only.

3. DEFINITIONS

Activity means an element of a student/child learning program

Adventure activities means activities such as base camping, bushwalking, canoeing, caving, snow activities, surf activities or similar types of activities which require greater reliance on personal resources than would normally be required in day-to-day life.

Camp means an element of a student learning program conducted at a location away from the school and involving one or more overnight stays. Camp includes interstate and overseas Excursions.

Electronic Screening A web based facility processed by Principals through the Personnel section of the [Catholic Education Office](#)

Excursion means an element of a student learning program involving a same day or longer, local, intrastate, interstate or overseas return trip to a location away from the school.

Excursion/Camp staff may include teachers, education support officers, other adults on a voluntary basis and trainee teachers or any other person authorised by the school to assist with and/or supervise the activity.

Instructor means a person who has specific skills and whose primary role is to instruct the particular skills of an activity. The instructor is not necessarily a registered teacher nor necessarily a member of the school community.

Parent includes guardians and caregivers who may be empowered to act - sign consent forms - in place of or on behalf of parents.

School Contact Person is a staff member delegated by the Principal to hold copies of the relevant documentation and be readily contactable at all times as a liaison between the school, emergency services, the camp or excursion party and parents.

Sleepover means an activity whereby students remain at the school and stay overnight inside the school or within the school grounds.

Sport education means the development of sport skills, an understanding of the rules of various sports and an appreciation of codes of behaviour.

Sport means those in school and out of school activities which involve the following:

- ♦ Standardised rules
- ♦ Competition - under standardised conditions where the outcome of the activity is important to the participants
- ♦ Physical exertion at least to a minimal level
- ♦ Physical skills which can be developed through training and instruction
- ♦ Intrinsic satisfaction - participants gain satisfaction through their participation in the activity itself

Staff Member means a person employed by the school.

Site Supervisor/Manager means an independent adult responsible for or in charge of the camp or excursion site.

Teacher means a registered teacher.

Teacher in charge means the one teacher who is appointed to take responsibility and control of the excursion, camp or activity.

Voluntary worker means an unpaid adult who is approved by the school to assist with a particular activity, camp or excursion and who is under the direction of the teacher in charge.

4. SUPERVISION ISSUES

4.1. Duty of Care

A duty of care exists whenever the excursion staff/student relationship is in existence. This includes activities extending outside of the school grounds or beyond the school day which are authorised or organised by the school. The standard of care required by excursion staff will vary depending on the excursion staff member's skills, experience and level of responsibility as well as on such factors as whether the excursion staff member is an employee or a voluntary worker.

The school has a responsibility to protect the safety and welfare of excursion staff. Excursion staff also have a duty to take care of their own safety and welfare and that of each other.

For each camp and excursion in school time at least two adults, one of whom is a registered teacher, must accompany each camp, excursion or sporting activity during normal school hours. For out of school sporting activities schools are strongly recommended to refer to the [Duty of Care Policy](#) found at under SACCS policies, procedures and guidelines and also within the CESA Services folder on CESA Online.

4.2. Duty of Care - Excursion Staff and the School or School Authority

Duty of care has two main aspects. The first is to provide adequate supervision. This requires protection from known hazards but also protection from those risks which a member of excursion staff should reasonably have foreseen and against which preventative measures could be taken. The second aspect is the obligation upon the school and school authority to provide or to organise safe and suitable buildings or shelter, grounds and equipment and the obligation to ensure safe planning systems and procedures in relation to school related activities.

The standard of care required varies according to such factors as the age, maturity and experience of the students and the nature of the activity. In most cases, there is a greater duty of care in relation to young students and towards those students with complex health needs or disabilities. Also, the more hazardous the situation, the greater the standard of care required.

A breach of duty of care will occur where there has been a failure by a member of the excursion staff or by the school to meet the required standard of care. To minimise the risks of injury, adequate risk and safety management processes must be implemented.

A claim of negligence may be brought by a student (or through the student's parent) when a student suffers an injury caused by a failure of a member of the excursion staff or the school to take sufficient care. It is important to remember that an injury can be physical, psychological or emotional.

Approved voluntary workers on any excursion must be recorded in the excursion planning forms. Voluntary workers are approved by the school Principal or delegate as outlined in the [screening procedures](#).

Voluntary workers who assume supervisory responsibility also owe a duty of care to the students under their control. However, the primary duty of care resides with teachers to whom the voluntary workers are assigned. Voluntary workers must use their skills, knowledge and experience in a responsible manner. In addition, they must follow all reasonable instructions.

4.3. Mandatory Notification of Suspected Child Abuse

Camps and excursions create opportunities for extended and relaxed contact with students/children, during which supervisors might notice physical or emotional signs that suggest possible abuse, ie physical, sexual or emotional.

All excursion staff members whether they are paid or unpaid, on a school/preschool site, camp or excursion are by law mandated notifiers, ie failure to notify may be an offence. If excursion staff have reasonable grounds for suspecting child abuse, they must notify the Families SA Child Abuse Report Line (13 1478) as a priority. Where excursion staff are unsure, they should discuss the matter with the duty officer at the Families SA Child Abuse Report Line (Phone 13 1478). A consultation with Families SA does not automatically mean that the query will be formally accepted as a notification. It will need to fit CYFS' criteria for an investigation to occur. Excursion staff are advised to keep a confidential record of their contact with Families SA. If an allegation of child abuse is made against an excursion staff member, the Principal or Principal's delegate must be notified immediately.

4.4. Identification of Hazards, Risks and Safety Issues

The selection of a suitable site forms a significant part of the planning that must be undertaken before a camp or excursion is approved. In addition to ensuring the site is safe for students/children South Australian occupational health and safety workplace rules (school or preschool site) apply on a camp or excursion.

These activities create an extension of the workplace as defined in the Occupational Health, Safety and Welfare Act 1986 (OHS&W Act). This also includes transportation to the sites and activities conducted while there. To ensure child/student and staff safety planning must therefore commence with the following:

- ♦ identifying and evaluating hazards
- ♦ developing and implementing risk control strategies.

The assessment must be conducted and documented before the camp or excursion takes place and should occur before the principal/preschool director gives approval.

To minimise the risks of injury, it is important to:

- ♦ Avoid any hazards and risks which cannot be satisfactorily controlled

In order to ensure that the camp /excursion is conducted safely and to satisfy OHS&W and equity requirements inspections of the area and site should normally be undertaken prior to the event and take account of the following:

- ♦ the qualifications and/or experience of excursion school staff, including their strengths and limitations and any training needs
- ♦ terrain and other local conditions
- ♦ anticipated weather conditions including fire bans and lightning strikes
- ♦ likely problems or hazards such as old mine shafts and quarries, hazardous water, snakes, spiders, European wasps, flash floods, rock falls, cliff collapse, highly inflammable stove fuel, falling branches
- ♦ the condition of equipment and its suitability for the activity and use by the students
- ♦ communication and access to assistance in an emergency (*See 4.8 Contingency Plans in this document*)

- ♦ school records of any previous incidents, accidents or ‘near misses’
- ♦ campsite facilities available are clean, hygienic and in good repair
- ♦ hygiene includes that the facilities are vermin free, particularly food preparation areas, well ventilated sleeping quarters, access and toilet facilities suitable for disabled participants, suitable garbage disposal arrangements
- ♦ safety of any playgrounds and commando courses

Liaison with the site manager can provide much of this information.

The safety of playgrounds and structures such as commando courses requires particularly close scrutiny.

On-site hazardous machinery and substances must be suitably housed and not used while students and excursion staff are present.

4.5. The Safety Management Plan

The safety management plan (*Use Appendix B Risk and Safety Management Checklist and Excursion Risk Management Plan*) is developed in response to the assessment of the risks so that they are reduced sufficiently for the activity to be safe. The safety management plan must be:

- ♦ left with the school contact person, together with the itinerary, list of participants and relevant medical information
- ♦ where necessary, lodged with local authorities eg. CFS, Local Police, Department for Environment and Heritage , along with the group’s itinerary

The qualifications and experience of excursion staff specific to the activity and the nature of the participants (*Use Appendix C Proposal for School Excursion/Camp*)

- ♦ The preparation of the participants, including skill and fitness development and thorough briefing prior to the excursion and the individual activities (*Use Appendix B Risk and Safety Management Checklist and Excursion Risk Management Plan*)
- ♦ Choice of activities, including their appropriateness for the students and the relationship of the activities to the curriculum
- ♦ Equipment maintenance procedures and checks (including personal clothing and equipment, special equipment for specialised activities, transport, and equipment for emergencies).
- ♦ The use of protective clothing and equipment according to recommended practices for the activity (eg. riding helmets, wet weather gear, correct footwear, hats for sun protection, sunscreen)
- ♦ The organisational arrangements for conducting the activity, including excursion staff-student ratios, roles of excursion staff etc
- ♦ Alternatives to the activity plan in case of weather changes, injuries or other circumstances
- ♦ Group management strategies, including the possibility of additional activity where participants spend considerable time waiting their turn
- ♦ The need for outdoor adventure activity venues and locations to be visited prior to the excursion and in the same season as the planned activities (the teacher must obtain authorisation from the Principal to undertake inspection visits)

Procedures to be implemented (including the ongoing supervision of students) in emergencies such as storms, bushfires, floods, lost students, injury or death of students and or excursion staff.

Bushfire Prone Areas

Camp or excursion planning must take careful account of contingency procedures during times of bushfire danger. At the outset, schools/preschools should avoid planning camps or excursions in high bushfire danger areas during summer, particularly in the period December-March, in favour of safer venues or times. **If a bushfire is burning prior to departure and is likely to threaten the intended campsite, then the camp should not go ahead. It should be cancelled.**

The following procedure must be adopted if camps and excursions are conducted in bushfire prone areas during the summer months. **In advance**

- ◆ Inform the nearest Country Fire Service (CFS) or Metropolitan Fire Service (MFS) station of the dates the group will be in the area.
- ◆ Discuss the itinerary with local schools/preschools or authorities and become familiar with their bushfire contingency plans.
- ◆ Identify nearby safe refuge locations, including those at the campsite.
- ◆ Be aware of the needs of those participants for whom a fire can precipitate special first aid needs, eg smoke acting as an asthma trigger.
- ◆ Inform parents of the procedures the school/preschool will adopt on a day of extreme fire danger or in the event of a fire.

This should be done when parental consent is sought for the proposed camp or excursion.

Prior to and on arrival

- ◆ Give instructions to all participants about fire precautions, restrictions on the lighting of camp fires in the open, total fire bans in national parks, procedures in the event of a fire and the location of fire fighting appliances.
- ◆ Include in the fire precautions a prearranged fire alarm signal, and instruct participants to report to the teacher-in-charge at the camp's predetermined safe area immediately on hearing the alarm.
- ◆ Use a battery-powered radio to listen to local bushfire warnings and advice from the fire authorities. Checks can be made with the CFS 24-hour information hotline – toll-free call: 1300 362 361.

Fire danger days

Take the following action on days of extreme fire danger which are days of total fire ban in the district, or when a fire is burning in the area.

- ◆ Cancel trips into bushfire-prone areas.
- ◆ If already on camp, maintain close contact with the local CFS, particularly if a fire is burning in the area.

If this stage is reached, be prepared for advice from an authorised emergency services officer to evacuate to a safe area.

4.6. Activities which are Not Authorised by the School

Excursion staff members are not to engage in any activities with students which are not approved by the school. This especially includes activities outside of school hours. School Staff are covered by insurance for injuries to students which happen in the course of their employment. This means for all 'school related' activities. School Staff are advised not to organise activities with students outside of school time, including during school holiday periods, unless the school has approved and authorised these activities. A failure to heed this advice may result in a School Staff member being personally liable for an injury to a student.

4.7. Site Selection

It is important to note when reading the following information that there is a distinction between a campsite that is a member of an association or organisation and a campsite that is accredited. Accreditation is not a mandatory part of membership.

There are two accreditation schemes that might be useful as a guide for site selection.

One is the nationally run "[Camping with Confidence](#)" scheme which is used by the [Australian Camps Association](#). A number of South Australian campsites are both members of the Australian Camping Association and are accredited under the "Camping with Confidence" scheme. The remainder are solely members of the Australian Camping Association.

The second accreditation scheme is the "[National Accommodation, Recreation & Tourism Accreditation](#)(NARTA)" This scheme is used by [Christian Camping International Australia](#) and The [Outdoor Recreation Industry Council of NSW Inc.](#) (ORIC) A number of members of these organisations have begun accreditation under the NARTA scheme.

Campsites that are not accredited may also be suitable and safe to use.

It is essential that schools take all reasonable steps to ensure that any campsites they intend to use are suitable and safe, regardless of the campsite's membership and accreditation status.

4.8. Contingency Plans

Camps and excursions must be well planned and documented, including routes, estimated arrival times and itinerary. The teacher-in-charge must also ensure that plans include specific strategies to cope with minor and major injury, illness or other crises. All participants must have a knowledge of these emergency procedures which is consistent with their role. Plans will vary in detail, according to the complexity of the crisis, the location and the mix of leadership team members and students/children, but they must cover the following:

- ♦ the response if a participant is lost, injured or becomes ill
- ♦ the means of communicating with the school/preschool contact person
- ♦ first aid provisions
- ♦ the provision of health and personal care support to students with individual needs
- ♦ the nearest suitable transport
- ♦ the distance and potential time the party will be from medical help and the best method of obtaining it
- ♦ telephone numbers and locations of emergency services and the fastest way of contacting them

- ♦ emergency evacuation plans covering storm, flood, fire and accident.

Such plans must establish daily escape routes, particularly on bushwalking camps, and allow for needs of any disabled participants.

A copy of the contingency plan **must** be:

- ♦ left with the school/preschool contact person, together with the itinerary, list of participants and relevant medical information where necessary,
- ♦ lodged with local authorities, eg. Department for Environment and Heritage park authority, local police, local fire authority along with a copy of the group's itinerary.

Do not alter these plans, especially the itinerary, unless it is absolutely unavoidable. The school/preschool contact person must be advised of any changes. The school/preschool contact person must be available at all times.

4.9. Roles and Responsibilities

Principal

For each activity, camp or excursion, it is the responsibility of the Principal to:

- ♦ ensure that the procedures in this publication are adhered to
- ♦ endorse the curriculum component requirements
- ♦ ensure that planning has taken into account the special needs of students and excursion staff
- ♦ ensure that planning has considered any reasonably foreseeable conditions and hazards that could be encountered
- ♦ approve appropriate safety procedures and ensure that they are instituted
- ♦ be satisfied that the excursion staff undertaking the activity have the necessary skills and competence
- ♦ ensure that adequate provision is made for excursion staff to have adequate sleep and relaxation time
- ♦ appoint the teacher in charge and a school contact person
- ♦ appoint a back up person in charge in the event that the teacher in charge becomes incapacitated for any reason
- ♦ require police and other screening checks
 - ♦ apply current screening procedures to excursion staff, in particular any volunteers (Note: All school volunteers engaged after 19 May 2005 need to be police checked)
 - ♦ ensure that written evidence has been sighted of police checks for campsite provider or instructor, campsite employee or volunteer if it can be reasonably foreseen that these people will have an opportunity to have unsupervised contact with students
- ♦ ensure that all excursion staff are aware of their mandatory notification obligations
- ♦ ensure that excursion staff are aware of excursion staff and student conduct expectations
- ♦ advise the teacher in charge of procedures for withdrawing students in cases of serious misconduct

- ♦ ensure that correct protocols for gaining parental consent have been observed
- ♦ ensure that medical information is collected and properly retained
- ♦ ensure that emergency procedures are in place in the event of a critical incident
- ♦ ensure that contact details are accessible and available
- ♦ ensure that appropriate documentation is retained

Teacher in charge

All camps and excursions must be under the control and leadership of a teacher in charge.

Where more than one teacher is involved in a camp or activity, a teacher in charge must be appointed.

During a camp or excursion, if the teacher in charge is rostered off duty for a period of time, he or she must delegate the role to another teacher.

The teacher in charge must ensure that:

- ♦ the relevant planning proformas are completed
- ♦ the Principal is provided with relevant documentation
- ♦ activities are safe and reflect curriculum based student learning outcomes
- ♦ the activities and equipment required to achieve planned student learning outcomes are appropriate
- ♦ the camp or excursion is based on inclusive practices and geared to the skills and abilities and needs of all students and excursion staff
- ♦ students and excursion staff are well equipped for all reasonably foreseeable conditions
- ♦ he or she identifies and assesses the hazards likely to face students involved in any activity and plans for them (in collaboration with excursion staff) (Use **Appendix B Risk and Safety Management Checklist and Excursion Risk Management Plan**)
- ♦ he or she identifies and assesses student medical hazards and plans for them (in collaboration with excursion staff) (Use **Appendix B Risk and Safety Management Checklist and Excursion Risk Management Plan**)
- ♦ students and excursion staff understand the nature and purpose of the activity
- ♦ excursion staff are fully briefed and trained for their roles and responsibilities (Note: All school volunteers engaged after 19 May 2005 require police and other screening checks)
- ♦ excursion staff are aware of emergency procedures in the event of a critical incident
- ♦ excursion staff are aware of their mandatory notification obligations
- ♦ excursion staff are aware of relevant OHSW issues
- ♦ excursion staff have adequate sleep and relaxation time
- ♦ appropriate [First Aid Kits](#) and procedures are in place
- ♦ the necessary forms are completed (itinerary, contingency plans, contact details etc)

- ♦ written evidence of police checks has been sighted for campsite provider or instructor, campsite employee or volunteer if it can be reasonably foreseen that these people will have an opportunity to have unsupervised contact with students
- ♦ parents are fully briefed regarding the nature and purpose of the activities
- ♦ communication protocols and copies of relevant forms which are lodged with the school contact person are clear and unambiguous
- ♦ for overseas excursions, the notification to the Australian embassy in the country of destination of the names of all participants and the duration of the excursion. In addition, the teacher in charge must check the [Department of Foreign Affairs and Trade](#) website throughout the planning stage and immediately prior to departure to ensure that any relevant information is considered. ***Please refer to specific procedures in relation to overseas and interstate excursions in Sections 9 and 10 of this document.***

Excursion staff

Excursion staff must:

- ♦ participate in the planning of the camp
- ♦ take all reasonable steps to ensure the health, safety and welfare of students
- ♦ assist and support the teacher in charge at all times
- ♦ observe standards of safe practice in any activity established by accredited organisations and other specialist instructors
- ♦ use correct activity equipment, including any required safety equipment
- ♦ plan for any foreseeable hazards
- ♦ have knowledge of any relevant student medical information
- ♦ be familiar with emergency procedures in the event of a critical incident
- ♦ observe strict hygiene and health practices
- ♦ be aware of first aid procedures
- ♦ observe appropriate standards of conduct

Voluntary workers

Voluntary workers who assume a supervisory responsibility owe a duty of care to the students under their control. However, the primary duty of care rests with teachers to whom the voluntary workers are assigned.

All voluntary workers involved in camps or as a billet host or involved in sporting activities must undergo police checks.

Before including a voluntary worker as a member of the excursion or camp staff, the Principal (or delegate) and teacher in charge must:

- ♦ provide induction
- ♦ find out their skills and competence, including any first aid qualifications

- ♦ be confident that the voluntary worker possesses the necessary skills and therefore will not jeopardise the safety of other participants
- ♦ involve voluntary workers in planning where possible
- ♦ clarify the roles of teachers, other excursion staff and particularly voluntary workers
- ♦ assign roles and tasks that are meaningful
- ♦ ensure that the voluntary workers know when they are considered to be 'on duty'
- ♦ alert them to student health or related issues on a 'need to know' basis
- ♦ discuss and establish expectations for student behaviour management
- ♦ provide full information regarding the itinerary and any other relevant information.

Third Party Providers and Specialist Instructors

If third party providers, contractors or paid instructors are used to provide or support activities, the Principal or teacher in charge must ensure that:

- ♦ student/teacher/voluntary worker ratios are adhered to with all third party providers
- ♦ the provider or instructor holds a current public liability policy
- ♦ if it can be reasonably foreseen that the provider or instructor or volunteer has an opportunity to have unsupervised contact with students written evidence of police checks must be sighted
- ♦ if in this instance no police checks have been carried out then the school must carry out police checks
- ♦ there is satisfactory evidence regarding the fitness and propriety of the instructors, contractors, and other employees of the provider
- ♦ there is satisfactory evidence regarding the competence and skill of the instructors and other employees of the provider
- ♦ there is satisfactory evidence that the equipment used is safe and in good condition
- ♦ that the instructor or third party provider understands the duty of care which they have in relation to student safety and welfare
- ♦ the teacher in charge has overriding responsibility for the care and supervision of the students and his or her advice must at all times not conflict with specialist instructors advice except in the interests of student safety and welfare.

School contact person

There must be a school contact person for all camps and excursions. This person must be readily contactable at all times for the duration of the activity and where applicable have copies of the following information contained in Appendices A, B, C, D, E, F, G, H, I, J, K, L, M and N.

- ♦ attendance lists
- ♦ student health, personal care information and where applicable copies of travel insurance
- ♦ names and family contacts for all students and excursion staff
- ♦ itineraries, including dates and estimated times of arrival and accommodation contact details
- ♦ relevant maps, eg. bushwalking route
- ♦ copies of the parental consent forms
- ♦ where appropriate, the location, description and registration number of any vehicles used by excursion staff to transport students
- ♦ the location and telephone number of the nearest police station, or nearest park ranger station if more appropriate
- ♦ contingency/emergency plans

The school contact person must be aware of the relevant procedures for emergencies, must be able to communicate readily and quickly with the travelling party and must be kept up to date by the party on any variations to the itinerary.

In case of an emergency such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the contact person would:

- ♦ immediately contact authorities and provide them with the necessary information
- ♦ act as a liaison between the school/emergency services and parents

4.10. Ratios

Supervision - Student ratios

The ratios detailed under *Sporting Activities and Recreational Excursions (Appendix Q)*, **Section 9 Interstate Excursions**, **Section 10 Overseas Excursions** and **Section 11 Activities Involving Overnight Accommodation** are intended as minimum ratio of excursion staff to students. These ratios must be complied with as a minimum. However, ratios may need to be varied (to lower the student to excursion staff ratio) taking into account the nature of the activity, the venue, the age and abilities of the students, the known behaviour of the group or individual students within it and other variables such as weather conditions.

For activities that involve classes accessing facilities in close proximity to the school as part of the daily activities of the curriculum, schools are advised to consider supervision requirements on a case by case basis, taking into account various factors such as age and the needs of the students. If in doubt, schools must take advice from the Principal Consultants at the Catholic Education Office (Phone 8301 6600).

4.11. Consideration of Students with Special Needs and Disabilities

Camps and Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.

The school must take reasonable steps and consult with the student, parents/caregivers and the Special Education consultancy provided by the Catholic Education Office to ensure that the student is able to participate in the excursion and activities provided on the same basis as a student without special needs and disabilities and without experiencing discrimination.

Action Plan

1. A negotiated Action Plan (AP) is developed for each student who receives Special Education provisions.
2. The negotiated Action Plan is the framework for describing the curriculum and associated procedures and responsibilities of employees and health care workers to ensure the access to, and participation of, students with disabilities in schooling.
3. As managers of the process, Principals/managers have the responsibility to obtain accurate information about the health, personal care and medical needs of students, from parents and others. They must also negotiate with the worksite health and safety representative and other agencies about the deployment and training of employees for the toileting and other personal care needs of students with disabilities.
4. Safe practices must be formally established and documented within the AP and carried out by trained personnel. Employees in leadership positions and any persons likely to be involved in assisting students will need to receive in-service training.
5. The negotiated Action Plan is reviewed regularly, particularly when students' health and care needs change or at transition times.
6. Where possible students must be given opportunities to choose the gender of employees who will support their needs for intrusive and personal care.
7. The negotiated Action Plan for each student with a disability must provide specific information concerning the management of the student in case of evacuations and emergencies in classrooms and other parts of the school.
8. Information must also specify the level of supervision and support necessary for a student to participate in workshops, laboratories, theatres, studios, gymnasiums etc. Attention to detail in the planning process will ensure a safe workplace for employees and students.
9. When planning excursions always make sure that students' needs for personal care and assistance are covered by appropriately trained and/or credentialed adults. This should reduce the risk of inappropriate lifting and handling and personal care techniques.
10. Training in all areas specified as appropriate must be regularly updated and reviewed as students' needs change.

4.12. Gender Balance of Excursion Staff

It is highly desirable to allocate both male and female excursion staff to excursions, sleepovers and camps comprising mixed gender student groups.

A mixed gender staff excursion team allows for appropriate gender based pastoral care of the student.

If there is no alternative to a single sex excursion staff team on a mixed gender excursion, sleepover or camp, parents must be advised prior to the activity and an informed parental consent obtained.

4.13. Insurance

Excursion staff are to contact the principal or business manager to ascertain the type and level of insurance the school holds for various groups and situations.

Employees

Employees of the school are eligible to make a claim, under the provisions of the Workers Compensation and Rehabilitation Act 1986, for injuries sustained in the course of employment.

Voluntary workers

Please contact the school authorities for information concerning insurance for volunteer workers.

Students/children

Please contact the school authorities for information concerning insurance for students/children.

Reporting and notification

Under current Occupational Health, Safety and Welfare requirements all accidents involving injury requiring first aid or medical treatment to excursion staff members, students, children, parents, visitors or voluntary workers, must be reported in accordance with Occupational Health, Safety and Welfare first aid and accident reporting procedures. Details of minor accidents and first aid must be logged in the same way. Where an accident or injury is of a severe nature – eg loss of limbs, fractures, burns, head/eye/back injuries – in addition to notification requirements, additional statements must be gathered and finalised by the principal as soon as possible. The school's insurer must also be notified.

Accidents or incidents in national and state parks administered by NP&W must also be reported to the responsible office.

Accident/injury reports are legal documents and must not be given to any person other than officers responsible for dealing with them.

5. CONSENT

5.1. Approval to Conduct a Camp, Sleepover or Excursion

Principal approval

In Diocesan schools the Principal is responsible for the approval of all sleepovers, excursions and camps.

Catholic Education Office approval

In Diocesan schools if an excursion involves overseas travel, approval must be sought from the Director of Catholic Education of the Diocese. Congregational schools should follow the relevant congregational procedures. *(Use Appendix I Application to the Director to Conduct an Overseas Excursion)*

Approval considerations

Before approving a sleep over, excursion or camp, consideration needs to include:

- ◆ the contribution of the activity to the school curriculum
- ◆ the adequacy of the planning, preparation and organisation in relation to school policy and these procedures
- ◆ the provisions for the safety and welfare of students (including those with a disability or special needs) and excursion staff
- ◆ the experience and competence of excursion staff relevant to the activities being undertaken
- ◆ the adequacy of the student supervision arrangements and
- ◆ the cost.

Parental Consent (or when applicable, Guardian or Carer Consent)

A parent must provide written consent for their child to take part in an excursion, a regular off site lesson/activity, sleepover or camp and any particular adventure activities that will be undertaken during the excursion, offsite lesson/activity, sleepover or camp. ***(Use Appendix D: General Consent Form for an Excursion/Camp).*** Teachers involved in planning camps, excursions and sleepovers involving an overnight stay need also to use ***Appendix F: Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions.***

Separate consent forms are normally required for each excursion, sleepover and camp. If there are to be a series of activities, or similar activities take place on a regular basis, one consent form at the beginning of the period can cover all, provided individual dates, where possible, are listed and the period in question is specified. It is not satisfactory to take children offsite without parental permission.

In the case of day excursions, all forms must be kept for at least 12 months after the excursion unless an incident has occurred that could give rise to a claim.

In the case of:

- day excursions during which an incident has occurred that could give rise to a claim; and
- excursions or activities involving an overnight stay (including without limitation camps and interstate and overseas trips),

each student's form must be kept until that student attains the age of 25 years.

Parental consent is required for the following reasons:

- ◆ for camps and sleepovers, to authorise the school to have the student in its care after normal school hours
- ◆ for excursions, to authorise the school to take the student out of the school environment
- ◆ to enable the parent to alert the school to any medical condition or allergies of the student
- ◆ to authorise the school to consent to emergency medical treatment for the student
- ◆ for the parent to consent to any financial cost of the excursion
- ◆ for the parent to consent to the student being sent home (with appropriate supervision) in the event of serious misbehaviour

Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision, to enable them to make an informed decision and to ensure the school obtains proper consent.

It is not possible for schools "to contract out of" liability for the welfare of its students. Therefore consent forms should not include clauses which ask parents to sign away their children's rights to sue for negligence, or to accept that the school can not be held responsible in any way for an accident or injury.

Consent forms and in particular, medical information must be taken on the excursion or camp by the teacher in charge and a copy must remain at the school and a list of participants and contacts in case of emergency must be held by the designated school contact person.

Student consent

Students aged 18 years or over may sign consent forms on their own behalf although where the contract of enrolment is with a parent of that student, the parent where possible must also sign the consent form.

Where the student is aged under 18 years but is not residing with the parent and where the Principal is satisfied that:

- ♦ the student is living separately of the parents
- ♦ the student is unable to obtain the required parental consent

and where:

- ♦ the student is living with a responsible adult carer

the adult carer must sign the relevant consent forms.

In the case of students aged under 18 years who are not residing with a parent or responsible adult carer, advice should be sought from the school's Principal Consultant.

5.2. Failure to Receive Consent

If a student has not returned the signed consent form:

For excursions and sporting activities, the student's parent must be contacted to obtain consent. Where contact is made by telephone it is preferable to use a speaker phone and the excursion staff member must contact the parent in the presence of another staff member and note the details of the call, which parent the excursion staff member spoke to, the date and time and the fact that consent was given. The staff member must inform the parent of all relevant details on any forms sent home for signing. Alternatively, a parent may be contacted to obtain written consent by fax or email.

For camps, excursions and sleepovers involving an overnight stay the student must not take part unless a signed original consent form is returned. *Appendix F: Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions must also be returned.*

Excursion staff must check the authenticity of a signature if doubts arise about its validity.

5.3. Medical Information

It is essential that excursion staff have adequate and up-to-date medical information about students who are participating in each camp, sleepover, excursion or sporting/adventure activity.

In advance of each approved camp and sleepover a student confidential medical information form must be completed. *(Use Appendix F: Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions)*

In advance of each excursion or sporting/adventure activity, the school must assess whether the nature of the activity is such that the normal medical information which the parent has provided at the commencement of the school year is adequate. In some cases, for instance, if the activity is physically strenuous, it would be appropriate to remind the parent of the information they have provided to the school and remind them also that if this is inadequate for the activity, they must provide details of any amendments to the information.

The student confidential medical information forms provide opportunity to vary information given to the school annually for use during normal school hours and to ensure that excursion staff have the knowledge and skills to manage the specific medical and first aid needs of each student.

Some specialised activities require completion of specialised medical forms eg. aquatics *(See Appendix G Swimming/Aquatic Consent Form)*. In these cases, the specialised medical form must be sent to the parent for completion.

The student confidential medical information form (and medical management or health support plan) must be taken on the camp or sleepover (or excursion or sporting/adventure activity in appropriate cases) by the teacher in charge and must be accessible to other excursion staff in emergency situations. A copy of the forms and a list of participants and contacts must be held by the designated school contact person while the excursion is being held.

There must be an overall plan for managing student medication during an excursion or sporting/adventure activity, sleepover or camp and desirably an individual management plan for each student who needs medication. In general, all medication is to be handed to a designated excursion staff member prior to leaving on the excursion or camp. All containers must be labelled with the student's name and instructions for administering the medication. In instances where it may be necessary or appropriate for students to carry their own medication (for example, asthma puffers, insulin, adrenalin) the teacher in charge must be notified.

A student must not be denied attendance at a camp, sleepover or excursion, including a swimming program, because the parent refuses permission for a blood transfusion. Transfusions or other courses of treatment are matters for legally qualified medical practitioners. Excursion staff cannot be held liable for medical treatment given against the wishes of a parent.

Students with special needs cannot be excluded from camps, sleepovers and excursions on the grounds that the student has a disability.

6. FIRST AID

All excursion employees must respond promptly and in line with their training when first aid is required.

Qualifications

All school employees should have current first aid training, at least to the level of Basic Emergency Life Support (BELS). This qualification remains current for three years.

Principals must ensure that students can access first aid support at all times.

Due consideration should also be given to Ambulance response times when selecting a camp or excursion location.

Additional First Aid Qualifications

In a number of activities, the leadership/instruction qualifications specified for the teacher-in-charge/instructors include additional levels of first aid training and certification.

First Aid Coordination

One excursion staff member must be identified to coordinate the provision of first aid during a camp or excursion. This person's duties would include:

- ♦ storage of student medical/health support information in a manner which protects confidentiality, yet ensures availability when needed;
- ♦ documentation of all first aid interventions and completion of accident and injury records
- ♦ providing availability to and maintenance of first aid supplies
- ♦ safe storage and documentation in relation to medication and health care equipment (It is recommended that consent forms and medical forms be stored together in a central location).

Special first aid needs

Where employees are supervising students with an additional first aid need (eg. student requires use of epipen for anaphylaxis) at least two employees must be trained and able to monitor that first aid intervention.

Where a student requires a first aid intervention outside the province of standard first aid training (eg. invasive procedures eg. insulin injection, tracheotomy, toileting) then a worker approved by the Access Assistant Program must be present to provide assistance as needed.

Providers for First Aid and Resuscitation

Australian Red Cross - Basic Emergency Life Support (BELS)

St Johns - Basic Emergency Life Support (BELS)

Australian National First Aid Services - Basic Emergency Life Support (BELS)

Please note that all basic first aid courses listed do not include the examination of EAR/CPR. It is therefore important that, when booking a course, you advise the provider that a CPR Examination will be required. A certificate indicating competency in this area must be provided.

Note: All Senior First Aid Courses include EAR/CPR Examination.

First Aid Kit

The approved code of practice for first aid in the workplace came into operation on 10 December 2010. First Aid Kits of appropriate size and contents for various situations must be available for all camps and excursions. (See http://www.safework.sa.gov.au/uploaded_files/FirstAidCodeofPractice.pdf for the relevant First Aid Kit.)

7. FACILITIES, SUPPLIES AND EQUIPMENT

Food and Water

The camp or excursion teacher in charge must ensure that adequate supplies of food and water are available.

Schools are strongly encouraged to provide food in line with the DECS Healthy Eating Guidelines (www.chess.sa.edu.au > Information - promotion or <http://www.decs.sa.gov.au/eatwellsa/>).

Food must be nutritious, varied and adequate in quantity to accommodate participants' specific dietary and cultural requirements.

Food storage and handling must comply with food safety legislation.

Further information is available at <http://www.dh.sa.gov.au/pehs/Food/charities-camping.pdf> and <http://www.dh.sa.gov.au/pehs/Food/safe-food-aust.htm>

Where water or other refreshments will not be readily available, adequate supplies must be taken on the camp or excursion, and a means for the replenishment of water supplies must be in place.

Dairy products, including milk, must be pasteurised.

If there is any chance that water sources are contaminated, purification tablets or filtration devices must be used.

7.1. Safety Equipment

The camp or excursion teacher in charge must ensure that the required safety equipment for particular activities is on hand and that relevant participants have been trained in its correct use. Documentary evidence of such training is recommended.

Safety equipment (including on site hired equipment) must be:

- ♦ of approved design and quality, to relevant Australian Standards or, where there is no AS, to specifications determined by an activity's accredited governing body
- ♦ inspected by the instructor/teacher in charge prior to the activity
- ♦ well maintained and in full working order
- ♦ correct for the student's size and experience
- ♦ provided by participants if it is personal equipment, eg. mouth guards

LP gas equipment

- ♦ LP gas cylinders must be inspected after 10 years by an authorised inspection agency.
- ♦ Cylinders are stamped with the date of manufacture and further inspection and approval dates are stamped onto the cylinder. If this is not current, the cylinder must not be used.

Students must be warned of the dangers of using cylinders near naked flames and heat, for example, gas lanterns next to cooking fires etc.

Water activities - life jackets and personal flotation devices

For any activities in or on water particular attention must be given to the provision of appropriate personal flotation devices (PFD's) (previously known as life jackets).

- ◆ Requirements are detailed under the individual activities.

Sun protection

As part of their duty of care, schools are encouraged to develop specific policy and set procedures to minimise the danger of excessive ultraviolet radiation (UVR) exposure for students and staff.

The teacher in charge of camps and excursions must ensure that all participants apply sunscreens and hats and protective clothing where necessary for outdoor activities.

- ◆ It is recommended that schools make sunscreen available to all students and excursion staff.
- ◆ Some students are allergic to some sunscreens. This must be ascertained and appropriate sunscreens provided.
- ◆ The teacher in charge must ensure that all students are appropriately protected at all times.

It should be noted that some students/children are allergic to some sunscreens, and white T-shirts don't offer protection against the sun when wet. **The teacher in charge must ensure that children/students are protected appropriately at all times.**

Further information about developing policies and skin protection strategies can be obtained from The Cancer Council South Australia on telephone 13 11 20. In addition, the Cancer Council of South Australia has developed the document '[Sunsmart](#): a guide for policy creation in primary schools.

Communication

The camp or excursion teacher-in-charge must ensure that effective communication systems are in place and operating. This may be as simple as notifying appropriate people of departure and expected arrival times. For more extreme situations, eg a geology camp in a remote area, radio or mobile telephones might be required. Regular communication would be needed between teachers and the school contact person.

The means of communication required will depend on the location, environmental conditions, type of activity and the size and composition of the group. Specific mechanisms depend on the nature and degree of risk involved, but should include a fail-safe system that activates an emergency response when communication breaks down. Where appropriate, effective means of communication should be established between:

- ◆ smaller individual groups
- ◆ teacher-in-charge and participants
- ◆ the group and the school/preschool
- ◆ the group and emergency services.

Methods could include:

visual contact	meetings
fall-back positions	mobile or satellite phones
contact points	radios
smoke signals	mirror, especially for aerial spotting
global positioning system (GPS) for locating position	
distress beacons (in remote locations), eg personal locator beacon (PLB) or emergency position indicating radio beacon (EPIRB).	

Note: Mobile or satellite phone operation must be checked and assured beforehand, as different networks have different coverage. Mobile telephones and some radios may be inefficient in some areas and atmospheric conditions, including hilly terrain, remote locations, at sea and during electrical storms. Familiarity with the type of radio to be used is essential.

Clothing and Footwear

Camp or excursion participants must take clothing and footwear suitable for the predicted and possible weather and environmental conditions.

- ◆ If an activity requires specific equipment, clothing and footwear to be supplied by the students, details must be sent home as soon as possible, giving families a reasonable time to gather the items. It will be necessary to inspect that the student has the required equipment prior to the camp or excursion.
- ◆ Excursion staff must be mindful of the expense likely to be incurred by families and the fact that this may be an impediment to the participation of some students in some activities. Where possible, other methods of acquiring the equipment, clothing and footwear must be explored or alternative activities considered.

Shelter

The teacher in charge must ensure that adequate shelter is available to protect participants in all reasonably predictable weather conditions.

- ◆ The shelter provided will depend on the type of activity and the amount of time to be spent outdoors.
- ◆ Excursion staff must check tents to ensure that they offer adequate protection from cold and wet conditions.

Bunk Beds

Facilities with bunk beds should be avoided if at all possible.

Where this is not possible and bunk beds are used:

- ♦ they must conform to AS/NZS 4220: 2003
- ♦ children under 6 must not use top bunks
- ♦ children between the ages of 6-10, parents must give written consent for their child to sleep on the top bunk

Mobile telephones and radios

Schools must consider equipping excursion groups and buses used to transport the students with mobile phones to be used in emergency situations. Groups need to be cautious about dependence on mobile phones and need to ascertain where they will work and the location of the nearest telephone service. In more remote bush areas, reliable emergency communication such as UHF radios must be used.

Smoke detectors

Where indoor accommodation facilities do not have smoke detectors, schools must supply their own detectors. Camps accredited through the “Camping with Confidence” accreditation scheme have approved smoke detection devices.

Identity tags

It is recommended that young students, or those who because of a disability or impairment may have difficulty in communicating in an emergency, should wear identity tags on excursions and camps.

7.2. Standards of Conduct

Excursion staff

Excursion staff behaviour on camps and excursions must at all times accord with professional standards and school policy. Any breaches will be dealt with according to the Procedures for Dealing with Allegations of Misconduct.

Planning and organisation of activities on camps must allow for excursion staff to be provided with sleep and relaxation time. However, excursion staff technically remain on duty even at such times and in an emergency could be required to take responsibility for students at short notice.

Alcohol or any illicit drugs are not to be consumed by excursion staff for the duration of the excursion or camp as it compromises duty of care considerations and may lead to prosecution.

Apart from the dangers of impaired judgement, the consumption of even small amounts of alcohol may bring into question, in the event of an injury or illness of a student, duty of care considerations. Questions may be raised by police and investigators about the quality of supervision in these circumstances.

In relation to smoking, excursion staff must abide by the following:

- ♦ no smoking in campsite buildings and tents at any time
- ♦ no smoking in the presence or view of students at any time
- ♦ fire bans and local requirements must be respected at all times.

Students

Students and their parents need to be made aware that acceptable standards of behaviour will be expected during excursions and camps.

No student is to be permitted to smoke or consume alcohol or use any illicit drugs on any school excursion or camp regardless of the student's age. Parents and students must be informed of this policy before departure and advised that any student who fails to observe this policy may lose the privilege of continuing with the activity.

In extreme cases, following consultation with and approval from the school Principal, excursion staff may determine that a student should return home during an excursion or camp. In such circumstances, the parent must be advised of the:

- ◆ circumstances associated with the decision to send the student home
- ◆ the time when the parent may collect the child from the excursion, or the anticipated time that the student will arrive home (please note that if the student is sent home, the student must be accompanied by an excursion staff member until collected by the parent).

It is important that schools ensure that parents signing the approval form for their child to attend the excursion consent to their child being sent home in the event of the student's serious misbehaviour on the excursion or camp.

Parents must also be advised prior to the excursion that they will be responsible for any costs associated with the student's return. If during a serious misbehaviour incident the parents of the student are not contactable the teacher in charge must immediately contact the Principal to determine an appropriate course of action.

8. TRANSPORT

8.1. Selection

Organisers of camps and excursions must take a number of factors into account when selecting transport with the safety of participants always being paramount. The teacher in charge must consider the following:

- ◆ the needs of students
- ◆ terrain
- ◆ costs
- ◆ season and time of day
- ◆ availability
- ◆ driver qualifications and experience.

8.2. Private Vehicles

If a school has a school vehicle, it is preferable that this vehicle be used to transport students, rather than privately owned vehicles. However, on occasions it may not be possible to transport students without using the privately owned vehicle of an excursion staff member or voluntary worker. No member of staff or voluntary worker can be obliged to use their private vehicle to transport students. All members of excursion staff must enter into a written agreement regarding the use of the private vehicle for transporting students (**Use Appendix E Transport of Students/Children by Parents/Volunteers**). New child restraint laws in South Australia effective 1 July 2010. The Australian Road Rules currently require

that children less than 12 months of age must be restrained in a suitable approved child restraint. Specific [requirements](#) also apply for children over the age of one year, particularly children in the age group one year - seven years. However, children between 12 months and 16 years of age must be restrained in an approved child restraint or a properly fastened seatbelt.

The duty of care to students requires that:

- ◆ the vehicle is registered (to be sighted by the teacher in charge) and roadworthy, particularly tyres, brakes and lights
- ◆ as a minimum, vehicles are covered by third party property insurance
- ◆ the driver is experienced and competent and holds a full licence (no P or L plates). Licence to be sighted by the teacher in charge
- ◆ the driver is not affected by drugs or alcohol
- ◆ the vehicle is equipped with seat belts or appropriate child restraints and these are used properly. The car must not carry more students than there are seatbelts or appropriate child restraints fitted
- ◆ a record must be kept of students being transported in specific vehicles.

When parents and or excursion staff transport students on school activities in their own private vehicle, the vehicle's normal compulsory third party insurance will insure students for any injuries.

It must be made clear to parents and excursion staff who transport students in their private vehicles that the school accepts no liability for any damage from an accident involving a private vehicle. If the school is willing to negotiate on payment of excess in the event of damage to the private vehicle, the school must make its position clear prior to the activity.

Parental consent is always required for students to travel in a private vehicle.

8.3. Vehicles Driven by Students

Vehicles driven by students should only be used as a last resort - ie the excursion/activity could not occur without their offer of transport.

The Principal must not approve the use of a student vehicle for transport for excursions and camps unless:

- ◆ the student has a full or provisional licence (to be sighted by the Principal or delegate)
- ◆ the excursion could not occur without the student's offer of transport
- ◆ the school must obtain a parent's written authority before any student is allowed to drive to school or to drive to excursions
- ◆ student drivers must not be permitted to carry other students except with the express permission in writing of the parents of the driver AND parents of the passengers.

8.4. Emergency use of a Private Vehicle

In the absence of the availability of a school vehicle, the Principal may approve a responsible adult member of the excursion staff (preferably a teacher) driving a private vehicle to a camp or excursion for emergency use. The vehicle must have current registration, be roadworthy and have comprehensive or third party property insurance.

If it becomes necessary to transport a student in the emergency vehicle, permission must be sought from the Principal and parent (by telephone) if at all possible. Alternatively, the consent must be obtained in advance for such an emergency in the consent form.

8.5. Buses

General

Schools must consider carefully the type of bus they hire for a particular camp or excursion. For example, where hill or mountain travel is involved, the bus must have a secondary braking system.

Although the school might contract a bus tour operator, the excursion staff are still directly responsible for supervising the students and for the overall program. Drivers supplied by private bus operators must not be expected to supervise students. Drivers supplied by private bus operators must never be alone with students.

The Catholic Archdiocese of Adelaide accepts that individuals who are accredited and licensed through the Accreditation and Licensing Board (Department of Transport, Energy and Infrastructure (DTEI)) are no longer required to undergo a further police check through the Archdiocese Police Check Unit (PCU). Schools must request written notification from the organisations that are engaged to provide transport, confirming that all drivers are fully accredited and licensed through DTEI. Individuals who are licensed to drive a bus or motor vehicle but are **NOT** accredited through the Accreditation and Licensing Board (DTEI) are still required to undergo a police check through the Archdiocese Police Check Unit.

Licensing

Licensing must comply with the following minimum standards, which apply to teacher and voluntary worker bus drivers as well as to professional drivers. Therefore:

- ♦ drivers must have a LR, MR or HR licence (to be sighted by the teacher in charge) and have recent experience in the type of bus to be driven and the terrain to be covered
- ♦ for alpine areas drivers must hold a Hazardous Areas Licence (to be sighted by the teacher in charge)
- ♦ where buses and/or drivers are hired externally, the operators must be accredited under the Passenger Transport Act 1994 and possess a current authorisation slip (to be sighted by the teacher in charge)
- ♦ the teacher in charge must ensure that the bus company holds current public liability insurance (to be sighted by the teacher in charge)
- ♦ charter companies must have back up facilities to cover breakdowns
- ♦ a current label or certificate of roadworthiness must be affixed to the windscreen (to be sighted by the teacher in charge)
- ♦ buses must have sufficient capacity to accommodate all participants and their luggage safely and comfortably.

Seating

The school, in seeking quotes, hiring buses and endorsing any bus travel including travel on school owned buses, must take into account the following considerations:

- ♦ It is preferable that all students have their own seat, but if time of travel per excursion does not exceed 20 minutes, passengers (depending on age) may stand providing that the bus has suitable straps or poles. Where this is likely to be the case, it must be made clear in writing in the consent form.
- ♦ For excursions exceeding 20 minutes, all passengers must occupy seats.

- ◆ Where seat belts are fitted, only that number of passengers may occupy the space and the seat belts must be worn and properly fitted.
- ◆ Three students may sit in a double seat only if:
 - ◆ The seat does not have seat belts
 - ◆ Occupants are aged 14 years or under and fit comfortably
 - ◆ The double seat is at least 860mm wide
 - ◆ The gap between seat backs is not more than 100mm and the gap between seat cushions is not more than 50mm
 - ◆ Seat backs remain in the upright position
- ◆ Where there are 3 students per seat, no passengers may stand.

Luggage

The teacher in charge must ensure that:

- ◆ Where a luggage trailer is in use a current licence is to be sighted by the teacher in charge
- ◆ Luggage is stored in a safe manner, and loose items which could become airborne during heavy braking are secured
- ◆ If required, buses should have provision for wheelchair-bound students/children, eg chair stowage.
- ◆ Aisles are always kept clear
- ◆ Dangerous substances (eg. gas cylinders) are not carried in the passenger compartment.

8.6. Long distance Travel and Avoiding Driver Fatigue

Drivers (including voluntary workers, teachers and commercial operators) of any type of vehicle must ensure that sufficient rest periods are taken.

Long Distance Driving

Long distance driving is defined as driving a distance for more than 3 hours. Where employees are required to undertake long distance driving for the purposes of work the following safety measures must be taken:

- ◆ plan a long distance trip considering the risk factors and make contingency arrangements such as overnight accommodation
- ◆ prior to undertaking any long distance travel a safety check of the vehicle must be conducted by the driver. The check must include oil, tyres, spare wheel, jack, radiator
- ◆ a mobile phone must be provided and if accessing remote areas consider a satellite phone, extra tyres, water and food
- ◆ employees must maintain regular contact with a responsible person during and at the completion of their trip
- ◆ employees must not to drive for periods any longer than 8 hours in 1 day

- ♦ employees must be advised not to drive for lengthy periods without a rest break. It is recommended that rest breaks be taken at least every 2 hours for a minimum of 15 minutes at a time.

Driver Fatigue

When driving, the immediate responsibility for managing driver safety is with the driver. The driver must stop driving before signs of fatigue are present. Examples of signs of fatigue include:

- ♦ repeated yawning
- ♦ impaired concentration
- ♦ driving mistakes
- ♦ changes in vision
- ♦ wandering off the road
- ♦ nodding off momentarily
- ♦ feeling tired.

The risk of an accident increases by continuing to drive.

Causes of driver fatigue and recommended strategies to prevent fatigue are:

Work done on day of driving:

- ♦ The total duration of a workday, from leaving home or accommodation must not exceed 8 hours.

Duration of driving:

- ♦ Reduce the driving duration.
- ♦ Share the driving with another person.
- ♦ Maximum driving hours between breaks (It is recommended that rest breaks of 15 minutes be taken at a minimum every 2 hours).
- ♦ Use alternative means of transport.

Time of day:

- ♦ Restrict driving at night (driver fatigue increases if driving during usual rest or sleep hours).

Drivers general condition:

- ♦ The driver must not start a long drive if already fatigued, stressed, or suffering an illness which could contribute to fatigue.

Drivers' Capabilities

- ♦ Some drivers are not accustomed to driving long distances and/or are not accustomed to driving on country roads. These drivers may have increased susceptibility to fatigue and must adjust the driving duration accordingly.

Driving conditions: e.g. nature of the roads, traffic, and vehicle distractions

- ◆ Different road conditions can contribute to fatigue. The driver must take account of these conditions and adjust the driving condition accordingly.

Drivers using vehicles over 4.5 tonnes used for the carriage of persons or goods) must comply with the conditions of the Commercial Motor Vehicles (Hours of Driving) Act 1973.

8.7. Water Transport

Ship survey and marine safety

Commercial Marine Services, Department for Transport, Energy and Infrastructure, requires watercraft operating for hire or reward in the carriage of passengers to be surveyed and have a current Certificate of Survey (to be sighted by the teacher in charge). This certificate, which must be displayed, indicates the number of persons that can be carried and the safety equipment required on board. Hire and drive small vessels as defined in Part 8, Section 78 of the *Harbours and Navigation Regulations 1994* require a Certificate of Inspection. All other commercial vessels carrying paying passengers require a Certificate of Survey.

The operators of commercial vessels carrying paying passengers are required to hold a Certificate of Competency at the level determined by the State Crewing Committee. When using the services of a commercial operator, it is the responsibility of the principal/preschool director/teacher-in-charge to confirm with the operator that:

- ◆ vessels to be used have a current Department for Transport, Energy and Infrastructure Certificate of Survey (or interstate/international equivalent)
- ◆ vessels are staffed by appropriately qualified persons
- ◆ vessels are loaded according to the Certificate of Survey
- ◆ Surveyed charter vessels must carry Coastal lifejackets or SOLAS lifejackets depending on the class of survey and other safety equipment specific to the type of craft and area of operation as specified on the Certificate of Survey are on board
- ◆ correct instructor/supervisor-to-student ratios* are adopted.

Vessel staff must never be alone with students as it is unlikely that Catholic Education SA has undertaken police checks or other screening checks.

Principals should also ensure that motorised vessels owned by schools are registered with the Department for Transport, Energy and Infrastructure as recreational vessels.

Principals whose schools are involved in water activities involving the transportation of water craft must be aware of the “Rear overhang exemption for transporting rowing boats, canoes or kayaks” as listed in the South Australian Government Gazette and found at the [Transport SA](#) website under personal transport then light vehicles then trailers.

8.8. Aircraft

Before approving or seeking other approvals for charter or private air travel (but not commercial airlines), the Principal or delegate must ensure that:

- ◆ The pilot holds a current commercial pilot’s licence and holds or works under an air operator’s certificate
- ◆ The aircraft owner holds a current public liability insurance policy which in the event of a claim from a passenger, or his or her parents, provides cover of not less than \$5 million per claim (not event).

The Principal or delegate must sight the pilot's commercial licence, air operator's certificate, current medical certificate card and public liability insurance policy. A pilot must never be alone with students as it is unlikely that Catholic Education SA has undertaken police checks or other screening checks.

9. INTERSTATE EXCURSIONS

The School Board's permission will be required before a diocesan school (in the Adelaide or Port Pirie Diocese) undertakes an interstate excursion with students. The Diocesan director must be notified of the excursion by the Principal of the school. Approval will only be given under the following conditions:

That the School Board approves the excursion as educationally beneficial, suitable to the age level of the students involved and school approved.

1. All voluntary workers accompanying students on interstate excursions must be police checked and electronically screened by Catholic Education SA. All voluntary workers must have completed a Volunteer Details Form. For details of these screening measures please refer to the [Catholic Education SA](#) website.
2. That the students are accompanied by at least two authorised excursion staff. The minimum ratio is 1:15 students. However, there must be a minimum of two excursion staff for all excursions, one of whom is a registered teacher at the school. If both male and female students will be in the excursion group, it would be preferable that the excursion staff include both a male and a female. However, if only one gender of excursion staff is accompanying the students, parents must be fully informed about the gender of the supervision prior to providing consent.
3. That a school contact person be nominated. This person must be contactable at all times for the duration of the activity and have copies of:
 - a. The names of all participating students and excursion staff
 - b. The mobile phone contacts of any participating excursion staff
 - c. The family contact details for all participating students and excursion staff
 - d. Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details
 - e. Copies of parental consent and medical advice forms
 - f. Emergency/contingency plans

The Principal and school contact person must be able to communicate readily and quickly with the travelling party and must be kept up to date by the travelling party on any variations to the itinerary

In case of an emergency such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the school contact person would:

- g. Immediately contact authorities and provide them with the necessary information
 - h. Act as a liaison between the school, emergency services and parents
4. That the accompanying excursion staff carry a mobile phone for emergency contact at all times.
5. That the excursion staff take battery operated smoke alarms for use in the sleeping areas of accommodation which may not have alarms fitted.
6. That the excursion staff take a suitable [First Aid Kit](#) and that excursion staff first aid qualifications are current.

7. That all excursion staff undertake their duty of care obligations carefully, mindful of the fact that they are on duty throughout the entire excursion.
8. That the accompanying forms are completed, including a detailed itinerary.

The following forms are to be used for interstate excursions unless otherwise stated:

Appendix B: Risk and Safety Management Checklist and Excursion Risk Management Plan

Appendix F: Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions

Appendix H: Excursion Staff Health Form

Appendix J: Parent Excursion Consent - Interstate and Overseas Camps and Excursions

NB: Forms will be kept by the School Contact Officer

NB: Copies of forms will be held by the teacher in charge

10. OVERSEAS EXCURSIONS

This section must be read in concert with the SACCS document [Overseas Travel: Procedures for Responding to DFAT Travel Advisories 2011](#), including without limitation the additional obligations imposed by those Procedures on those involved in organising and/or approving overseas excursions.

The Director's approval will be required before a diocesan school (in the Adelaide or Port Pirie Diocese) undertakes an overseas excursion with students. Approval will only be given under the conditions set out below. In the case of an overseas excursion by a non-diocesan school, and in the case of any excursion involving travel to a country (or area of a country) for which the Department of Foreign Affairs and Trade (DFAT) has issued a "High Degree of Caution", "Reconsider your need to travel" or "Do not travel" advisory, an additional approval process (as set out in the *Overseas Travel: Procedures for Responding to DFAT Travel Advisories 2011*) must be followed.

1. That the School Board approves the excursion as educationally beneficial, suitable to the age level of the students involved and school approved.
2. All voluntary workers accompanying students on overseas excursions must be police checked and electronically screened by Catholic Education SA. All voluntary workers must have completed a Volunteer Details Form. For details of these screening measures please refer to the [Catholic Education SA](#) website.
3. Prior to organising travel the teacher in charge checks the DFAT website (<http://www.smartraveller.gov.au>) to ascertain whether any travel destinations involve countries affected by epidemics, unrest or dangers of any kind.
4. Prior to the commencement of travel, the teacher in charge regularly checks the DFAT website (<http://www.smartraveller.gov.au>) to monitor any changes in advisories for the intended destinations.
5. The teacher in charge must register with DFAT and with the Australian Embassy in the country of destination. For details of Australian Embassies refer to the [Department of Foreign Affairs](#) website. All student and excursion staff names must be lodged with each Embassy, together with a copy of the group's itinerary. The teacher in charge must also carry copies of all signed forms including insurance and a photocopy of each participant's passport (ie the pages in the passport containing the passport number and photograph and relevant visas).

6. All participants must take out travel insurance. It is preferable to organise travel insurance before making deposits on travel, accommodation, study tours or course fees. Whatever insurer is selected, schools must ensure that it provides a broad cover, including cover in the event that the excursion is cancelled at short notice by Catholic Education SA (if at all possible).
7. That students and their parents are clearly informed that the Director has the right to qualify or withdraw approval for excursions at any time if the political situation deteriorates or for any other safety reason, including without limitation the circumstances contemplated by the *Overseas Travel: Procedures for Responding to DFAT Travel Advisories* (2011). In this respect, the Director will be guided by the Department of Foreign Affairs and/or the Minister for Education and the Minister's advice to DECS schools. It is possible in these circumstances that travel may be cancelled at short notice.
8. That in the event that the excursion is cancelled, parents and students are informed that reimbursement of costs must be sought from the travel insurer. Catholic Education SA and the school will not be liable for any reimbursement of expenses (or any loss or damage) incurred by participants if the excursion is cancelled and the insurance cover does not provide reimbursement in the circumstances.
9. Some destinations require vaccinations. Please contact:
 - ♦ Health Service Australia (HSA Group), (Immigration, Visa, Medicals), Commonwealth Centre, Level 8 - West, 55 Currie Street, Adelaide phone 8468 6084, Fax 8468 6055.
 - ♦ Any other medical service specialising in overseas medicine and vaccination.
10. That the students are accompanied by at least two authorised excursion staff. The minimum ratio is 1:15 students. However, there must be a minimum of two excursion staff for all excursions, one of whom is a registered teacher at the school. If both male and female students will be in the excursion group, it would be preferable that the excursion staff include both a male and a female. However, if only one gender of excursion staff is accompanying the students, parents must be fully informed about the gender of the supervision prior to providing consent.
11. A school contact person must be nominated. This person is to be contactable at all times for the duration of the activity and have copies of:
 - ♦ The names of all participating students and excursion staff
 - ♦ The mobile phone contacts of any participating excursion staff
 - ♦ The family (next of kin) contact details for all participating students and excursion staff
 - ♦ Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details
 - ♦ Copies of parental consent medical advice and insurance forms
 - ♦ Emergency/contingency plans
 - ♦ The contact details of the Australian Embassy in the country of destination. The school contact person must keep the teacher in charge up to date with any relevant information from the [Department of Foreign Affairs](#) about the country of destination by checking the website at regular intervals.

The Principal and school contact person must be able to communicate readily and quickly with the travelling party and must be kept up to date by the travelling party on any variations to the itinerary

In case of an emergency such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the school contact person would:

- ♦ Immediately contact authorities and provide them with the necessary information
 - ♦ Act as a liaison between the school, emergency services and parents
12. That the accompanying excursion staff carry a mobile phone for emergency contact at all times. In order to allow for overseas contact, mobile phones must be set up with 'global roaming' which is specific for each country. The phone owner must make arrangements for this with the owner's service provider.
 13. That the excursion staff take battery operated smoke alarms for use in the sleeping areas of accommodation which may not have alarms fitted.
 14. That the excursion staff take a suitable [First Aid Kit](#) and that excursion staff first aid qualifications are current.
 15. That all excursion staff undertake their duty of care obligations carefully, mindful of the fact that they are on duty throughout the entire excursion.
 16. That with respect to finances for the trip, staff are mindful of their own safety by planning ahead and using alternatives to taking a large amount of cash overseas. This could be achieved by investigating the possibilities at various destinations and using travellers cheques, credit and debit cards and Western Union- Money Transfer.
 17. That the accompanying forms are completed, including a detailed itinerary.

The following forms are to be used for overseas excursions unless otherwise stated:

Appendix B: Risk and Safety Management Checklist and Excursion Risk Management Plan

Appendix F: Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions

Appendix H: Excursion Staff Health Form

Appendix I: Application to the Director to Conduct an Overseas Excursion

Appendix J: Parent Excursion Consent -Interstate and Overseas Camps and Excursions

Appendix K: Statutory Declaration (required for overseas excursions only).

NB: Original forms will be kept by the School Contact Officer, except in the case of Appendix K: Statutory Declaration, the original of which will be kept by the teacher in charge.

NB: Copies of forms will be held by the teacher in charge, except in the case of Appendix K: Statutory Declaration, the copy of which will be kept by the School Contact Officer.

NB: If a *Parenting Order* applies to any student travelling overseas, Appendix K must be signed by each parent (or other person) in whose favour such an order has been made. If this is not possible, you should refer the matter to your Principal Consultant.

For these purposes, a *Parenting Order* means a parenting order that provides that:

- (a) a child is to live with a particular person; or
- (b) a child is to spend time with a particular person; or
- (c) a child is to communicate with a particular person; or
- (d) a particular person is to have parental responsibility for a child.

10.1. Overseas Billeting Arrangements

Schools arranging overseas billets rely to a large extent on the checks and balances of the host school or third party providers to ensure the safety and welfare of their students.

It is essential that the Principal advise the host school or third party provider or both of the school's requirements regarding the safety and welfare of the student in the host family's care.

If the Principal is not satisfied that screening arrangements are sufficient to ensure the safety and welfare of students then the billeting arrangements must not proceed.

If in doubt contact the Principal Consultant at the Catholic Education Office.

11. ACTIVITIES INVOLVING OVERNIGHT ACCOMMODATION

11.1. Billets

Billet arrangements involve host families providing student accommodation, usually when students visit another school for a cultural or sporting activity. Billet arrangements also may occur when students represent the school at state or national competitions. If students are representing the school or if the school is connected to the competition in some way, the school shares the responsibility with the organisers for ensuring that any billet arrangements are safe and suitable. This responsibility for students applies whether the school is hosting students in billet accommodation or sending students to be billeted elsewhere.

Great care must be exercised if billets are arranged. Duty of care obligations operate and must be exercised.

Excursion staff qualifications and experience

Teacher in charge:

- ◆ Experience in supervising students in out of school hours situations

First Aid

See Section 6 on First Aid.

Excursion staff to student ratio

Each billeted student must have ready access to a teacher or excursion staff member at all times

Area/location

Billet accommodation must be of a standard acceptable to the organising schools and must include the following:

- ◆ Single gender bedrooms
- ◆ Private washing and toilet facilities
- ◆ Facilities for any student's special needs
- ◆ Communication facilities for billeted students to contact their teachers or excursion staff members
- ◆ Reserve accommodation for students who need to be relocated

Equipment/preparation

It is essential that the person nominating as a billet host and all adults in the household aged 18 years or over are police checked and electronically screened. In addition, the billet host must complete a [Voluntary Worker Details Form](#). For details of these procedures and forms see the [Catholic Education Office](#) website.

- ♦ It is essential that the billet host is advised about the school's expectations regarding the safety and welfare of the student in the family's care, preferably in writing. The billet host must be provided with contact details of the teacher in charge and the school contact person in the event that the host needs to urgently contact an excursion staff member. The billet host must be provided with details of the school's program. The responsibilities of the billet host must be clearly identified in advance. Such responsibilities will include transport arrangements, accommodation, after school activities and information about time to be shared with the billet host. If the billet has any special health care needs, these must be fully explained in writing to the billet host.
- ♦ Prior contact and agreement between participating families and students is strongly recommended. If either of the families have reservations about the appropriateness of a billet, these concerns must be handled sensitively and promptly by the host school.
- ♦ Students and their parents participating in billet arrangements must be informed of the expectations and responsibilities regarding student conduct and behaviour. They must also be provided with details of the program.

Safety/supervision

- ♦ Each student must at all times have ready access to a teacher or other excursion staff member. Excursion staff telephone contact details must be provided to each student. The over-riding consideration must be to act in the best interests of the student. If a student expresses discomfort or unease the student must be removed from the situation immediately.
- ♦ The teacher in charge must maintain an up to date list of billeted students and their addresses and contact numbers
- ♦ Where students are staying on farms or in other areas where hazardous machinery is located, safety arrangements must be discussed beforehand between teachers, the students, billeting families and the school.
- ♦ Effective and discreet communication protocols must be in place so that excursion staff can ensure the welfare of billeted students. Regular visits/telephone calls are a means of achieving this.
- ♦ The teacher in charge or delegate must have transport to visit students at their billets at any time.

11.2. Bus Tours

Generally, bus tours are educational tours where the bus company plans the itinerary, the activities and the catering. While bus tours generally don't require many specialised skills of the excursion staff, they provide some situations which are unique to this type of excursion.

Although a bus tour operator may be contracted by a school, the teacher-in-charge is responsible for the overall program and supervision of students. The bus tour operator and staff must undergo Catholic Education SA police checks and other screening processes before any contract is entered into (including verbal agreements). The bus tour operator and staff must be inducted regarding the school's expectations and their obligations. The bus tour operator and staff must be supervised carefully in relation to their interactions with students.

Excursion staff qualifications and experience

Teacher in charge:

- ♦ Experience in supervising students in out of school hours situations

First Aid

See Section 6 on First Aid.

Excursion staff to student ratio

1:10 for Preschool- Year 2

1:15 for Years 3-12

Minimum of two teachers required.

11.3. Caravan Parks

Accommodation in caravan parks can include caravans, dormitories, bunkhouses and tents. Facilities including toilets, showers, cooking and laundry must be provided.

Excursion staff qualifications and experience

Teacher-in-charge:

- ♦ experience in conducting student camps and preferably have completed a course in conducting camping activities.
- ♦ experience in supervising students in out-of-school-hours situations
- ♦ experience in tent camping, cooking over open fires and living in the outdoors

First Aid

See Section 6 on First Aid.

Excursion staff to student ratio

1:10 for Preschool- Year 2

1:15 for years 3-12

Minimum of two teachers required.

Area/location

Carefully select the environment with reference to emergency action procedures. Inform local police of the camp location, including dates and number of students.

Equipment/preparation

Hazard assessment: Conducted and documented as part of site selection process for principal's approval. *(See 4.7 Site selection)*

Emergencies: Communication, transportation and other emergency action protocols all planned, in place and operable. *(See 4.8 Contingency plans)*

Medical: Updated health care information including restrictions, special needs etc, must be communicated to concerned teachers and other leaders on a need-to-know basis, as negotiated with the student and family.

Safety/supervision

Excursion staff members must be readily available for students at all times. Mixed gender student groups must have mixed gender excursion staff members unless parents have approved of alternatives during the consent-seeking process. An excursion staff member of the same gender must sleep in each caravan/dormitory which accommodates preschool to junior primary students/children. □For older students, an excursion staff member must sleep nearby. Some students will have reservations about using shower blocks, and teachers must therefore give careful attention to safety aspects, eg conduct a teacher's pre-check. Students must then enter the blocks in groups, accompanied by staff members if necessary – two staff members are recommended in this case. Teachers need to be sensitive to particular student needs and must plan accordingly. Check curfew arrangements, as many will be relatively early. Choosing a position some distance from other campers, or near to the toilets, may be prudent □□The teacher-in-charge is responsible for the health of students on camp, and despite the health and sanitation policy of the caravan park proprietors, must seek remedial action where standards appear to be compromised.

11.4. Tent Camping

Light canvas or expedition camp: Groups camp in tents in bush settings with simple facilities, normally as part of an expedition, either bushwalking, canoeing, bicycle touring or sailing. Equipment is carried to the location by participants.

Standing canvas camp: A tent camp generally in bushland settings. Facilities such as kitchen and toilets are usually established by the campers. Equipment is brought in by vehicle.

Excursion staff qualifications and experience

Teacher-in-charge / instructors:

Training in canvas camp skills, covering setting up camp, sanitation, care and supervision of students on camps, outdoor cooking, environmental impact and emergency procedures, considerable experience in supervising students in canvas camp situations in a variety of terrains and weather conditions, bushwalking, bicycle touring, canoeing or sailing skills as appropriate.

Other Excursion Staff:

Experience in tent camping, cooking over open fires and living in the outdoors.

First Aid

See Section 6 on First Aid.

Excursion staff to student ratio

1:10

Minimum of two teachers required.

Area/location

Carefully select the environment with reference to emergency action procedures. Inform local police of the camp location, including dates and number of students.

Equipment/preparation

Hazard assessment: Conducted and documented as part of site selection process for principal's approval. *(See 4.7 Site selection)*

Emergencies: Communication, transportation and other emergency action protocols all planned, in place and operable. *(See 4.8 Contingency plans)*

Fire extinguishers suitable for both fat and fuel fires, as well as tent and grass fires, must be included except in the case of light weight camping where equipment is carried to the location by participants.

Medical: Updated health care information including restrictions, special needs etc, must be communicated to excursion staff on a need-to-know basis, as negotiated with the student and family.

Advisory: Before camping or entering parks, park rangers must be informed of camp itinerary and school contact person. For trips to isolated areas, local police must be similarly informed.

Permits: Details relating to permits and how to obtain them can be found at the Natural Resources information centre, NP&W offices and State Fisheries. The teachers in charge must ensure that appropriate permits are obtained for: collecting samples/seeds in parks fossicking in forest reserves, camping in parks and forest reserves, using closely regulated stretches of water such as Robe lakes, and some fishing activities.

Fires: Check in advance that fires are allowed. Minimise use of fire and therefore your impact on the land. Also:

- ◆ aim to use fire only for cooking
- ◆ site camp fires away from bushes, trees and rocks
- ◆ dig efficient pit fires which can easily be covered afterwards
- ◆ burn only fallen deadwood
- ◆ if wood is scarce, use stoves
- ◆ do not allow students to play with fires
- ◆ quench fire with water and bury before leaving.

Toilets: If no facilities are available, dig a hole at least 30cm deep for defecation and fill it in afterwards. Carry a camp spade with the group. Use sites well away from drinking water and major catchment areas. Always establish hygienic toilet, washing and cooking arrangements.

Rubbish: Adopt the principal of 'carry it in, carry it out' and encourage students to use a rubbish bag. Take foods which have minimal packaging.

Environmental impact: Detrimental effects upon the environment must be avoided. Encourage students to respect, wonder at, care for and enjoy the natural environment. Actively discourage blatant, intentional damage such as tearing wood from trees, carving initials on trees and rocks. Unintentional impact such as disturbing animals or interfering with and possibly destroying habitats must also be avoided.

Strategies for impact reduction: Adopt a policy of 'leave only footprints, take only photographs'. Engage in non-destructive activities such as observing, recording, photographing, sketching, writing. Also:

- ♦ encourage quiet observation
- ♦ organise small groups to help minimise damage
- ♦ keep to well-defined tracks
- ♦ do not overuse an area
- ♦ use non-fragile areas whenever possible – avoid sand dunes, arid lands and exposed reefs except for specific studies of those environments, since they are easily damaged. Specimen collecting is not allowed in national and state parks without park authority approval, and must be kept to a minimum in other areas.

Clothing and camping equipment: require special attention, as canvas camping can expose students to extremes in weather conditions.

Safety/supervision

The impact on the environment must be kept to a minimum, eg by forming small groups.

Mixed gender student groups must have mixed gender leadership unless parents have approved of alternatives during the consent-seeking process.

11.5. Residential Camps

Residential camps mean overnight accommodation in permanent buildings, eg motels, seminaries, retreat houses, special centres, with key facilities such as kitchen, chapels, grottos, shrines, dormitory accommodation and telephone.

Excursion staff qualifications and experience

Teacher-in-charge:

experience in conducting student camps preferably completed a course in conducting camping activities.

experience in supervising students in out-of-school-hours-situations

First Aid

See Section 6 on First Aid.

Excursion staff to student ratio

1:10 for Preschool to Year 2

1:15 for years 3-12

Minimum of two teachers required.

Area/location

Carefully select the environment with reference to emergency action procedures. Inform local police of the camp location, including dates and number of students.

Equipment/preparation

Hazard assessment: Conducted and documented as part of the site selection process for principal's approval. (*See 4.7 Site selection*)

Emergencies: Communication, transportation and other emergency action protocols all planned, in place and operable. *(See 4.8 Contingency plans)*

Medical: Updated health care information, restrictions and special needs must be communicated to concerned teachers and other leaders on a need-to-know basis, as negotiated with the student and family.

Safety/supervision

Mixed gender student/child groups must have mixed gender excursion staff members unless parents have approved of alternatives during the consent-seeking process.

Some students/children will have reservations about using shower blocks, and teachers must therefore give careful attention to safety aspects, eg conduct a teacher's pre-check.

Students/children must then enter the blocks in groups, accompanied by staff members if necessary – two staff members recommended in this case. Teachers need to be sensitive to particular student/child needs and must plan accordingly.

11.6. Sleepovers

Sleepovers include overnight stays inside the school/preschool or in tents within the school boundary. This section includes 'stay-back-till-dark' activities.

Excursion staff qualifications and experience

Teacher-in-charge:

Experience in supervising students/children in out-of-school/preschool hours situations.

First Aid

See Section 6 on First Aid.

Excursion staff to student ratio

1:10 for Preschool-year 2

1:15 for years 3-12

Minimum of two teachers required.

Area/location

Carefully select the environment with reference to contingency procedures, especially emergency access and egress. To minimise the risk of being trapped by fire, and allow for safe egress, sleepovers must be conducted in single storey buildings or on the ground floor in multi-storey buildings.

Toilets should be available for use within the building in which the students/children are housed, or nearby if students are camped within the school grounds.

Equipment/preparation

Hazard assessment: Conducted and documented as part of the selection process for principal's approval. *(See 4.7 Site selection)*

A fire safety assessment must be part of the process and include the following: (This may be done in liaison with the local firefighting authority) Flammable load present on-site, ie an area with a wool carpet should be used in preference to one with synthetic floor coverings. Strategies for reducing flammable load, eg relocate movable synthetic furnishings

and excessive quantities of paper; empty out waste receptacles. All participants must know where functional fire extinguishers are. Sites used for sleepovers and any hallway or corridor leading to a required exit must have a smoke detector/s fitted. Consideration should be given to installing smoke detectors in corridors leading to the area used, as an aid to early warning. Exit doors must be able to be opened without a key from the inside. Sites used for sleepovers must have a clearly visible, illuminated exit sign above a required exit door and in any hallway or corridor leading to a required exit.

Emergencies: Communication, transportation and other emergency action protocols all planned, in place and operable. *(See 4.8 Contingency plans)*

An emergency evacuation plan must be clearly understood by all participants. If the emergency is a fire, participants must evacuate as a priority and not attempt firefighting. Procedures must be in place for dealing with harassment by non-participants. At least two working torches must be accessible to excursion staff. The sleep-over area must be serviced by a telephone, with emergency services contact numbers prominently displayed by the phone or programmed into the telephone. Where mobile phones are to be used, a prior check must be made to ensure that reception is available for the area in use and a back-up battery is recommended.

Local police must be advised of the sleep-over, and extra patrols requested. Local firefighting authority and security services must also be advised. Identification of the sleep-over location on a school/preschool site plan is recommended for this purpose, along with notification of the date of the sleep-over and the number of persons involved.

Medical: Updated health care information – restrictions and special needs – must be communicated to concerned teachers and other excursion staff on a need-to-know basis, as negotiated with the student and family

Sleepover checklist: To be completed and lodged with the principal. *(See Appendix M)*

Safety/supervision/welfare Mixed gender student/child groups must have mixed gender leadership unless parents have approved of alternatives during the consent-seeking process. Arrangements must be made to ensure students/children have adequate bedding. Candles or other naked flames must not be permitted. Use of portable heaters is not recommended, but where used must have safety switches that turn off if tipped over. Exclude portable bar radiators. Any heater must be kept well clear of combustible material and be turned off when sleeping.

12. RELEVANT SOUTH AUSTRALIAN COMMISSION FOR CATHOLIC SCHOOLS (SACCS) POLICIES AND PROCEDURES

- ◆ Duty of Care Policy (2004)
- ◆ Pastoral Care Policy (2008)
- ◆ Policy for the Development of Personal Responsibility (currently under revision)
- ◆ Policy for the Care, Wellbeing and Protection of Children and Young People (2011)
- ◆ Procedures for Reporting Child Abuse and Neglect (2010)
- ◆ Overseas Travel: Procedures for Responding to DFAT Travel Advisories (2011)
- ◆ Students with Disabilities Policy (2011)

These policies and procedures are available on CESA Online within [CESA Services](#) or at the [Archdiocesan](#) website.

13. SPONSORSHIP

Sponsorships and promotions should be used to enhance educational programs and not to displace other funding arrangements on which schools depend. Sponsorship agreements must only be negotiated with organisations whose public image, products or services are not inconsistent with the ethos and values of Catholic Education.

All sponsorship agreements should be reached through negotiation. The agreement must specify the roles and responsibilities of individual parties, and the nature and level of acknowledgment to be given to the sponsor. However, schools must not accept sponsorship if any visible display of such sponsorship on a team member or the uniform is a condition of the sponsorship.

Participation in sponsorships and promotions must not generate undue pressure on children, parents or schools to purchase particular products or services, or to adopt particular beliefs, attitudes or courses of action. Acceptance of a sponsor's product or service must not be a condition of an individual student's participation in sponsored activities. Any educational materials provided as part of a sponsorship or promotion must be clearly identified as being those of the sponsor.

14. USEFUL LINKS

[Active Education](#)

[Australian Camps Association](#)

[Australian Scuba Diving](#)

[Cancer Council of SA](#)

[Camping Food Standards](#)

[Catholic Health Safety and Welfare South Australia](#)

[Child Health and Education Support Services](#)

[Child Restraint Legislation](#)

[Christian Camping International Australia](#)

[Country Fire Service](#)

[DECS Camping Guidelines](#)

[Department of Education and Children's Services](#)

[Department of Environment and Heritage](#)

[Department of Environment and Heritage \(SA\)](#)

[Department of Foreign Affairs and Trade](#)

[Department of Health: Food Safety\)](#)

[Department of Transport, Energy and Infrastructure](#)

[Eat Well SA](#)

[Families SA](#)

[First Aid Kits](#)

[Gliding Federation of Australia](#)

[Hang Gliding Federation of Australia](#)

[National Accommodation, Recreation & Tourism Accreditation](#)

[National Junior Sport Policy](#)

[Outdoor Recreation Industry Council of NSW](#)

[Play by the Rules](#)

[SafeWork SA: Approved Code of Conduct for First Aid in the Workplace](#)

[South Australian Parks and Reserves](#)

[Smart Traveller](#)

[National Sport Information Centre \(NSIC\) Catalogue](#)

[Sports Medicine Australia Brochures \(National Pharmacies website\)](#)

[Sunsmart Victoria](#)

[Youth Hostel Association](#)

15. ACKNOWLEDGEMENTS

The working party wishes to acknowledge the following sources for assistance in preparing this document

The South Australian Department of Education and Children's Services

The Victorian Camping Association

The Victorian Department of Education and Children's Services

Sports Medicine Australia

The Australian Sports Commission

Appendix A

Summary Checklist for Planning Excursions

Please read the information in the main document prior to completing this appendix.

Any item that can't be ticked highlights a need for attention to a potential health or safety issue.

(1)	Initial Stage	✓
1.	Familiarise yourself with the Main Document of the Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005, Sections 1 -15.	<input type="checkbox"/>
2.	Gather information and plan camp/excursion in consultation with the camp/excursion staff and with the Principal.	<input type="checkbox"/>
3.	Submit proposal (Appendices A, B &D) to Principal (or delegate) for approval.	<input type="checkbox"/>
4.	Once Principal approves proposal	
	♦ Initial response has met minimum number of participants	<input type="checkbox"/>
	♦ Prepare detailed budget (in consultation with bursar or financial officer) and submit with appropriate planning form to principal for approval	<input type="checkbox"/>
	♦ Submit to principal the draft letter to parents explaining curriculum relevance, student requirements, activities, costs, etc refer to appendices D and J	<input type="checkbox"/>
	♦ Pass approved draft and camp planning form to administration and arrange for duplication and distribution to parents including request for consent and any additional health care information	<input type="checkbox"/>
	♦ Seek any other relevant approvals, eg CEO, DFAT, DEH	<input type="checkbox"/>
	♦ Organise personnel to meet required supervision levels	<input type="checkbox"/>
	♦ Arrange for forwarding deposit on bookings	<input type="checkbox"/>
5.	Planning form to relevant people for recording and implementation of accounting procedures.	<input type="checkbox"/>
6.	All bookings made.	<input type="checkbox"/>
7.	Set date for payment of deposits in consultation with finance personnel and in line with confirmation of all bookings.	<input type="checkbox"/>
8.	Arrange for duplication and distribution of advice to parents, seeking consent and medical information, with camp planning form attached.	<input type="checkbox"/>
9.	Check that student health support needs have been taken into account.	<input type="checkbox"/>
(2)	Activity Action Plan	
1.	Clear understanding of what is provided at the campsite?	<input type="checkbox"/>
2.	Necessary equipment all organised?	<input type="checkbox"/>
3.	Excursion staff-to-student ratios satisfactory?	<input type="checkbox"/>
4.	Instructor qualifications correct for planned activities?	<input type="checkbox"/>
5.	Sighted written evidence of police checks for campsite provider or instructor, employee or volunteer if it can be reasonably foreseen that these people will have an opportunity to have unsupervised contact with students. Note: All	<input type="checkbox"/>

	school volunteers engaged after 19 May 2005 require police and other screening checks.	
6.	Satisfactory transport arranged, particularly details relating to licensing, safety and luggage. See main document Section 6: Transport	<input type="checkbox"/>
7.	Contingency plans in place?	<input type="checkbox"/>
8.	First aid coordinator appointed and resources organised?	<input type="checkbox"/>
9.	Emergency services and police contacts organised?	<input type="checkbox"/>
10.	On-site emergency transport available?	<input type="checkbox"/>
11.	Special needs of students planned for?	<input type="checkbox"/>
12.	Catering organised?	<input type="checkbox"/>
13.	Cleaning needs met?	<input type="checkbox"/>
14.	Student preparatory and follow-up work organised?	<input type="checkbox"/>
15.	Excursion/Camp rules, duties, routines, behaviour management all considered and attended to?	<input type="checkbox"/>
(3)	A few weeks prior	
1.	Determine level of student camp/excursion fee payments with administration. Initiate any necessary action.	<input type="checkbox"/>
2.	Obtain and distribute consent forms for completion by parents. Set return dates.	<input type="checkbox"/>
3.	Advise others affected by camp/excursion-related absences, eg duty rosters, meetings, library, canteen.	<input type="checkbox"/>
4.	Arrange supervision for non-participating students.	<input type="checkbox"/>
5.	Discuss details with participants, covering rules, expectations, routines, clothing, personal needs, expenses, meals etc.	<input type="checkbox"/>
(4)	One week prior	
1.	Book out suitable First Aid Kit . First aid coordinator to make copies of all necessary information, medication schedules etc.	<input type="checkbox"/>
2.	Review planning and compile checklist of tasks to be completed in the next week(s) time.	<input type="checkbox"/>
3.	Ensure all excursion/camp fees paid, all consent and medical forms returned.	<input type="checkbox"/>
4.	Compile emergency contact numbers (students, leadership team members, camp) to be left with school contact person and admin.	<input type="checkbox"/>
5.	Prepare rosters etc required on excursion/camp.	<input type="checkbox"/>
6.	Advise administration of any cheques required.	<input type="checkbox"/>
7.	Confirm up-to-date advice to relevant agencies, eg National Parks and Wildlife.	<input type="checkbox"/>
8.	Meet with school leadership team to confirm roles, responsibilities, health support needs (on a need-to-know basis only), contingency plans and other arrangements.	<input type="checkbox"/>

◆ **Excursion Program Activity**

Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing.

Considering age, maturity, physical stature, ability level and readiness of the students how appropriate the activities are to the nature of the group.

Consider the use of protective clothing and equipment according to recommended practices for the activity (eg. riding helmets, wet weather gear, correct footwear, hats for sun protection, sunscreen).

Are the student:teacher ratios compliant for the activity?

What alternatives have been planned in case activities are suddenly cancelled?

What group management strategies are in place, including the possibility of an additional activity where participants spend considerable time waiting their turn.

◆ **Equipment**

Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue.

◆ **Environment**

Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals.

◆ **People**

Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities.

Have personnel who may have the opportunity of unsupervised contact with children been police checked. *Note: All school volunteers engaged after 19 May 2005 require police and other screening checks.*

Staff qualifications and/or experience specific to the activity, the nature of the group and the venue to be used.

◆ **Accommodation**

Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security



	<p><i>students in the excursion activities or in the use of equipment and qualifications of instructors.</i></p> <p>◆ <i>Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.</i></p>	
8	Document the Risk Management Plan that follows including procedures to be implemented in emergencies, a communication plan.	<input type="checkbox"/>
9	Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.	<input type="checkbox"/>
10	Review the excursion risk management plan on completion of the activity/excursion.	<input type="checkbox"/>
11	If a satisfactory risk management plan cannot be developed the activity should be avoided.	
12	Assistance is available from the OHSW consultants at the Catholic Education Office, Ph 83016600.	

Risk Management Plan						
<i>Name of School</i>			<i>Group/Class:</i>		<i>Number in group/class</i>	
<i>Name of Principal</i>			<i>Name of Teacher in Charge:</i>			
<i>Description and location of excursion</i>			<i>Contact number:</i>			
<i>Date (s) of Excursion</i>			<i>Accompanying staff, parents, caregivers, volunteers</i>			
Hazards Identified	Likelihood/Consequences	Current Controls	Effective Yes/No	Risk Rating	New/Additional Controls Required	Re-rate Risks
Emergency Plan (attach if necessary)						

Risk Assessment Authorised By:

Date

Hazards Identified	Likelihood/Consequences	Current Controls	Effective Yes/No	Risk Rating	New/Additional Controls Required	Re-rate Risks

Risk Assessment Authorised By:

Date

Checklist and Risk Management 6 pages in total

Appendix C

Proposal for School Excursion/Camp

Please read the information in the main document prior to completing this appendix.

school logo address etc

To be submitted to the Principal or Principal's Delegate

Summary

Group/Class(es) involved _____

Curriculum area _____

Venue/Campsite _____

Days/dates _____

Departure/return times _____

Transport _____

Cost per student _____ Total _____

Itinerary

Program of activities

Curriculum links

Student learning outcomes:

Pre-excursion/camp work/assignments/program:

Follow-up work/assignments/program:

Excursion team skill requirements

Supervision	Experience at specific activities	Appropriate Qualifications, Training
Name of Teacher in Charge		
Name of Teacher/s		
Name/s of voluntary workers		

Summary of key planning requirements

	✓
Qualified and experienced instructors/supervisors available and suitably screened? ...	<input type="checkbox"/>
Excursion Staff-to-student ratios satisfied?	<input type="checkbox"/>
Area/location, Equipment/preparation and Safety/supervision requirements (including mandatory notification knowledge) of all planned activities achievable? ...	<input type="checkbox"/>
First aid, hazard assessment and contingency procedures in place?	<input type="checkbox"/>

Planning checklist achievable in full?	<input type="checkbox"/>
All other requirements of <i>Camps, Excursions and Adventure Activities Procedures for Catholic Schools</i> satisfied?	<input type="checkbox"/>

Appendix D

General Consent for an Excursion/Camp

Teachers involved in planning camps, excursions and sleepovers involving an overnight stay need also to use Appendix F: Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions.

Details of planned activities, transport arrangements and supervising excursion staff are provided to provide sufficient information to parents about the nature of the proposed excursion (including a description of the activities to be undertaken) and the degree of supervision, to enable parents to give informed consent to their child's participation. Parents will be given a copy of all relevant documentation. The school contact person must be provided with copies of all documentation including copies of all signed forms. Teacher in charge must take originals of signed forms.

1. Title of excursion _____
2. Destination of excursion _____
3. Date(s) of excursion _____
4. Departure date/time _____
5. Return date/time _____
6. Transport and travel arrangements _____

7. Teacher in charge _____
8. Staff members and volunteers names _____

9. Cost and due date (and refund policy) _____

10. Clothing, equipment and other requirements _____

11. School contact officer (24 hour contact details) and any instructions regarding contact _____

12. Contingency Plans, including alternative program _____

Overnight Camp and Sleep Over Information

- ◆ In the event of any serious misbehaviour on the part of my child, I understand that I will be contacted and will be responsible for any costs associated with my child's return.
- ◆ In the event of an accident or illness, and in an emergency situation where an ambulance is not available within a reasonable period of time, I consent to my child being transported to a hospital/medical/dental clinic or to an ambulance by an excursion staff member in a school/private car.
- ◆ In the event of an accident or illness involving my child, and contact with me or the emergency contact being impossible or unsuccessful despite continued attempts, I authorize the teacher-in-charge to consent to whatever emergency/critical medical or surgical treatment a registered medical practitioner considers urgent and necessary. I will pay all medical and dental expenses incurred on behalf of my child. Continued attempts to inform the parent or emergency contact will be undertaken in such circumstances until contact is made.
- ◆ I have provided all information necessary for the school to plan safe and reasonable health care support for my child. This includes, if relevant, information about any activity modifications my child may require for medical reasons.
- ◆ I consent to my child's doctor or medical specialist being contacted by medical personnel in an emergency.
- ◆ The information given is accurate to the best of my knowledge.

Emergency Family Contacts: Parent/Guardian

Parent's/guardian's full name	(home)	(work)	(mobile)
-------------------------------	--------	--------	----------

Address	
---------	--

Alternative Emergency Contact

_____ (name)	(home)	(work)	(mobile)
--------------	--------	--------	----------

Address	
---------	--

Parent/Guardian Consent

As a parent/guardian to	(student's/child's first and second name)
-------------------------	---

	(your name)
give my consent for him/her to participate in:	(name of activity)

at/on:	(location)	(dates inclusive)
--------	------------	-------------------

Signature and date	____/____/____
--------------------	----------------

Emergency medical contact

As a parent/guardian to	(student's/child's first and second name)
-------------------------	---

If your child becomes unwell or is injured, medical attention will be sought if needed. Please provide name, address and telephone number of any medical personnel currently treating your child who may have information that may help emergency services.

(name)	(address)	(telephone)
(other information)		

Special Circumstances

My child has a medical condition(s) requiring particular treatment in the event of accident, illness or emergency. YES/NO

Details of medical condition:

Is there a Medical Management Plan in place? (YES/NO)
 if Yes please attach Medical Management Plan.

Does your child require any modifications to this Plan? (YES/NO)
 If yes, please detail:

If no, are you aware of any other medical emergency that could arise?

Checklist and Risk Management

Please provide details of the emergency and how to recognize it?

Emergency Treatment (Please provide extra attachments if necessary)

In the event of an accident or illness, staff will call an ambulance if an emergency situation arises. Staff will make every attempt in the event of an accident or illness to contact you or the alternate emergency contact person. Ongoing attempts to contact the parent or alternative emergency contact person will be made until successful contact occurs. In the event that contact is impossible or delayed, are there any special instructions to be given to the ambulance staff? If so, please add these below:

MedicAlert number (if applicable) _____

Parent/Guardian Signature	____/____/____
---------------------------	----------------

Appendix E

Transport of Students/Children by Parents/Volunteers

DECLARATION BY DRIVERS OF PRIVATE CARS ON SCHOOL ORGANISED OR INITIATED ACTIVITIES

I _____ declare that I am the driver/owner of the following vehicle, which is to be used to carry students on school organised or initiated activities:

- ◆ Vehicle registration number _____
- ◆ Equipped with suitable seatbelts or restraints for _____ children*
- ◆ Registered
- ◆ Covered by a minimum third party property damage insurance policy
- ◆ In safe mechanical condition
- ◆ The driver has a full licence to drive a vehicle and will drive in a safe and responsible manner
- ◆ No student will occupy a seat that is not fitted with a seat belt
- ◆ The vehicle will not be overloaded
- ◆ I am aware of the law regarding alcohol and drugs
- ◆ In the event of an accident I agree that the school will not be required to reimburse me for any expenses which may be incurred
- ◆ For Diocesan Schools insert name of school _____
and Catholic Church Endowment Society Incorporated accept no liability from an accident involving private vehicles.
- ◆ For Congregational Schools insert name of school _____
and insert name of legal entity _____
_____ accept no liability from an accident involving private vehicles.

Signed _____ Date _____

The following information is to be entered when passengers are allocated

Event: _____

Passengers: _____

* New child restraint laws in South Australia effective 1 July 2010 [New Child Restraint Rules](#)

The Australian Road Rules currently require that children less than 12 months of age must be restrained in a suitable approved child restraint. However, children between 12 months and 16 years of age must be restrained in an approved child restraint or a properly fastened seatbelt.

Appendix F

Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions

This information is intended to assist the school in case of any medical emergency involving your child. A copy of this information will be held by the school contact person and the originals will be held by the teacher in charge of the excursion. All information is held in confidence

Child's name			
Date of birth		Year level	
Parent's/guardian's full name			
Address			Postcode
Emergency telephone numbers	(home)	(work)	(mobile)
Name and address of family doctor			
Medicare no.		Medicare expiry date:	
Medical/hospital insurance fund		Contribution no.	

Please tick if your child suffers any of the following:

- | | | | | |
|---------------------------------------|---|--|---|--|
| <input type="checkbox"/> Bed wetting | <input type="checkbox"/> Fits of any type | <input type="checkbox"/> Heart condition | <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Dizzy spells | <input type="checkbox"/> Sleepwalking | <input type="checkbox"/> Blackouts | <input type="checkbox"/> Migraine | <input type="checkbox"/> Travel sickness |
| | | | <input type="checkbox"/> Anxiety disorder | <input type="checkbox"/> SARS |

Other

Allergies to:

<input type="checkbox"/> Penicillin		<input type="checkbox"/> Other drugs	
<input type="checkbox"/> Any foods		<input type="checkbox"/> Other	

What special care is recommended?

Is there a Medical Management Plan in place? Yes No

Does the school have an up to date copy of the Medical Management Plan? Yes No

Does your child require any modifications to this plan? Describe

If no, are you aware of any medical emergency that could arise? Yes No

Please provide details of emergency and how to recognise it?

Emergency Treatment (Please provide extra attachments if needed):

Tetanus immunisation - year of last tetanus immunisation

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Tablets and medicines - Is your child presently taking tablets and/or medicine? Yes No

If yes, please state name of medication, dosage etc.

All medication containers must be labelled with your child's name, the dose to be taken, specific storage conditions, and when it should be taken. For customs processes, you must enquire with your doctor whether it is necessary for your child to carry a letter from the doctor confirming that the medication is prescribed by a registered medical practitioner. If it is necessary or appropriate for your child to carry his or her own medication (for example, asthma puffers or insulin for diabetes) it must be with the knowledge and approval of both the teacher-in-charge and yourself.

Previous experience - Is this the first time your child has been away from home? Yes No

CONSENT TO MEDICAL ATTENTION

In the event of an accident or illness involving my child, and contact with me or the emergency contact being impossible or unsuccessful despite continued attempts, I authorise:

- ♦ The teacher in charge (*insert name*) _____ as my nominee to give consent to the appropriate medical or dental authorities for my child where such authorisation is required eg. general anaesthetic, blood transfusion etc. I give this consent on the understanding that the teacher-in-charge will, if at all possible, contact me by telephone prior to consenting to the administration of medical or dental treatment by the medical practitioner, dentist or hospital concerned. However, if the medical or dental practitioner considers that the medical or dental treatment should be administered immediately, and the teacher-in-charge is unable to contact me, I authorise:
- ♦ The teacher-in-charge to consent to the administration of medical or dental treatment
- ♦ The supervising staff to administer such first aid as the teacher-in-charge may judge to be reasonably necessary
- ♦ In the event of an accident or illness, and in an emergency situation where an ambulance is not available within a reasonable period of time, I consent to my child being transported to a hospital/medical/dental clinic or to an ambulance by an excursion staff member in a school/private car.

Continued attempts to inform the parent or emergency contact will be undertaken in such circumstances until contact is made.

I understand that in the event of illness or accident to my child, I will be responsible for all associated costs and charges, including ambulance transportation. It is a requirement of the school that students involved in overseas travel take out travel insurance as detailed in the Attachment. Please ensure that any documents relating to travel insurance are kept in a safe place.

(Signature)	____/____/____ (date)
-------------	--------------------------

Signature of parent/guardian 1

(Signature)	____/____/____
-------------	----------------

Signature of parent/guardian 2

Appendix G

Swimming/Aquatic Consent Form

CONFIDENTIAL

To be completed by the PARENT/GUARDIAN for students participating in swimming and aquatics activities.

This information will be shown to SCHOOL STAFF and SWIMMING INSTRUCTORS and EMERGENCY SERVICES PERSONNEL responsible for this student's safety at swimming and aquatics activities.

Child's name			
Date of birth		MedicAlert Number (if relevant)	
School, Suburb			
Emergency telephone numbers	(home)	(work)	(mobile)

1. Health support information for swimming and aquatic activities

Please complete the following information so the instructors and school staff can plan for your child's safety in the water. No student will be excluded from swimming except on medical advice.

Does your child have a health care need that could affect their safety in the water?

NO If NO, please go to section 2 - **Consent to take part in Swimming and Aquatic Activities.**

YES If YES, please tick the boxes below that show your child's health care needs:

- | | | |
|---|---|--|
| <input type="checkbox"/> Asthma
Is your child under a health care plan for asthma? | <input type="checkbox"/> Medication usually taken at school | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Severe allergy (eg bee sting) | <input type="checkbox"/> Incontinence | <input type="checkbox"/> Skin condition (eg dermatitis) |
| <input type="checkbox"/> Joint Disorder (eg arthritis) | <input type="checkbox"/> Seizures | <input type="checkbox"/> Swallowing/choking difficulties |
| <input type="checkbox"/> Vision Impairment | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Communication difficulties |
| <input type="checkbox"/> Ear Disorder (eg drainage tubes) | <input type="checkbox"/> Heart Disorder | <input type="checkbox"/> Other (please give details below) |

--

Swimming and aquatics instructors need a written health care plan from your child's doctor/treating health professional to plan for any special health needs. Have you attached health care information from your child's doctor/treating health professional? (This may be a copy of the information you have provided already to the school).

NO If NO, staff and instructors will provide standard supervision for safety and first aid (see over).

YES If YES, write down what you have attached (eg asthma care plan; details about ear care).

2. Consent to take part in Swimming or Aquatic Activities

- ♦ I give my consent for my child named above to take part in swimming and/or aquatic activities
- ♦ I understand that school staff will be present and provide supervision for safety.
- ♦ I understand that the swimming or aquatics instructors will be in charge of the water activities.

	(date)
--	--------

Signature of parent/guardian

This section is for the instructor and/or class teacher about any special measures to be taken for this child's safety in the water

(for example, safety watch because of a history of seizures; easy access to child's asthma medication; teacher to ensure two puffs of reliever ten minutes prior to lesson; teacher to ensure child eats two snack portions from diabetes school kit)

Standard health care support for the most common health conditions

Asthma	Any child currently prescribed asthma medication must bring their medication. Asthma care plan must be attached to this consent form. Standard first aid: Four puffs of reliever medication. Wait four minutes. If no relief, four more puffs, four minutes. If still no relief, call an ambulance. No return to the water after two lots of reliever medication within any given session.
Seizures	No swimming without care plan from doctor/seizure specialist. Any student with a diagnosed history of seizures will have an adult acting as one to one safety watch. Seizures are generally managed in the pool. Once the seizure is over, the child will leave the pool for the rest of the session.
Diabetes	No swimming without care plan from doctor/diabetes specialist. First aid as per individual diabetes care plan.
Severe allergy	As per allergy specialist care plan
Drainage tubes in ears	Appropriate protection using plugs, caps and ear wraps to be worn throughout water activities unless written medical advice is provided saying this is not necessary.
Incontinence	As per care plan
Choking	As per care plan

Responsibilities

The teacher(s) from the school:

- ◆ provides overall supervision
- ◆ supervises lesson preparation, including sun protection for outdoor activities
- ◆ supervises packing up at the end of activities
- ◆ is responsible for general behaviour management
- ◆ ensures consent forms, including relevant health support information, are provided to the instructor in charge. This includes identification of staff appointed to individual student safety watch (for example if a student has epilepsy/seizures).

The instructor

- ◆ is responsible for the swimming and aquatics learning program
- ◆ must negotiate with teachers any individual student health support (as indicated on consent forms) before students enter the water
- ◆ supports school policies including behaviour management and safety including sun protection
- ◆ ensures school staff and students are informed about emergency procedures.

Appendix H

Excursion Staff Health Form

CONFIDENTIAL

(NB: This form is to be used by staff including volunteers attending an overseas, interstate and overnight excursion or camp)

Family name	<input type="text"/>	Given names	<input type="text"/>
Date of birth	<input type="text"/>		
Residential Address	<input type="text"/>		
			Postcode
Telephone numbers	<input type="text"/>	(home)	(mobile)

Emergency Details

Medicare no.	<input type="text"/>	Medicare expiry date:	<input type="text"/>
Doctor's Name and telephone number	<input type="text"/>		
Ambulance Cover	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Private Health Cover	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Medical/hospital insurance fund	<input type="text"/>		

Emergency Contact

Name of Contact 1	<input type="text"/>			
Relationship (optional)	<input type="text"/>			
Telephone numbers	<input type="text"/>	(home)	(work)	(mobile)
Name of Contact 2	<input type="text"/>			
Relationship (optional)	<input type="text"/>			
Telephone numbers	<input type="text"/>	(home)	(work)	(mobile)

1. Health Care Details

1.1 Do you have any medical condition or other health care concern which we should be aware of, including allergies? Yes No

Please provide details:

1.2 Are you aware of any medical emergency that could arise? Yes No

Please provide details of emergency and how to recognise it?

Emergency Treatment

Are you immunised against tetanus? Yes No

Date of last tetanus booster? ____/____/____

Medical Consent

In case of emergency, and in the event that I am unable to give consent at the time, I give _____ and/or _____ of the school permission to use his or her judgment in obtaining any medical attention which he or she considers necessary. I consent to my doctor or medical specialist being contacted in an emergency.

To the best of my knowledge I am fit and able to undertake this school approved excursion to _____. I am aware of the activities that will be undertaken and of the duration of the trip.

(Signature)	____/____/____ (date)
-------------	--------------------------

2. Work related Activities

2.1 If the employee suffers a work-related injury, the employee must:

2.1.1 Immediately report that injury, in writing, to the teacher-in-charge. The report must state:

- a) the date and time of the injury
- b) the location or address where the injury occurred
- c) the nature of the injury
- d) how the injury occurred
- e) ensure that you sign the report

2.1.2 The teacher-in-charge will countersign your report and return it to you.

2.1.3 If possible, a doctor's certificate should be obtained and carefully retained together with your report.

2.2 Upon return to Adelaide, the employee will immediately notify the school of any work-related injury, complete the appropriate forms, and keep careful records and documentation relating to the injury.

2.3 **Please note:** Voluntary worker excursion staff are not eligible for workers compensation but may be eligible for assistance under the Accident Policy which the school holds for authorised voluntary workers. Careful records must be kept as above and inquiries made to the school upon return.

3. Personal Effects, Vehicles and Travel

3.1 The school will not be responsible in any way for any claim by the employee or voluntary worker or by another entity relating to the loss or damage to personal effects and property of the employee/voluntary worker in any way connected with the camp or excursion. (However, we recommend that the participating staff take out travel insurance to cover such possessions.)

3.2 The school will not be responsible for any claim by the employee, voluntary worker or any other entity relating to loss or damage to any property (including vehicles) of any type whether or not the employee or voluntary worker is involved in any way in the cause of this loss or damage.

3.3 The school will not be responsible for any claim relating to travel delays or stoppages.

4. Reasonable Care

The employee or voluntary worker undertakes to exercise reasonable care and to take all precautions to protect the employee's or voluntary worker's own health and safety as well as that of other persons with whom the employee or voluntary worker comes into contact.

5. Misconduct

The employee or voluntary worker will at all times while on excursion behave in a responsible, polite and courteous manner, and, particularly, will not do, or omit to do, anything which causes students, employees or voluntary workers or the school any loss of reputation or embarrassment.

6. Illness

Except to the extent of any coverage of the employee or voluntary worker under any insurance or workers compensation policy kept on file by the school, the school will not be responsible for

any costs, loss or damage associated with any illness which may affect the employee while overseas or interstate.

I have read and I understand the terms and conditions as detailed above:

EXECUTION:

Signed by the Employee:

(Signature)	____/____/____ (date)
-------------	--------------------------

In the presence of:

(Signature)

Full name of witness:

(Print clearly)	____/____/____ (date)
-----------------	--------------------------

EMPLOYEE or VOLUNTARY WORKER: When you have signed this document please forward ALL pages to _____

PLEASE NOTE: Original documentation will be held by the Principal (or delegate) of the school and a copy by the person in charge of the excursion. A copy of the signed Agreement will be forwarded to you for your records.

Appendix I

Application to the Director to conduct an Overseas Excursion

The Director's approval will be required before a diocesan school (in the Adelaide or Port Pirie Diocese) undertakes an overseas excursion with students.

The following checklist must be in place for this approval. Please ensure that the checklist has been completed and discussed with your Principal and the Principal Consultant from your school before attaching it to your request for approval from the Director.

In the case of an overseas excursion by a non-diocesan school, and in the case of any excursion involving travel to a country (or area of a country) for which DFAT has issued a "High Degree of Caution:", "Reconsider your need to travel" or "Do not travel" advisory, an additional process (as set out in the *Overseas Travel: Procedures for Responding to DFAT Travel Advisories 2011*) must be followed. Please note that in such a case, information in addition to that required below may be requested.

Part A

1	The School Board has approved the excursion as educationally beneficial, suitable to the age level of the students involved and school approved.	<input type="checkbox"/>
2	All voluntary workers accompanying students on the excursions have been police checked and electronically screened by Catholic Education SA. All voluntary workers have completed a Volunteer Details Form. For details of these screening measures please refer to the Catholic Education SA website at http://online.cesamet.adl.catholic.edu.au/docushare/dsweb/View/Collection-692	<input type="checkbox"/>
3	The teacher in charge has read the SACCS document Overseas Travel: Procedures for Responding to DFAT Travel Advisories 2011 and checked the DFAT website to ascertain the travel advisory in place for all countries to which travel is planned.	<input type="checkbox"/>
4	The teacher in charge has procedures in place to regularly check the DFAT website prior to travel to monitor any changes in advisories for the intended destinations.	<input type="checkbox"/>
5	The teacher in charge has registered with DFAT and with the Australian Embassy in each country of destination. For details of Australian Embassies refer to the Department of Foreign Affairs website http://www.dfat.gov.au/travel/ . All student and excursion staff names have been lodged with each Embassy together with a copy of the group's itinerary. The teacher in charge must also carry copies of all signed forms and a photocopy of each participant's passport (ie the pages in the passport containing the passport number and photograph and relevant visas).	<input type="checkbox"/>
6	All participants have taken out travel insurance. Copies to be kept by the teacher in charge and the school contact person. It is preferable to organise travel insurance before making deposits on travel, accommodation, study tours or course fees. Whatever insurer is selected, schools must ensure that it provides a broad cover, including cover in the event that the excursion is cancelled at short notice by Catholic Education SA (if at all possible).	<input type="checkbox"/>
7	Students and their parents have been clearly informed that the Director has the right to qualify or withdraw approval for excursions at any time if the political situation deteriorates or for any other safety reason, including without limitation the circumstances contemplated by the <i>Overseas Travel: Procedures for Responding to DFAT Travel Advisories (2011)</i> . In this respect, the Director will be guided by the Department of Foreign Affairs and/or the Minister for Education and the Minister's advice to DECS schools. It is possible in these circumstances that travel may be cancelled at short notice.	<input type="checkbox"/>

8	That in the event that the excursion is cancelled, parents and students are informed that reimbursement of costs must be sought from the travel insurer. Catholic Education SA and the school will not be liable for any reimbursement of expenses (or any loss or damage) incurred by participants if the excursion is cancelled and the insurance cover does not provide reimbursement in the circumstances.	<input type="checkbox"/>
9	Some destinations require vaccinations. Please contact: ♦ Health Service Australia (HSA), Travel Vaccination and Health Advisory Service, Commonwealth Centre, Level8/55 Currie Street, Adelaide phone 8468 6084, Fax 8468 6055. ♦ Any other medical service specialising in overseas medicine and vaccination.	<input type="checkbox"/>
10	The students are being accompanied by at least two authorised excursion staff. The ratio meets the required 1:15 students and there is at least the minimum of two excursion staff. If both male and female students will be in the excursion group, it would be preferable that the excursion staff include both a male and a female. However, if only one gender of excursion staff is accompanying the students, parents must be fully informed about the gender of the supervision prior to providing consent.	<input type="checkbox"/>
11	A school contact person has been nominated. This person will be contactable at all times for the duration of the excursion and has copies of: ♦ The names of all participating students and excursion staff ♦ The mobile phone contacts of any participating excursion staff ♦ The family contact details for all participating students and excursion staff ♦ Itineraries, including dates and estimated times of various arrivals and departures and accommodation contact details ♦ Copies of parental consent, insurance and medical advice forms ♦ Emergency/contingency plans ♦ The contact details of the Australian Embassy in the country of destination. The school contact person must keep the teacher in charge up to date with any relevant information from the Department of Foreign Affairs about the country of destination by checking the website http://www.smartraveller.gov.au at regular intervals. The Principal and school contact person must be able to communicate readily and quickly with the travelling party and must be kept up to date by the travelling party on any variations to the itinerary. In case of an emergency such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the school contact person would: ♦ Immediately contact authorities and provide them with the necessary information ♦ Act as a liaison between the school, emergency services and parents. ♦ Let the Principal Consultant at the CEO know - for this reason, copies of contact details provided to the school contact person should also be given to the Principal Consultant.	<input type="checkbox"/>
12	The accompanying excursion staff have access to a mobile phone for emergency contact at all times. In order to allow for overseas contact, mobile phones must be set up with 'global roaming' which is specific for each country. The phone owner must make arrangements for this with the owner's service provider.	<input type="checkbox"/>
13	The excursion staff will take battery operated smoke alarms for use in the sleeping areas of accommodation which may not have alarms fitted.	<input type="checkbox"/>
14	The excursion staff will take a suitable First Aid Kit and make sure their first aid qualifications are current.	<input type="checkbox"/>
15	All excursion staff are aware of the need to undertake their duty of care obligations carefully, mindful of the fact that they are on duty throughout the entire excursion.	<input type="checkbox"/>

16	That with respect to finances for the trip, staff are mindful of their own safety by planning ahead and using alternatives to taking a large amount of cash overseas. This could be achieved by investigating the possibilities at various destinations and using travellers cheques, credit and debit cards and Western Union- Money Transfer.	<input type="checkbox"/>
17	<p>The accompanying forms have been completed, including a detailed itinerary</p> <ul style="list-style-type: none"> ◆ Appendix B: Risk and Safety Management Checklist and Excursion Risk Management Plan ◆ Appendix F: Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions ◆ Appendix H: Excursion Staff Health Form ◆ Appendix J: Parent Excursion Consent - Interstate and Overseas Camps and Excursions ◆ Appendix K: Statutory Declaration (required for overseas excursions only). <p>NB: Original forms will be kept by the School Contact Officer, except in the case of Appendix K: Statutory Declaration, the original of which will be kept by the teacher in charge.</p> <p>NB: Copies of forms will be held by the teacher in charge, except in the case of Appendix K: Statutory Declaration, the copy of which will be kept by the School Contact Officer.</p> <p>NB: If a <i>Parenting Order</i> applies to any student travelling overseas, Appendix K must be signed by each parent (or other person) in whose favour such an order has been made. If this is not possible, you should refer the matter to your Principal Consultant.</p> <p>For these purposes, a <i>Parenting Order</i> means a parenting order that provides that:</p> <ul style="list-style-type: none"> (a) a child is to live with a particular person; or (b) a child is to spend time with a particular person; or (c) a child is to communicate with a particular person; or (d) a particular person is to have parental responsibility for a child. 	<input type="checkbox"/>

Part B

Name of School

Destination

Expected number of participating students

Year level(s)

Duration of excursion (dates) from to

Number of excursion staff in total (including approved parent volunteers)

Number of supervising teachers

Name of Teacher in Charge

Appendix J

Parent Excursion Consent - Interstate and Overseas Camps and Excursions

Details of planned activities, transport arrangements and supervising excursion staff are provided to provide sufficient information to parents about the nature of the proposed excursion (including a description of the activities to be undertaken) and the degree of supervision, to enable parents to give informed consent to their child's participation. Parents will be given a copy of all documentation including copies of signed forms. School contact person must be provided with copies of all documentation including copies of all signed forms. Teacher in charge must take originals of signed forms and, for overseas excursions, copies of all passports of students and staff on trip.

1. Title of excursion _____
2. Destination of excursion _____
3. Date(s) of excursion _____
4. Departure date/time _____
5. Return date/time _____
6. Passport requirements _____
7. Vaccination Requirements _____

8. Other _____
9. Transport and travel arrangements _____

10. Teacher in charge _____
11. Staff members and volunteers names _____

12. Cost and due date (and refund policy) _____

13. Clothing, equipment and other requirements _____

17. Student behaviour

I acknowledge that during the excursion, acceptable standards of behaviour will be expected of the students. I agree that my child will be subject to the authority of the supervising staff.

I accept that my child must comply with the school policy in respect of the use of alcohol and illegal and prohibited substances.

I accept that in the event of any unscheduled or 'free time', students must always remain in pairs as a minimum and must not depart from the group at any time without the consent of the supervising teacher.

I understand that in the event of my child's serious misbehaviour during the excursion, he/she may be sent home under appropriate supervision. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.

18. Parent consent

I have read all of the above information provided by the school in relation to the above excursion including any attached material.

I give permission for my daughter/son to attend

Student name

Parent/guardian 1	Print name
-------------------	------------

(Signature)	____/____/____ (date)
-------------	--------------------------

Parent/guardian 2	Print name
-------------------	------------

(Signature)	____/____/____ (date)
-------------	--------------------------

19. Student consent

I have read all of the above information provided by the school in relation to the excursion including any attached material.

I agree that I will behave in a courteous and cooperative manner with accompanying staff and students.

I agree that I will abide by the school's policies in relation to the use of alcohol and illegal and prohibited substances.

I agree that I will respect the authority of supervising excursion staff and that I will obey all reasonable instructions.

I agree that I will be respectful of varying cultural, social and religious situations that may require specific behaviour and or specific clothing.

I agree that I will never depart from the group unaccompanied or without permission and will take care to protect my own safety as well as the safety of others in the group at all times.

I accept that in the event of any unscheduled or 'free time', I must always remain in pairs as a minimum.

I understand that in the event of my serious misbehaviour during the excursion, I may be sent home under appropriate supervision.

(Student Signature)	____/____/____ (date)
---------------------	--------------------------

Note:

Parents must also complete Appendix F 'Confidential Medical Information for Overseas, Interstate and Overnight Camps, Sleepovers and Excursions', and must sign 'Consent to medical attention' and where applicable Appendix K 'Statutory Declaration' for overseas excursions.

Appendix K

Statutory Declaration For Overseas Camps And Excursions Only

I/we (Parent/guardian - full name)

_____ of _____ in the
State of South Australia, _____ (occupation) and
(Parent/guardian - full name)

_____ of _____ in the State of South Australia, _____ (occupation),
make the following declaration under the *Statutory Declarations Act 1959*:

1. I am/we are the parents of: (Full name of child)

Australian passport number: _____

2. I/We hereby confirm that I/we consent to my/our son/daughter travelling to
_____ (country names) during the period
_____ (dates of trip) in the care of:

Name of Teacher in Charge

_____ and

Name(s) of other nominated supervising Teacher(s)

3. I/we appoint the above mentioned staff members as guardians of my/our son/daughter, giving them jointly and severally authority to take action in my absence to safeguard my/our son/daughter's health, safety and welfare while he/she is travelling with the above mentioned staff members on his or her school approved overseas excursion. This incorporates the need to seek any appropriate medical or dental attention in the event of sickness or accident should such a situation arise.

Signature of parent(s)/guardian(s) _____

Signature of JP/solicitor _____

Date _____

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signed by Parent/guardian 1:

Signed by Parent/guardian 2:

Declared at _____ South Australia

on this _____ day of _____ 20____

Before me (Signature), I being satisfied about the identity of the person(s) signing the consent above:

Full name, qualification¹ and address of person before whom the declaration is made (in printed letters):

NB: If a *Parenting Order* applies to any student travelling overseas, Appendix K must be signed by each parent (or other person) in whose favour such an order has been made.

For these purposes, a *Parenting Order* means a parenting order that provides that:

- (a) a child is to live with a particular person; or
- (b) a child is to spend time with a particular person; or
- (c) a child is to communicate with a particular person; or
- (d) a particular person is to have parental responsibility for a child.

¹ For a full list of the persons before whom a Statutory Declaration may be made, see Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth): <http://www.comlaw.gov.au/Details/F2006C00248/Download>.

Appendix L

National Parks and Wildlife Trip Intention Form

To be forwarded to relevant park office at least 10 working days prior to visit

This generic form can be used to provide land management staff with an indication of your intended visit to a park. This information will assist staff to ensure your visit does not clash with any management operations or park protection goals.

Park and Forest staff do NOT normally initiate emergency response for overdue groups, and so you should ensure that a copy of this form is left with a responsible person who will contact Police in the event that your group is overdue on return from this trip.

NAME OF AREA BEING VISITED _____

NAME OF SCHOOL OR GROUP _____

NAME OF GROUP LEADER _____ Contact No. _____

DATES OF VISIT _____ EXPECTED RETURN TIME (at school or home) _____ am/pm

TOTAL NUMBER OF PERSONS IN GROUP (max 15 including supervisors) _____

NUMBER OF SUPERVISORS _____ VEHICLE REG. NO./Type. _____

AGES OF GROUP _____ EXPERIENCE (circle): Beginner /Intermediate /Experienced

SAFETY EQUIPMENT CARRIED BY GROUP (please tick as appropriate)

NAVIGATION MAPS:

- | | | |
|---|---|--|
| <input type="checkbox"/> Brochure Map | <input type="checkbox"/> 1:50,000 Topographic Map | <input type="checkbox"/> GPS |
| <input type="checkbox"/> EPIRB (Positioning Beacon) | <input type="checkbox"/> Suitable First Aid Kit | <input type="checkbox"/> Senior First Aider |
| <input type="checkbox"/> Fuel Stove(s) | <input type="checkbox"/> Emergency Food (in case of delay) | <input type="checkbox"/> Wind/Wet Weather Gear |

MOBILE PHONE - reception may not be available NORMAL/CDMA/SATELLITE No _____

EMERGENCY PLAN (in case of injury, delay) _____

EMERGENCY CONTACTS

EMERGENCY CONTACT'S FULL NAME	(HOME)	(WORK)	(MOBILE)
ADDRESS			

ROUTE PLAN (include any campsites - mark on copy of 1:50,000 if possible):

VEHICLE TO BE PARKED AT: _____

Please display school/group ID on windscreen to assist identification

NOTE:

- Walkers should remain on designated walk trails (cross country hiking is not permitted in many parks).
- Camp at designated camp sites only (unless previously agreed with Ranger on basis of group's experience).
- Bookings are required for group use of campsites (contact Ranger)
- To conserve habitat, please bring your own wood.
- Fires may be prohibited at some locations and are not permitted on days of Total Fire Ban

Send a copy of this form to the park/forest you intend to visit. Park contacts can be obtained at:

http://www.environment.sa.gov.au/parks/Contact_Us

Appendix M

Sleepover Checklist

Please read the information in the main document prior to completing this appendix.

The completed checklist **must** be approved by the principal/preschool director prior to conducting a school/preschool sleep-over. **(Use in conjunction with 11.6 ‘Sleepovers’)**

Any item that can't be ticked highlights a need for attention to a potential health or safety issue.

1.	Will the sleepover be led by excursion staff experienced in supervising students/children in out-of-school/preschool-hours situations and suitably screened (eg volunteers police checked etc)?	<input type="checkbox"/>
2.	Is the excursion staff to-student/child ratio satisfactory?	<input type="checkbox"/>
3.	Have parents been asked about any additional health care needs of students/children that may need to be taken into account?	<input type="checkbox"/>
4.	Are an adequate number of excursion staff appropriately trained in first aid?	<input type="checkbox"/>
5.	Have emergency services been notified:	
	a) Police?	<input type="checkbox"/>
	b) Local fire service?	<input type="checkbox"/>
	c) Security service?	<input type="checkbox"/>
6.	Have emergency services been supplied with a site plan noting the ground floor/single storey location of the sleepover?	<input type="checkbox"/>
7.	Are excursion staff familiar with emergency action procedures?	<input type="checkbox"/>
8.	Are exit doors able to be opened from inside without a key?	<input type="checkbox"/>
9.	Are procedures in place for dealing with harassment by non-participants?	<input type="checkbox"/>
10.	Do excursion staff have ready access to a telephone with emergency numbers programmed / displayed?	<input type="checkbox"/>
11.	Have all reasonable precautions been taken to reduce fire hazards?	<input type="checkbox"/>
12.	Are required smoke alarms and exit lights installed?	<input type="checkbox"/>
13.	Is the smoke alarm tested and working?	<input type="checkbox"/>
14.	Is emergency lighting, including working torches, in place and suitable?	<input type="checkbox"/>
15.	Are fire extinguishers installed, with current service tags?	<input type="checkbox"/>
16.	Are toilets and other washroom facilities safe and readily accessible?	<input type="checkbox"/>
17.	Will excursion staff ensure that there are no naked flames, eg candles?	<input type="checkbox"/>

Appendix N

School Sport Checklist

Any school sport team must, for the benefit and safety of the children and the coaches, make sure that they cover the areas in the following checklist:

- ◆ Parent signed permission to play
- ◆ Volunteers have undergone Catholic Education SA Police checks and other screening procedures
- ◆ Draw and venue distributed to parents. For knock out competitions new information will be sent out for each round
- ◆ Coaches contact phone number and address information to parents
- ◆ Coach has players' medical information sheet
- ◆ Coach understands school's sporting policy
- ◆ Coach trained in first aid, mandatory notification and other essential school policies
- ◆ Contact person at school with relevant information about sports known by parents and staff

Appendix O

Principal's Checklist

Any item that can't be ticked highlights a need for attention to a potential educational, health or safety issue

For each activity, camp or excursion, it is the responsibility of the Principal to:

1.	Ensure that the procedures in this publication (and in the case of overseas travel, the procedures in the <i>Overseas Travel: Procedures for Responding to DFAT Travel Advisories 2011</i>) are adhered to	<input type="checkbox"/>
2.	Endorse the curriculum component requirements	<input type="checkbox"/>
3.	Ensure that planning has taken into account the special needs of students and excursion staff	<input type="checkbox"/>
4.	Ensure that planning has considered any reasonably foreseeable conditions and hazards that could be encountered	<input type="checkbox"/>
5.	Ensure that a risk assessment has been completed	<input type="checkbox"/>
6.	Be satisfied that the excursion staff undertaking the activity have the necessary skills and competence	<input type="checkbox"/>
7.	Ensure that adequate provision is made for excursion staff to have adequate sleep and relaxation time	<input type="checkbox"/>
8.	Appoint the teacher in charge, a back up person and a school contact person	<input type="checkbox"/>
9.	Apply current screening procedures to excursion staff, in particular any volunteers	<input type="checkbox"/>
10.	Ensure that billeting arrangements (intrastate, interstate, international) are satisfactory	<input type="checkbox"/>
11.	Ensure that billet hosts and all adults aged 18 years and over in their household are police checked	<input type="checkbox"/>
12.	Ensure that all volunteers accompanying students overnight are police checked	<input type="checkbox"/>
13.	Require police and other screening checks <ul style="list-style-type: none"> ♦ apply current screening procedures to excursion staff, in particular any volunteers (Note: All school volunteers engaged after 19 May 2005 need to be police checked) ♦ ensure that written evidence has been sighted of police checks for campsite provider or instructor, campsite employee or volunteer if it can be reasonably foreseen that these people will have an opportunity to have unsupervised contact with students 	<input type="checkbox"/>
14.	Ensure that all excursion staff are aware of their mandatory notification obligations	<input type="checkbox"/>
15.	Ensure that excursion staff are aware of excursion staff and student conduct expectations	<input type="checkbox"/>
16.	Advise the teacher in charge of procedures for withdrawing students in cases of serious misconduct	<input type="checkbox"/>
17.	Ensure that correct protocols for gaining parental consent have been observed	<input type="checkbox"/>
18.	Ensure that medical information is collected and properly retained	<input type="checkbox"/>
19.	Ensure that emergency procedures are in place in the event of a critical incident	<input type="checkbox"/>
20.	Ensure that contact details are accessible and available	<input type="checkbox"/>
21.	Ensure that appropriate documentation is retained	<input type="checkbox"/>
22.	Notify the Diocesan Director of an interstate excursion or completed Appendix I for an overseas excursion	<input type="checkbox"/>

Appendix P

Incident Report Form

Name of excursion staff member/s who dealt with the incident _____

Time And Date Of Incident _____ Time and Date of First Report _____

Tick the Relevant Box(es). The incident involved:	
<input type="checkbox"/> Billeting Parent/Other Family Member	<input type="checkbox"/> Weapons
<input type="checkbox"/> Privacy	<input type="checkbox"/> Abuse
<input type="checkbox"/> Meals	<input type="checkbox"/> Violence towards Student
<input type="checkbox"/> Drugs	<input type="checkbox"/> Domestic Violence within Family
<input type="checkbox"/> Theft	<input type="checkbox"/> Threats
<input type="checkbox"/> Verbal Abuse	<input type="checkbox"/> Other(specify)

Description of Incident (including name, gender, of person(s) year level of students. detailed action taken) **Attach additional pages if necessary** _____

Issue _____

Background _____

Appendix Q

Sporting Activities and Recreational Excursions

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Sporting and Recreational Excursions

This appendix is to be used for camps and excursions that include sporting and recreational activities. The information contained within is designed to ensure safe practice for specific sports and recreational activities. It assumes awareness of OHS&W policies.

Before undertaking an activity, teachers, specialist instructors or other supervisors must give students/children clear, precise instructions. Careful consideration must be given to the suitability of certain activities for students/children of young age.

If multiple events are occurring at the same time care must be taken in the location of each event to eliminate the risk of participants in one event injuring those in another.

Safe procedures for use, maintenance, hygiene and storage of equipment must be carefully adhered to.

Correct equipment must be selected for all activities. Improvisations must be avoided – eg. unpadded netball goals used as soccer goals – as they can create unnecessary hazards.

Should **First Aid** be required please refer to **See Section 6** on First Aid in the main document “Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools”.

All excursion employees must respond promptly and in line with their training when first aid is required.

Qualifications

All school employees should have current first aid training, at least to the level of Basic Emergency Life Support (BELS). This qualification remains current for three years.

Principals must ensure that students can access first aid support at all times.

Due consideration should also be given to Ambulance response times when selecting a camp or excursion location.

Additional First Aid Qualifications

In a number of activities, the leadership/instruction qualifications specified for the teacher-in-charge/instructors include additional levels of first aid training and certification.

Other Policies

Activities and practices **must** also reflect the National Junior Sports Policy along with the Guidelines for the Development of Junior Sport in South Australia. These guidelines address specific issues related to sporting competitions.

Attention is drawn to the roles of (codes of behaviour) of coaches, teachers, parents, guardians and officials contained within the National Junior Sports Policy .

http://www.schools.sa.gov.au/policy/files/links/National_Junior_Sport_Policy.pdf

Context for Activities

Organisers **must** consider the types of activities suitable for students/children of different ages and the appropriate time to introduce particular activities. The National Junior Sports Policy provides a developmental model that outlines a logical progression of experiences for young people.

Many of the recreation and sport-specific activities listed in this section are not suitable for Preschool-Year 2 students, since the main concern at their level should be free and guided play, which by its very nature is not sport-specific. Emphasis for Preschool-Year 2 should therefore be on:

- ◆ spontaneous play and movement
- ◆ co-ordination skills
- ◆ informal and minor games.

The overriding aim is for these very young students/children to enjoy themselves and learn basic physical skills.

General movement and skill development remains vital for students from age eight, but it may be appropriate for them to experience a range of sport specific activities. When determining such experiences for years 3-7 students, organisers must consider modified forms of sports in terms of equipment and rules of play. These are specified by the relevant state sporting associations, which publish related guidelines.

Activity organisers must ensure that scheduling of activities and instructor/supervisor qualifications and experience align with age-level requirements.

Unacceptably Hazardous Activities

Some activities have not been included in this section because they are thought to be too hazardous or inappropriate for Preschool-Year 12 students/children, eg. shooting, parachuting and bungy jumping.

Relationship of teaching qualifications to instructor/supervisor qualifications and experience

These guidelines assume that, apart from specialist teachers of Health and Physical Education, all teachers will have completed a course in Physical Education or Health and Physical Education as part of their training, and will therefore be competent to instruct or supervise in many of the activities listed. In many instances the term 'Teacher with (specific activity) experience' is used to describe the recommended qualifications and experience of the teacher-in-charge. Other recommended qualifications and experience are indicated where appropriate. Coaching/supervisory qualifications are relevant to quality of instruction and to student/child safety.

For certain higher risk activities the minimum qualifications specified are mandatory. These qualifications are clearly marked as 'required'.

While supervisors will not generally need the same expertise and experience expected of a teacher-in-charge or an instructor, it is important that they have a sufficient level of competence and experience in a particular activity to actively support the supervision, instruction and safety of students/children, rather than increasing the burden on the teacher-in-charge/instructor. **Where there are no particular qualifications or experience listed for 'other leaders' in a specific activity, this should be taken as the minimum.**

One of a principal's key responsibilities is to ensure that teachers and other instructors or supervisors have the appropriate qualifications and experience to ensure the safe conduct of sporting and recreational activities.

Excursion Staff-to-student/child ratios

These ratios refer to camps and excursions. They are not intended to apply to lessons that form part of the in-school/preschool teaching program. These ratios are given as guidelines only (unless otherwise

stated), since they depend on the following key factors, any of which could prompt an adjustment to the ratio:

- ♦ age and developmental level of participants
- ♦ physical capabilities and experience
- ♦ disabilities, special medical conditions or other limitations, eg. behavioural
- ♦ level of training and experience of Excursion Staff members, ie. teachers, specialist instructors and other supervisors
- ♦ level at which activity is being undertaken, ie. competition or recreational
- ♦ availability of required quantities of well-maintained and functioning equipment of proper design (Australian Standards where applicable)
- ♦ terrain, water conditions etc
- ♦ prevailing and anticipated weather conditions
- ♦ access to support services such as first aid, medical or other emergency
- ♦ any other requirements of contingency plans.

For certain higher risk activities, the specified minimum ratios are mandatory. These ratios are clearly marked as 'required'.

Organised Competitions

There may be circumstances in organised competitions where appropriate standards of student supervision and safety may be accommodated in different ways. (Refer SASSSA and SAPSASA rules and guidelines)

a) Archery

Preschools: This activity is not considered suitable

Excursion Staff qualifications and experience

Teacher-in-charge/instructors:

Teacher with archery experience or:

- ♦ years 4-7: Orientation to Coaching (OTC) (formerly Level 0 coaching)
- ♦ years 8-12: Level 1 coaching or higher

Excursion staff team-to-student ratio

- ♦ **1:10**
- ♦ **Minimum of 2 excursion staff**

Area/location

If school ovals are used for archery, take precautions to ensure the safety of others.

- ♦ Open area
- ♦ Adequate target face
- ♦ Aim towards hill/embankment or safe area which is clearly marked to prevent others entering.

Equipment/preparation

- ♦ Check bows for cracks or stress marks
- ♦ Check strings for abrasion and wear
- ♦ Check arrows for secure feathers and cracks.

Safety/supervision

- ◆ Visible signal (eg. red flags) placed to indicate the danger area
- ◆ Students remain behind shooting line
- ◆ They must shoot in one direction only
- ◆ Students spaced along firing line
- ◆ Bows must be strung 'around the hip'
- ◆ An arrow must only be cocked just prior to firing and strictly towards the target
- ◆ Cock feather must be in the correct position
- ◆ Bow must not be 'overdrawn'
- ◆ Equipment must be kept dry – bows must not be placed on the ground between use
- ◆ Students must wear arm protectors and finger tabs.

Instructor/teacher commands 'shoot - stop - retrieve arrows' must be known and strictly adhered to.

b) Athletics

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion Staff qualifications and experience

Teacher-in-charge/instructors:

- ◆ with athletics experience or:
- ◆ years 3-7: OTC (formerly Level 0 coaching)
- ◆ years 8-12: Level 1 coaching or higher

See Section:

Excursion Staff-to-student ratio

- ◆ **1:15** - with consideration given to the nature of the specific athletic activity and level of risk involved.
- ◆ **Minimum of 2 excursion staff**

Area/location

Flat, firm surface free of debris and obstructions etc.

Equipment/preparation

Suitable footwear (track shoes, spikes).

Safety/supervision

Cancellation of throwing and jumping events necessary in wet weather Special care to be taken in hot conditions, particularly in endurance events and activities (eg. fluid replacement, rescheduling of events).

Choice of activities and equipment must reflect age and ability of participants, eg. students of primary age must not run more than 5km, and students of secondary age not more than 10km within a Physical Education setting.

1) Track events

- ◆ Check condition of starting blocks
- ◆ Mark running areas clearly.

2) Field events – throwing

General

- ◆ Throwers correctly spaced
- ◆ Throwing in the same direction
- ◆ Implements thrown and retrieved on teacher/instructor command
- ◆ Throwing on order and when no-one is in line of flight
- ◆ Implements carried back to throwing point

- ◆ Correct method of carrying must be taught
 - ◆ Keeping warm between throws.
- 3) **Javelin**
Appropriate size, weight of implement
- ◆ Suitable runway
 - ◆ Carry vertically or drag by tail
 - ◆ Walk only to collect and return with javelins – *do not run*
 - ◆ Careful selection of site, roped off
 - ◆ Sector clear
 - ◆ Participants to the side and well away from runway.
- 4) **Discus**
- ◆ Protective cage ideal, U-shaped (hockey goals are suitable)
 - ◆ Appropriate size, weight of implement
 - ◆ Return by carrying
 - ◆ Careful site selection, roped off
 - ◆ Participating students behind and well away from circle
 - ◆ Sector clear.
- 5) **Shot put**
- ◆ Careful site selection, roped off
 - ◆ Return by carrying
 - ◆ Not end to end
 - ◆ Appropriate size and weight of implement
 - ◆ Participating students behind and well away from circle
 - ◆ Sector clear.
- 6) **Hammer**
- ◆ Careful inspection of condition of implement
 - ◆ Careful site selection
 - ◆ U-shaped protective cage
 - ◆ Sector lines extended a minimum of 60m
 - ◆ Hammer carried back
 - ◆ Participants behind and well away from circle
 - ◆ Sector clear
 - ◆ Appropriate size and weight of implement.
- 7) **Field events – jumping**
General
- ◆ Keep warm between jumps
 - ◆ Pits suitably prepared
 - ◆ Suitable runways
 - ◆ Size of pit well in excess of best jumper's longest jump.
- 8) **Long jump and triple jump**
- ◆ Run-up level, firm, wide and clearly marked
 - ◆ Take-off board flush with ground, free of debris, painted with flat paint
 - ◆ Take-off board(s) at appropriate distance(s) from pit
 - ◆ Landing area large, soft and regularly dug over
 - ◆ No obstructions, rake removed, safe surrounds.
- 9) **High jump**
- ◆ Bar easily dislodged
 - ◆ Foam or elastic bar for beginners
 - ◆ Secure uprights, suitably spaced (recommended 4m)
 - ◆ Mats must extend across width between uprights
 - ◆ Supersoft mat recommended
 - ◆ Multiple mats must be fastened

- ◆ Suitable surface for take-off
 - ◆ Avoid jumping towards sun.
- 10) **Pole vault**
- ◆ Adequate non-slip runway (recommended width 1.22m)
 - ◆ Suitable binding (grip) on pole
 - ◆ Distance between uprights recommended 4.3m
 - ◆ Stable base of uprights
 - ◆ Triangular cross bar inappropriate
 - ◆ Substantial landing area (supersoft mats, fastened)
 - ◆ Official positioned next to box to catch released pole.
- 11) **Hurdles**
- ◆ Level non-slip surface
 - ◆ Placement of hurdles in correct direction only
 - ◆ Suitable spacing, height.
- 12) **Cross country running/long distance running**
- ◆ Pre-competition training necessary
 - ◆ Course clearly marked – aim for minimum hazards, eg. traffic, obstacles
 - ◆ Consideration for the safety of members of the public
 - ◆ Officials stationed around course, particularly at potentially hazardous points
 - ◆ Students briefed on emergency procedures – eg. if lost or injured
- Regular fluid replacement:
- ◆ two cups (200-300mls) 45 minutes before event
 - ◆ one cup (100-200mls) every 15 minutes during event
 - ◆ Runners should drink more than they are thirsty for after the event
 - ◆ Light-coloured, light-weight and airy clothing.

For further information refer to the Athletics SA website at: <http://www.athleticssa.org/>

c) Australian football

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructors:

- ◆ with Australian football experience or:
- ◆ years 3-5: OTC (formerly Level 0 coaching) (South Australian National Football League)
- ◆ years 6-9: OTC (formerly Level 0 coaching) satisfactory, Level 1 preferred
- ◆ years 10-12: Level 1 coaching or higher

Excursion Staff-to-student ratio

- ◆ 1:20
- ◆ **Minimum of 2 excursion staff**

Area/location

- ◆ Flat, debris-free surface
- ◆ Goal posts well padded.

Equipment/preparation

- ◆ Personal mouthguards, head guard and shin pads (optional)
- ◆ Suitable football boots

- ♦ Avoid over-inflated or water-logged balls
- ♦ Balls of appropriate size.

Safety/supervision

- ♦ Contact minimal
- ♦ Modification where appropriate, eg. 'Aussie footy'.

For further information refer to the South Australian National Football League website at: <http://www.sanfl.com.au>.

d) Badminton

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructors:

- ♦ with badminton experience or:
- ♦ years 3-7: OTC (formerly Level 0 coaching)
- ♦ years 8-12: Level 1 coaching

Excursion Staff -to-student ratio

- ♦ 1:15
- ♦ **Minimum of 2 excursion staff**

Area/location

- ♦ Suitable non-slip floor
- ♦ Adequate run-off area and space between courts.

Equipment/preparation

- ♦ Good gripping footwear essential
- ♦ Avoid using vinyl-grip racquets (small grip size).

Safety/supervision

- ♦ Clear floor of shuttles during practice
- ♦ Place left-handers in positions not dangerous to other players.

For further information refer to the Badminton SA website at: <http://www.badminton.org.au/>

e) Baseball/Softball/Teeball

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ with baseball/softball experience or:
- ♦ years 3-7: OTC (formerly Level 1 coaching Australian Baseball Federation (ABF) or Softball Australia (SA))
- ♦ years 8-12: Level 1 ABF or SA coaching

Excursion Staff -to-student ratio

- ♦ 1:15
- ♦ **Minimum of 2 excursion staff**

Area/location

- ◆ Appropriate placement of diamonds
- ◆ Protective backstop recommended
- ◆ Safe sliding areas around bases.

Equipment/preparation

- ◆ Protective equipment for catcher: chest guard, abdomen guard, leg guards, helmet, face mask with ear-wing extensions and neck guard
- ◆ Batting helmets for batters and base runners
- ◆ Abdomen protectors recommended for fielders
- ◆ All protective equipment properly maintained and adjusted, available in sizes to ensure proper fit
- ◆ Bases and plates safely pegged
- ◆ Safety first-base recommended
- ◆ Suitably sized bats with non-slip grips, hand grips and plugged ends secure
- ◆ Bats dropped by batters safely away from other participants before running
- ◆ Suitable footwear
- ◆ Suitably sized gloves with careful attention to maintenance.

Safety/supervision

- ◆ Batting team well clear of diamond
- ◆ Area around striker kept clear of others for a safe radius.

For further information refer to the Baseball SA website at: <http://www.sa.baseball.com.au/> or Softball SA website at: <http://www.sa.softball.org.au/>

f) Basketball

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion Staff/Instructor qualifications and experience**Teacher-in-charge/instructors:**

- ◆ with basketball experience or:
- ◆ years 3-5: OTC (formerly Level 0 coaching) (Basketball Association of South Australia)
- ◆ years 6-9: Level 1 coaching
- ◆ years 10-12: Level 2 coaching

Excursion Staff-to-student ratio

- ◆ 1:15
- ◆ **Minimum of 2 excursion staff**

Area/location

- ◆ Suitable non-slip surface
- ◆ Adequate run-off area surrounding court.

Equipment/preparation

- ◆ Broken rings, nets etc replaced
- ◆ Suitable footwear to be worn
- ◆ Avoid placement of backboards against walls
- ◆ Appropriate size balls, ring height
- ◆ Padded goal posts if necessary.

Safety/supervision

- ◆ Avoid wearing jewellery

g) Boating/sailing

Preschools: These activities are not considered suitable

See also 'Water transport' and 'Boat fishing'. The Department for Transport, Energy and Infrastructure's (DTEI) Boating Safety Handbook provides comprehensive safety information, including an operational waters chart. Instructor qualifications must be current and applicable to the type of craft used.

1) Sailboards

Preschools: This activity is not considered suitable

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructors:

- ◆ Australian Yachting Federation (AYF) Basic Skills Instructor Certificate required

Other excursion staff:

- ◆ Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions
- ◆ The rescue boat driver **must** hold a Recreational Boat Operator's Licence
- ◆ Senior first aid training **required**

Instructor-to-student ratio

- ◆ 1:6 **required** (sheltered waters, winds to moderate)
- ◆ Minimum 2 excursion staff (1 must be a teacher)

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ PFD Type 1 (AS 1512–1996) or Type 2 (AS 1499–1996) must be worn while on the water
- ◆ Helmets recommended in some conditions, eg speed or wave.

Safety/supervision

- ◆ Enclosed waters: rescue boat on stand-by to respond within five minutes
- ◆ Open waters: rescue boat afloat in vicinity for immediate response
- ◆ Rescue-boat-to-shore communication recommended.

2) Small sailing Boats, catamarans, trailable yacht sailing

Preschools: This activity is not considered suitable

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructors:

- ◆ AYF Instructor's Certificate **required** and for powered boats, skipper **must** hold a Recreational Boat Operator's Licence.

Other excursion staff:

- ◆ Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions. Rescue boat driver **must** hold a Recreational Boat Operator's Licence.
- ◆ Senior first aid training **required**

Instructor -to-student ratio

- ◆ **1:6** (sheltered waters, winds to moderate)
- ◆ Minimum of 2 excursion staff (1 must be a teacher)

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ PFD Type 1 (AS 1512–1996) or Type 2 (AS 1499–1996) must be worn by each person on board
- ◆ Helmets recommended

Safety/supervision

- ◆ Boats seaworthy and well maintained
- ◆ Boat-to-shore communication recommended
- ◆ A powered support craft is recommended for dinghies
- ◆ In areas where motor boats are disallowed, each boat **must** have a qualified instructor aboard.

For further information refer to the Yachting SA website at: <http://www.sa.yachting.org.au/>

3) Keel boats

Preschools: This activity is not considered suitable

Excursion Staff qualifications and experience

Teacher-in-charge/instructors:

- ◆ At least 100 hours' instruction in a variety of weather conditions **required** and:

4) Day sailing (Inshore):

- ◆ YA Inshore Instructor Certificate required, plus one other competent sailor.
- ◆ for powered boats, skipper must hold a Recreational Boat Operator's Licence

5) Inshore sail cruises and expeditions:

- ◆ YA Inshore Instructor Certificate **required**, plus one other competent sailor
- ◆ for powered boats, skipper **must** hold a Recreational Boat Operator's Licence

6) Offshore sail cruises and expeditions:

- ◆ YA Yachtmaster Offshore Certificate required, plus one other competent sailor.
- ◆ for powered boats, skipper must hold a Recreational Boat Operator's Licence

7) Coastal sail cruises and expeditions:

- ◆ YA Coastal Skipper Certificate required, plus one other competent sailor.
- ◆ for powered boats, skipper must hold a Recreational Boat Operator's Licence

Other excursion staff:

- ◆ Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions
- ◆ Senior first aid training **required**

Instructor-to-student ratio

- ◆ 1:5 required
- ◆ One qualified skipper and mate per boat required
- ◆ Minimum 2 excursion staff (1 must be a teacher)

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ PERSONAL FLOTATION DEVICE Type 1 (AS 1512–1996) or Type 2 (AS 1499–1996) must be worn by each person on board.

Safety/supervision

- ◆ Boats seaworthy and well maintained
- ◆ Certificate of Survey recommended
- ◆ Boat-to-shore communication recommended
- ◆ At night and in rough seas, both PERSONAL FLOTATION DEVICES and safety harness must be worn on deck

Participants must be instructed in safety procedures including:

- ◆ person overboard recovery
- ◆ capsize
- ◆ abandon ship
- ◆ fire drill.

8) Large vessels and sail training

Preschools: This activity is not considered suitable.

Includes extended voyages on ketches, barques and large yachts. Sail training voyages are restricted to students 15 years and older.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ As required by the vessel's Certificate of Survey or Master Class Four

Other leaders:

- ◆ Supervisors with responsibility for supervising students on the water must be capable of effecting a rescue in the prevailing conditions

Excursion Staff-to-student ratio

Students sailing as passengers:

- ◆ 1:6 for years 1-4 required
- ◆ 1:8 for years 5-7 required
- ◆ 1:10 for years 8-12 required
- ◆ Minimum 2 excursion staff (1 must be a teacher)

Students participating in sail training:

- ◆ 1:10 required (15 years or older)
- ◆ Minimum 2 excursion staff (1 must be a teacher)

Safety/supervision

- ◆ Vessel must have Certificate of Survey and public liability insurance
- ◆ Professional crew must be qualified

- ◆ Where students may go aloft, year 1-4 students **must** be accompanied by an adult on a 1:1 basis
- ◆ **Only** students 15 years or older on sail training to work aloft where programmed.

9) **Motor boats**

Preschools: This activity is not considered suitable

Generally boating in motorised pleasure craft should be conducted on sheltered waters only – includes inland and inshore smooth waters, eg. River Murray, Robe Lakes, Lake Bonney, and partially smooth waters, eg. Lake Alexandrina, Tumby Bay, Wallaroo Bay.

(See also ‘Water transport’ and ‘Boat fishing’. The Department for Transport, Energy and Infrastructure’s (DTEI) Boating Safety Handbook can provide comprehensive safety information, including an operational waters chart.)

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Knowledge of local conditions
- ◆ Recreational Boat Operator’s Licence **required**
- ◆ Operators of watercraft for hire or reward are **required** to hold a minimum qualification of a Coxswain’s Certificate. (This is a desirable qualification for operators of private craft used during camps and excursions.)

Other excursion staff:

Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions.

Excursion Staff-to-student supervision ratio

- ◆ **1:6 required**
- ◆ Minimum 2 excursion staff (1 must be a teacher)

Area/location

- ◆ Sheltered waters only.

Equipment/preparation

- ◆ Suitable clothing for conditions and contingency, eg. capsizes
- ◆ A PERSONAL FLOTATION DEVICE **must** be available for each participant, conforming to AS 1512–1996 (Type 1) or AS 1499–1996 (Type 2)
- ◆ Recreational boats venturing more than 5 nautical miles from shore in Gulf St Vincent or Spencer Gulf, or more than 3 nautical miles from the shore in other State waters, except Lakes Alexandrina and Albert must carry an emergency position-indicating radio beacon (EPIRB)
- ◆ VHF radio contact/sea phone is recommended
- ◆ School contact person/Coast Guard **must** be advised of destination, ETAs
- ◆ Essential to study and act on weather reports.

Safety/supervision

- ◆ The Marine Safety Section of Transport SA **requires** watercraft operating for hire or reward in the carriage of passengers to have a current Certificate of Survey
- ◆ Newer boats will be fitted with a capacity plate indicating maximum number of people the boat can carry – overloading **must not** occur
- ◆ Boats **must** be of suitable design for the activity and local conditions

- ♦ Motors **must** be in good working order and well maintained
- ♦ PERSONAL FLOTATION DEVICES **must** be worn while boat is on the water.

h) Bowling

1) Lawn bowls

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructors:

- ♦ Teacher or other person with lawn bowls experience
- ♦ Years 8-12: Level 1 coaching desirable
- ♦ Bowls SA has approximately 30 volunteer coaches trained in the delivery of school clinics and recommends that coaching is arranged through Bowls SA.

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum 2 excursion staff (1 must be a teacher)

Area/location

- ♦ Recognised bowling green preferable
- ♦ Green surrounded by shallow ditch and concrete plinth approximately 300mm high
- ♦ Bowls SA has approximately 30 volunteer coaches trained in the delivery of school clinics and recommends that coaching is arranged through Bowls SA.

Equipment/preparation

- ♦ Bowls must be as near as possible to appropriate size for students
- ♦ Flat-soled shoes, sneakers acceptable.

Safety/supervision

- ♦ Take care when stepping across ditch
- ♦ Beware of stepping backwards on bowls behind mat
- ♦ Do not bowl while other players are moving on the green Take care when stopping bowls with feet.

For further information refer to the Bowls SA website at: <http://www.bowls-sa>

2) Tenpin bowling

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructors:

- ♦ Tenpin bowling experience

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum 2 excursion staff (1 must be a teacher)

Area/location

- ♦ Bowling Centre.

Equipment/preparation

- ♦ Balls of correct finger size and weight. Balls are available for use at any bowling centre and bowling centre staff should be able to assist in guiding the instructors / teacher in charge of how to select an appropriate ball.

For further information refer to the Ten Pin Bowling SA website at <http://www.tenpinsa.com.au>

i) Bushwalking

The safety/supervision sections of each category must be read in conjunction with the Duty of Care beginning in Section 4.1 and Section 4.4 Identification of Hazards, Risks and Safety Issues described in the main document.

First aiders must ensure that their knowledge includes current recommended emergency treatment for snakebite.

Excursions – marked or unmarked trails in easy terrain

Day or half-day walks on marked or unmarked trails in easy terrain. Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ Bushwalking experience
- ♦ Knowledge of local conditions, preferably experience walking with groups in the particular environment
- ♦ *Day Walk Leader Certificate awarded by Bushwalking Leadership SA recommended*

Excursion Staff-to-student ratio

- ♦ 1:10 for years 3-7
- ♦ 1:15 for years 8-12
- ♦ Minimum of two excursion staff required (1 must be a teacher).

Area/location

- ♦ Carefully select the environment with reference to emergency action procedures.
- ♦ **Do not** conduct on extreme fire danger or total fire ban days (parks closed).

Equipment/preparation

- ♦ Sturdy shoes and protective clothing
- ♦ Adequate food and fresh drinking water.

Safety/supervision

- ♦ Walks **must** be within the capabilities of all group members
- ♦ Student backpacks **must** weigh no more than a quarter of the carrier's body weight
- ♦ Adult backpacks **must** weigh no more than a third of the carrier's body weight
- ♦ If smaller walking groups are formed, they **must** comprise a maximum of 20 students and have a qualified teacher/instructor in charge
- ♦ Walks **must not** be conducted on total fire ban or extreme fire danger days
- ♦ When walking near roads and highways, observe safety-first principles:
 - ♦ face approaching traffic
 - ♦ stay on footpaths or verges where possible
 - ♦ exercise special care near blind corners
- ♦ Participants **must** understand what to do if snakes are encountered, ie. allow to pass, don't provoke, don't panic, stay with group.

1) **Excursions – marked or unmarked trails in difficult terrain**

Day or half-day walks on marked or unmarked trails in difficult terrain and/or requiring orienteering skills. (*See also section on 'Orienteering'*)

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Day Walk Leader Certificate awarded by Bushwalking Leadership SA or equivalent **required**
- ◆ Knowledge of local conditions, preferably experience walking with groups in the particular environment

Other excursion staff:

- ◆ Knowledge of local conditions, preferably experience walking with groups in the particular environment.

Excursion Staff-to-student ratio

- ◆ **1:10 required**
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures
- ◆ **Do not** conduct on extreme fire danger or total fire ban days (parks closed).

Equipment/preparation

- ◆ Sturdy shoes and protective clothing for prevailing conditions
- ◆ Adequate food, fresh drinking water and emergency rations
- ◆ A 1:50000 topographic map, compass, mirror and whistle must be carried.

Safety/supervision

- ◆ Walks must be within the capabilities of all group members
- ◆ Emergency communication strategies must be in place and operative.
- ◆ No deviation should be taken from plans lodged in advance with authorities unless circumstances make change necessary (school contact person to be advised).
- ◆ Student backpacks **must** weigh no more than a quarter of the carrier's body weight
- ◆ Adult backpacks **must** weigh no more than a third of the carrier's body weight
- ◆ If smaller walking groups are formed, they must comprise a maximum of 20 students and be supervised by a teacher
- ◆ Walks must not be conducted on total fire ban or extreme fire danger days
- ◆ Walk to the pace of the slowest in the group
- ◆ Participants **must** understand what to do if snakes are encountered, ie. allow to pass, don't provoke, don't panic, stay with group.

2) Camps – mainly marked trails

Walks of up to three days' duration in easy terrain on predominantly marked trails.

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Bushwalking Leader Certificate awarded by Bushwalking Leadership SA or equivalent
- ◆ Familiar with the area or similar environments

Other excursion staff:

- ◆ Another excursion staff member with considerable experience and capable of taking charge of the group – desirable for this person to be working towards Bushwalking Leader Certificate or equivalent.

Excursion Staff-to-student ratio

- ◆ 1:10
- ◆ Minimum of two * excursion staff **required (1 must be a teacher)**.

* If there is only one group. If separate groups are walking independently in the same area and are maintaining effective, close communication, one excursion staff member to a group could be considered – with reference to the age and maturity of the students, prior training, walking experience etc

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures
- ◆ **Do not** conduct on extreme fire danger or total fire ban days (parks closed).

Equipment/preparation

- ◆ Trip intentions form lodged at NP&W office and other agencies as necessary
- ◆ Sturdy shoes and protective clothing for the full range of weather conditions
- ◆ Adequate food, fresh drinking water and emergency rations
- ◆ A 1:50000 topographic map, compass, mirror and whistle must be carried.

Safety/supervision

- ◆ Walks **must** be within the capabilities of all group members.
- ◆ Emergency communication strategies **must** be in place and operative.
- ◆ No deviation should be taken from plans lodged in advance with authorities unless circumstances make change necessary (school contact person to be advised).
- ◆ Student backpacks **must** weigh no more than a quarter of the carrier's body weight.
- ◆ Adult backpacks **must** weigh no more than a third of the carrier's body weight.
- ◆ If smaller walking groups are formed, they **must** comprise a maximum of 15 students and be supervised by a teacher.
- ◆ Walks **must not** be conducted on total fire ban or extreme fire danger days.
- ◆ Participants **must** understand what to do if snakes are encountered, ie. allow to pass, don't provoke, don't panic, stay with group.

3) Camps – remote areas

Remote and isolated areas throughout Australia, but excluding snow and ice walking and camping. (*See also sections on Orienteering' and 'Rock climbing and abseiling' that follow*)

Preschools: This activity is not considered suitable.

Excursion team qualifications and experience

Teacher-in-charge/instructors

- ◆ Bushwalking Leader Certificate awarded by Bushwalking Leadership SA or equivalent **required**
- ◆ **Must** be familiar with the area or similar environments

Other Excursion Staff Members:

- ◆ Another excursion staff member with considerable experience and capable of taking charge of the group required – desirable for this person to be working towards Bushwalking Leader Certificate or equivalent

- ◆ Familiar with the area or similar environments.

Excursion Staff-to-student ratio

- ◆ 1:5 required
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.
- ◆ **Do not** conduct on extreme fire danger or total fire ban days (parks closed).

Equipment/preparation

- ◆ Trip intentions form lodged at DEH office and other agencies as necessary
- ◆ Sturdy shoes and protective clothing for the full range of weather conditions
- ◆ Adequate food, fresh drinking water and emergency rations.

Safety/supervision

- ◆ Walks **must** be within the capabilities of all group members.
- ◆ Emergency communication strategies **must** be in place and operative.
- ◆ No deviation should be taken from plans lodged in advance with authorities unless circumstances make change necessary (school contact person to be advised).
- ◆ Student backpacks **must** weigh no more than a quarter of the carrier's body weight.
- ◆ Adult backpacks **must** weigh no more than a third of the carrier's body weight.
- ◆ Walks **must not** be conducted on total fire ban or extreme fire danger days.
- ◆ Participants **must** understand what to do if snakes are encountered, ie. allow to pass, don't provoke, don't panic, stay with group.

j) Canoeing/kayaking

Instructor qualifications must be current and applicable to the type of craft being used.

Preschools: These activities are not considered suitable

1) Sheltered waters

Basic skills instruction on sheltered waters and at DETE aquatic centres. For this document, sheltered waters means calm conditions and ready access to shore.

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Australian Canoeing (AC) Canoe/Kayak Lifeguard Award or equivalent qualification **required**
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Other excursion staff:

- ◆ Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions

Excursion team qualifications and experience

- ◆ 1:6 for singles **required**
- ◆ 1:7 for doubles **required** (allowing for instructor in 1 boat)

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Suitable protective clothing for the range of weather conditions
- ◆ Sunscreen creams/lotions
- ◆ Sunglasses to avoid excessive glare
- ◆ PERSONAL FLOTATION DEVICE Type 2 (AS 1499–1996) or Type 3 (AS 2260–1996) **must** be available for each participant.

Safety/supervision

- ◆ PERSONAL FLOTATION DEVICES **must** be worn whenever craft is on the water
- ◆ Instructors must not use any kayaks or canoes they cannot rescue
- ◆ **Must** adhere to AC safety code: eg. end loops, positive buoyancy, quality and soundness of construction, non-entrapment footrests.

2) Inland protected waters

Years 6-12 only. Expeditioning on protected waters (Grade 1 water) – eg. Murray River and its branches, Glenelg River – with access to shore.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ AC Flatwater Instructor (Level 1) award or equivalent qualification required.

Other excursion staff:

- ◆ For expeditioning, another leader with considerable touring experience, capable of taking charge of the group required. It is desirable for this person to be working towards AC Flatwater Instructor (Level 2) award. Supervisors with responsibility for supervising students on the water must be capable of effecting a rescue in the prevailing conditions.

Excursion Staff-to-student ratio

- ◆ 1:7 **required**
- ◆ Minimum of two excursion staff **required** (1 **must** be a teacher).

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Suitable protective clothing for the range of weather conditions
- ◆ Sunscreen creams/lotions
- ◆ Sunglasses to avoid excessive glare
- ◆ PERSONAL FLOTATION DEVICE Type 2 (AS 1499–1996) or Type 3 (AS 2260–1996) **must** be available each participant.

Safety/supervision

- ◆ PERSONAL FLOTATION DEVICES **must** be worn whenever craft is on the water.
- ◆ Instructors must not use any kayaks or canoes they cannot rescue.

- ♦ **Must** adhere to ACF safety code: eg. end loops, positive buoyancy, quality and soundness of construction, non-entrapment footrests.
- ♦ Portable communications recommended, eg. radio, mobile phone.

3) **Inland exposed waters**

Years 10-12 only. Expeditioning on large bodies of inland exposed waters, eg. Murray Lakes, Coorong.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

One of the following AC Awards or equivalent qualification **required**:

- ♦ Sea Kayak Instructor (Level 2)
- ♦ Whitewater Instructor (Level 2)
- ♦ Flatwater Instructor (Level 1) plus Sea Kayak Skills.

Other leaders:

- ♦ For expeditioning, another excursion staff member with considerable touring experience; capable of taking charge of the group **required** - desirable for this person to be working towards one of the above canoeing awards.
- ♦ Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions

Excursion Staff-to-student ratio

- ♦ 1:6 for singles **required**
- ♦ 1:7 for doubles **required**
- ♦ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ♦ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ♦ Suitable protective clothing for the range of weather conditions
- ♦ Sunscreen creams/lotions
- ♦ Sunglasses to avoid excessive glare
- ♦ PERSONAL FLOTATION DEVICE Type 2 (AS 1499–1996) or Type 3 (AS 2260–1996) for each participant.

Safety/supervision

- ♦ PERSONAL FLOTATION DEVICES **must** be worn whenever craft is on the water.
- ♦ Instructors must not use any kayaks or canoes they cannot rescue.
- ♦ Adhere to AC safety code: eg. end loops, positive buoyancy, quality and soundness of construction, non-entrapment footrests.
- ♦ Portable communications recommended, eg. radio, mobile phone.

4) **Sea, surf and whitewater kayaking**

Years 11-12 only. Includes expeditioning on offshore waters, surf kayaking and whitewater kayaking on rivers.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

i) Sea kayaking:

AC Sea Kayak Instructor (Level 2) Award or equivalent qualification required.

ii) Surf kayaking:

AC Sea Kayak Instructor (Level 2) Award or equivalent qualification plus mastery of more difficult surf **required**.

iii) **Whitewater kayaking:**

AC Whitewater Instructor (Level 2) Award or equivalent qualification required

Other excursion staff:

- ◆ All excursion staff with responsibility for supervising students on the water **must** have the above qualifications.

Instructor-to-student ratio

- ◆ 1:5 **required** (but may need to be higher depending on the grade of water)
- ◆ Minimum of two l excursion staff **required** .

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Suitable protective clothing for the range of weather conditions
- ◆ Sunscreen creams/lotions
- ◆ Sunglasses to avoid excessive glare
- ◆ PERSONAL FLOTATION DEVICE Type 2 (AS 1499–1996) or Type 3 (AS 2260–1996) **must** be available for each participant.

Safety/supervision

- ◆ PERSONAL FLOTATION DEVICES **must** be worn whenever craft is on the water
- ◆ Instructors **must** not use any kayaks or canoes they cannot rescue
- ◆ **Must** adhere to AC safety code: eg. end loops, positive buoyancy, quality and soundness of construction, non-entrapment footrests
- ◆ Portable communications recommended eg. radio, mobile phone
- ◆ Helmets **must** be worn for whitewater and surf kayaking
- ◆ The Australian Canoeing Safety Guidelines are available at:
<http://www.canoe.org.au/>

For further information refer to the Canoe SA website at <http://www.sa.canoe.org.au/>.

k) **Caving**

This section refers to the activity of experiencing caves other than public access caves, eg National Parks.

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Experience and competence in Caving Caving Leadership as described in the South Australian Adventure Activity Standard for Recreational Caving (2006) for the type of caving planned **required**.
- ◆ **Must** be conversant with the Australian Speleological Federation Codes of Ethics and Conservation (1992), Minimal Impact Caving Code (1995) and Cave Safety Guidelines (1990)
- ◆ Previous visit to the cave being explored and experience in cave rescue techniques **required**.

Excursion Staff-to-student ratio

- ◆ 1:4 **required** (minimum party size 4)
- ◆ Two excursion staff **required** (1 **must** be a teacher).
- ◆ Maximum party size of 12 **required**.

Area/location

- ♦ Carefully select the cave with reference to emergency action procedures

For further information on suitability of activity at a specific site contact:

- ♦ Australian Speleological Federation, National Caving Codes and Standards website: <http://www.caves.org.au>.
- ♦ Caving Exploration Group of South Australia (CEGSA) for a selection of suitable caves and current advice on caving conditions access: <http://www.cegsa.org.au/> .
- ♦ Recreation SA, Adventure Activity Standards in Recreational Caving: <http://www.recreationsa.org>

Equipment/preparation

- ♦ Suitable footwear and protective clothing
- ♦ There **must** be adequate supplies of fresh drinking water.

Safety/supervision

- ♦ Participants **must** wear safety helmets and carry two light sources
- ♦ Ropes and ladders to be approved and in good condition
- ♦ Participants to help each other on ladders
- ♦ A first experience on a caving ladder should be on a pitch of 10m or less
- ♦ Advice on current conditions and any hazards present in chosen caves should be sought from the Caving Exploration Group of South Australia (CEGSA) or the South Australian Speleological Council.

I) Cricket

Includes kanga cricket, modified rules and indoor cricket.

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructor:

Teacher with cricket experience or:

- ♦ years 3-5: OTC (formerly Level 0 coaching)
- ♦ years 6-9: OTC (formerly Level 0 coaching) satisfactory, Level 1 preferred
- ♦ years 10-12: Level 1 coaching 90

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff **required**.

Area/location

- ♦ Nets: locations, design and maintenance of netting and pitches appropriate for safe use
- ♦ Playing field: pitch and grassed surfaces suitably maintained.

Equipment/preparation

- ♦ Suitable protective equipment provided for batters and wicket keeper, including pads, abdominal guard, batting gloves, batting helmet with face mask, wicket-keeping gloves (with inners) in a range of sizes to ensure suitable fit
- ♦ Wooden stumps **must not** have metal ferrules or tips
- ♦ Bats in good condition and of suitable size for students
- ♦ Suitable footwear.

Safety/supervision

- ◆ Nets: do not bowl until the net is clear and the batter is ready
- ◆ Players should not be allowed to bat, field within 10 metres of the bat or wicket-keep up to the stumps, during a match or at practice where a hard ball is being used, without wearing a cricket helmet (AS/NZS 4499 - 1997) with a face guard.
- ◆ Nets: do not bowl until the net is clear and the batter is ready
- ◆ No fielding in the nets
- ◆ Close in-fielding only according to students' competence (protective equipment must be worn)
- ◆ Rule modifications as appropriate, eg kanga cricket

For further information refer to the SA Cricket Association website at <http://www.saca.com.au/>.

m) Cycling

1) Cycling education programs

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Teacher with cycling experience or Bicycle South Australia (SA) accredited instructor or Cycling SA accredited coach

Excursion Staff-to-student ratio

- ◆ 1:5, on-road instruction
- ◆ 2 excursion staff required.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Roadworthy bicycles (check brakes, tyres, bell)
- ◆ Safety helmets to AS 2063.2–1990 'Helmets for pedal cyclists'
- ◆ Sound shoes (no sandals) and suitable clothing.

Safety/supervision

- ◆ Bicycle safety education sessions must have been conducted in advance, eg. 'Bike Ed' (primary) or 'Cycle-On' (secondary) programs.

2) Day trips, cyclathons, extended tours

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructor:

- ◆ Teacher with extensive experience in cycling trips/tours or Bicycle South Australia (SA) accredited instructor or Cycling SA coach

Extended tours:

- ◆ Bicycle SA maintenance course certificate desirable.

Other excursion staff:

- ◆ 'Tail-end Charlie' to be experienced cyclist.

Excursion Staff-to-student ratio

- ◆ 1:5

- ◆ Two excursion staff **required**.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Roadworthy bicycles (check brakes, tyres, bell)
- ◆ Safety helmets to AS 2063.2–1990 ‘Helmets for pedal cyclists’
- ◆ Safety vests to be worn, reflective desirable
- ◆ Sound shoes (no sandals) and suitable clothing.

Safety/supervision

- ◆ Bicycle safety education sessions must have been conducted in advance, eg. ‘Bike Ed’ (primary) or ‘Cycle-On’ (secondary) programs.

Cyclethons – as above, plus:

- ◆ during school hours only
- ◆ participants to be competent on bicycles
- ◆ notify police of event, route and number of participants
- ◆ group students by abilities and bike types
- ◆ station marshals along route as necessary
- ◆ supply support vehicle if travelling more than 10km from school.

3) Off-road cycling

Preschools: This activity is not considered suitable.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Teacher or other person with experience in off-road cycling

Other excursion staff:

Bicycle SA members may be available to assist.

Excursion Staff-to-student ratio

- ◆ 1:8
- ◆ Two excursion staff **required**.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures
- ◆ As off-road cycling can damage fragile natural environments, pre-check routes with DEH or local councils.

Equipment/preparation

- ◆ All-terrain bicycle
- ◆ Safety helmets to AS 2063.2–1990 ‘Helmets for pedal cyclists’
- ◆ Sound shoes (no sandals) and suitable clothing
- ◆ Rear vision mirror on leaders’ bicycles
- ◆ Reflective day/night vests and bright clothing
- ◆ Suitable lights and reflectors
- ◆ Individuals to carry puncture repair kit, spare tubes, snacks and drinks
- ◆ Leader to carry tool kit and suitable [First Aid Kit](#).

Safety/supervision

- ◆ Bicycle safety education sessions must have been conducted in advance, eg. ‘Bike Ed’ (primary) or ‘Cycle-On’ (secondary) programs

- ◆ Excursion staff need to exercise particular care if students under nine years use public roads as part of the tour
- ◆ Bicycle roadworthiness checked first by parents, students to take checklist home
- ◆ Bicycles to have front and rear brakes
- ◆ Route mapped and copy given to parents and school contact person.
- ◆ Support vehicle for remote areas or if traveling more than 10km from school.

For further information refer to the Bike SA website at: <http://www.bikesa.asn.au/>

n) Diving

Preschools: These activities are not considered suitable

1) Platform/springboard

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must have a diving qualification and be capable of effecting a rescue from the bottom of the pool.

- ◆ Years 5-7: OTC (formerly Level 0 coaching)
- ◆ Years 8-12: Level 1 coaching

Excursion Staff-to-student ratio

- ◆ 1:6 required
- ◆ Two excursion staff required.

Area/location

To be conducted at centres approved by DEC's Swimming and Aquatics Unit.

- ◆ General swimming **must** be prohibited in the diving area
- ◆ Floating equipment, eg. kickboards, must be removed from pool
- ◆ Lighting and visibility of bottom of pool **must** be good
- ◆ Depth of water in the diving area must be plainly marked and visible
- ◆ Diving area must be suitably roped off when boards are in use
- ◆ Three metre diving standards and platforms must have adequate safety rails
- ◆ The diving standard must be firm and boards securely fastened
- ◆ Boards must extend a safe distance over the side of the pool, at least 1.5m
- ◆ All safety precautions associated with pools and current water quality regulations **must** be met.

Equipment/preparation

- ◆ Ensure equipment is safe – boards must not be slippery
- ◆ A spinal board must be located close to the diving pool.

Safety/supervision

- ◆ Exhale through nose on feet-first entries
- ◆ Never 'rough-house' on the board – this includes running and pushing
- ◆ Only one person must use the boards at a time
- ◆ Never try double or triple bouncing off the board
- ◆ Do not hang from the board
- ◆ Never dive in less than 2.4m of water
- ◆ Untrained divers require a greater area for landing than trained divers.

For further information refer to the Diving SA website at: <http://www.divingsa.com.au/>

- 2) **Snorkelling**
Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Instructors:

Start pool

Austswim **required minimum** or similar qualification (see Open water) plus Level 0 snorkel instructor recommended

Open water

One of the following **required**:

- ◆ Level 1 snorkel instructor
- ◆ Scuba Instructor's Certificate.

In addition recommended:

- ◆ years 5-7: OTC (formerly Level 0 coaching)
- ◆ years 8-12: Level 1 coaching

Instructor/teacher **must** be able to effect rescue from the bottom

Open water: Minimum of two excursion staff **required (1 must be a teacher)**.

Instructor-to-student ratios

Start pool: -required

- ◆ 1:12 for years 3-7
- ◆ 1:15 for years 8-12
- ◆ 1:6-1:1 for students with disabilities, depending on severity

Open Water: required

- ◆ 1:10 for years 3-7
- ◆ 1:12 for years 8-12
- ◆ 1:4-1:1 for students with disabilities, depending on severity
- ◆ 1:6 in confined water (freshwater sink holes and springs) **years 10-12 only**

It is recommended that students under eight years of age must not snorkel due to the risk of breathing expired air through the snorkel.

Area/location

- ◆ Sheltered waters only.

Safety/supervision

- ◆ Participants must be proficient swimmers
- ◆ Excursion staff member with first aid qualifications and knowledge and capable of rescue must observe from the edge of the start pool.

Open water:

- ◆ Teacher-in-charge/instructor to assess conditions eg. weather, tides, rips, visibility and clearly define area to be used and standard of conduct
- ◆ *Wetsuit **must** be worn, full-length with hood for confined water
- ◆ Do not wear weight belts
- ◆ Observer able to rescue must observe in close proximity, possibly on a surfboard
- ◆ 'Diver below' flags to be used.

- 3) **Scuba diving**
Only available to students 14 years and over.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must have the following scuba diving qualification or equivalent:

- ◆ National accredited coach Level 2 of the Australian Underwater Federation – Level 1 instructors **must** be supervised by Level 2 instructors

First Aid: Senior First Aid or Advanced Rescue Certificate and Oxygen First Aid for Divers **required**.

Excursion Staff-to-student ratio

- ◆ 1:6 required
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Safety/supervision

Prior to acceptance in the course participants **must**:

- ◆ be 14 years or over
- ◆ be certified medically fit for diving (within 90 days of commencement of course)

demonstrate the following without the aid of mask, fins and snorkel:

- ◆ float or tread water for 10 minutes
- ◆ swim 200 metres on the surface.

Course guidelines:

- ◆ Wear properly fitting wetsuit and hood
- ◆ Wear buoyancy control device (jacket)
- ◆ Scuba systems **must** be fitted with an alternative air supply
- ◆ One dive must be included in the basic training program
- ◆ Basic instruction must include a scuba rescue, expired air resuscitation and cardiopulmonary resuscitation (CPR)
- ◆ After basic training, participants to limit their dives to 18 metres or less
- ◆ Participants must be trained to complete a basic scuba course
- ◆ Diving involving decompression must not be attempted
- ◆ Discourage repetitive diving – limit a second dive to 9 metres

Immediately refer medical problems to Diver's Emergency Service telephone 1800 088 200.

o) Events, functions, performances — public venue

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

1) **Special events**

Occasions involving large crowds in the streets or public venues, eg. Royal Adelaide Show, Come Out parades, sporting events at Football Park, Adelaide Oval etc Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Knowledge of the venue including first aid locations

Excursion Staff-to-student ratio

- ◆ 1:6 for Preschool-year 2
- ◆ 1:10 for years 3-7
- ◆ 1:15 for years 8-12.
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.
- ◆ Highly dependent on factors such as venue, crowd size, students/children seated or circulating etc.

Safety/supervision

- ◆ Students/children must be encouraged to wear clothing that identifies them as part of the group, eg. school/preschool uniform – bright hats or shirts are helpful in large crowds
- ◆ Participants **must** know contingency plans for students/children who become separated from the group
- ◆ Meeting place must be established for the group to return to should they break into smaller groups or become separated.

2) Dinners, formals, graduations

Formals, presentations, dinners, graduations – includes off-campus functions.

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience**Teacher-in-charge/instructors:**

- ◆ Experience in supervising students in out-of-school-hours situations

Excursion Staff-to-student ratio

- ◆ 1:20
- ◆ Minimum of two excursion staff required (**1 must be a teacher**).

Safety/supervision

Schools are strongly discouraged from permitting activities involving the consumption of alcohol when students are present. Issues related to the consumption of alcohol by teachers and other staff must be resolved by the principal before the event. If teachers are attending in a supervisory capacity they are not permitted to consume alcohol. If a function will be held at licensed premises and adults, partners or parents are attending, the matter of alcohol and appropriate behaviour standards **must** be clarified with all participants in advance.

Information to parents **must** include the following:

- ◆ times of start and finish
- ◆ dress standards
- ◆ who is required to attend
- ◆ illegality of the consumption of alcohol by minors in public
- ◆ issues related to consumption of alcohol by mature-age students (before, during and after the event), particularly with regard to driving.

Where alcohol is available and underage students are present:

- ◆ teachers **must**, at the commencement of the evening, restate rules relating to underage drinking
- ◆ teachers must be rostered on duty to supervise students not supervised by their parents

- ♦ where parents are available to supervise their own children, it is their responsibility to ensure that their child does not drink alcohol. This must be made expressly clear to parents.

3) Performances and public centre visits

Visits to administrative and cultural centres such as parliament, law courts, museums, galleries. Attendance at cultural and entertainment performances such as plays, opera, orchestra, concerts, movies.

Curriculum-related preparation and follow-up, such as outlining a story or relating a classroom or preschool activity to an exhibition, must be conducted to give meaning to the occasion and aid in encouraging students'/children's attention

Liaise beforehand with centres such as parliament, museums and galleries and utilise any on-site educational programs.

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ Experience in supervising students/children in out-of-school-hours situations
- ♦ Familiarity with the school's/preschool's student/child behaviour policy

Other excursion staff:

- ♦ Some centres will have education officers who often have teaching backgrounds and are specialists in their field. In such cases, the teacher in-charge must contact them so that they can play a key role in planning, conducting the visit and follow-up activities.

Excursion Staff-to-student ratio

- ♦ 1:6 for Preschool-year 2
- ♦ 1:10 for years 3-7
- ♦ 1:15 for years 8-12
- ♦ Minimum of two excursion staff **required (1 must be a teacher)**.
- ♦ Highly dependent on factors such as venue, crowd size, students/children seated or circulating and whether activities are conducted in small groups or as a whole group.
- ♦ Where an exhibition has an entrance fee, subject to negotiation supervisors may be admitted free based upon the ratios outlined above.

Safety/supervision

- ♦ Members of the leadership team on the excursion have a duty of care for all students for the duration of the excursion
- ♦ Students/children **must** have a clear understanding of audience behaviour requirements
- ♦ Excursion staff must be spread throughout the student/child group
- ♦ Minimise carrying of students'/children's bags to avoid storage and security problems.
- ♦ Students should understand that they are in a public space, that they will need to respect others and be aware of 'stranger danger'.

4) School socials

Generally taking the form of dances for upper primary and secondary students on the school site after hours.

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Experience in supervising students in out-of-school-hours situations

Excursion Staff-to-student ratio

- ◆ 1:20
- ◆ Minimum of two excursion staff required (**1 must be a teacher**).

Area/location

- ◆ Large, obstruction-free area.

Equipment/preparation

- ◆ Notification to parents to include:
- ◆ noise levels
- ◆ security arrangements, eg. locking perimeter doors to exclude gatecrashers
- ◆ drop-off and pick-up times, with clear information about responsibilities after function has finished.

Safety/supervision

- ◆ Monitor noise levels for possible hearing damage
- ◆ Take care with use of smoke and mist effects
- ◆ Avoid using strobe lights, which can trigger epilepsy attacks in sufferers
- ◆ Ensure sufficient teachers in attendance to deal with any incidents while others maintain supervision.

p) Fencing

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must have a specialist fencing qualification or:

- ◆ years 8-9: Level 1 coaching
- ◆ years 10-12: Level 1 coaching, Level 2 preferred

Instructor-to-student ratio

- ◆ 1:6
- ◆ Minimum of two excursion staff **required**.

Area/location

- ◆ Indoors, large, well-lit area
- ◆ Obstruction-free.

Equipment/preparation

- ◆ Mask, jacket, glove, plastron breast protectors worn at all times, must be in good repair and securely fastened. Equipment will be provided by instructor.
- ◆ Pupils must wear sports shoes and long pants.

Safety/supervision

- ◆ Point foil toward floor when not fencing
- ◆ Do not turn back when fencing
- ◆ Appropriate spacing when working in groups.

q) Field trips

The safety/supervision sections of each category must be read in conjunction with the duty of care beginning Section 4.1, the identification of Hazards, Risks and Safety Issues described in Section 4.4 of the main document. First aiders must ensure that their knowledge includes current recommended emergency treatment for snakebite.

For the purpose of categorization, walking excursions and offsite lessons/activities at facilities in close proximity to the school are defined as field trips. These are outlined in part 5 of this section.

1) Aquatic areas

Preschools: This activity is not considered suitable

Investigation of creeks, streams, rivers, ponds, dams, estuaries, shores and beaches.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Familiarity with the area of study and with knowledge of paths, routes, local conditions, tides etc
- ◆ Experience with supervising students/children in out-of-school/preschool situations.

Excursion Staff-to-student/child ratio

- ◆ 1:6 for Reception-year 2
- ◆ 1:10 for years 3-7
- ◆ 1:15 for years 8-12

Minimum of 2 excursion staff required (1 must be a teacher).

Area/location

Take particular care in any area near water.

Equipment/preparation

- ◆ Sunscreen must be on hand for all participants. Care must be taken with individuals who may suffer allergies to some creams and lotions.

Safety/supervision

- ◆ To ensure the safety of students/children, smaller group sizes are an advantage
- ◆ Contingency plans and safety preparations must include the possibility of students/children falling into the water.

2) Geology and science field trips

(Similar specifications could be developed for other subject field trips).

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructor:

- ◆ Geology or science teacher qualification preferred
- ◆ Experience with supervising students in out-of-school situations and familiarity with the site.

Excursion Staff-to-student ratio

- ◆ 1:15 for years 11-12
- ◆ Minimum of 2 excursion staff required (1 must be a teacher).

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Clothing suitable for likely weather conditions
- ◆ Sunscreens, sunglasses as necessary
- ◆ NP&W consent in advance
- ◆ Landowner's permission obtained before entry to private land.

Safety/supervision

- ◆ Necessary safety measures **must** be taken, eg. head and eye protection, use of correct geological hammers.
- ◆ Quarries, road-cuts and mine workings are dangerous places – when rock faces are climbed or hammered, insecure rocks may be disturbed, possibly causing accidents and injury.
- ◆ When visiting rock cuttings bordering roads, groups **must** observe the following:
 - no buses to stand on the road
 - students **must not** climb embankments
 - students **must not** extract material from any cutting unless the slope is less than 45° and the toe of the cutting is at least three metres clear of the traveled portion of the road.
 - **Do not** cause environmental damage – key exposures which yield particular information are likely to be needed for future research – examples and specimens **must not** be excavated if this destroys evidence available for future students.

3) Metropolitan or local gardens, parks and zoos

Botanic gardens, suburban parks and gardens, Adelaide zoo, local animal parks etc

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Experience in supervising students/children in out-of-school/preschool situations
- ◆ Familiarity with site

Excursion Staff-to-student/child ratio

- ◆ 1:6 for Preschool-year 2
- ◆ 1:10 for years 3-7
- ◆ 1:15 for years 8-12

Minimum of 2 excursion staff required (1 must be a teacher).

Safety/supervision

Notify site management or education service of planned visit in order to:

- ◆ make bookings
- ◆ seek advice on the educational support available
- ◆ check local site guidelines/rules and incorporate into student/child behaviour policy
- ◆ make use of teacher/leader workshops and self-guided materials.

Students/children should be encouraged to wear clothing which:

- ◆ is Sunsmart and offers protection from the weather
- ◆ is appropriate for the activity
- ◆ identifies them as part of the group.

4) State parks, national parks and bushland

Includes conservation parks, game reserves, regional reserves, recreation parks.
(If the activity is a major walk, see the previous section on 'Bushwalking' or the section that follows on 'Orienteering' in this appendix)

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Experience in supervising students/children in out-of-school situations
- ◆ Familiarity with site, hiking trails etc

Excursion Staff-to-student ratio

- ◆ 1:6 for Preschool-year 3
- ◆ 1:10 for years 3-7
- ◆ 1:15 for years 8-12
- ◆ Minimum of 2 excursion staff required (1 must be a teacher).

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.
- ◆ **Do not** conduct on extreme fire danger or total fire ban days (parks closed).

Equipment/preparation

- ◆ Clothing suitable for likely weather conditions
- ◆ Sunscreens, sunglasses as necessary
- ◆ Adequate food and fresh drinking water
- ◆ **Required** Department for the Environment and Heritage (DEH) consent to be obtained beforehand
- ◆ **Do not** conduct on extreme fire danger or total fire ban days (parks closed).

Safety/supervision

- ◆ Care **must** be taken to avoid environmental damage.
- ◆ Participants **must** understand what to do if snakes are encountered, ie. allow to pass, don't provoke, don't panic, stay with group.

5) Offsite Lessons/Activities/Walking Excursions

For activities that involve classes accessing facilities in close proximity to the school as part of the daily activities of the curriculum schools are advised to consider supervision requirements on a case by case basis, taking into account various factors such as age and the needs of the students. If in doubt, schools should take advice from Catholic Education SA (Phone 8301 6600).

Area/location

- ◆ Facilities located in close proximity to the school. These facilities provide extension space to onsite school activities and are used regularly for the purpose of delivering normal timetabled school curricular activities.

Safety/supervision

- ◆ Be prepared with knowledge of weather conditions and any expected changes
- ◆ Carry a mobile phone or ready communication to the school
- ◆ [First Aid Kit](#)

6) Outback driving expeditions

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Training in four-wheel driving and maintenance – eg. TAFE course – and therefore ability to repair a vehicle, especially to:
 - safely change a tyre, mend a puncture, particularly on a wheel with a split rim
- ◆ Possession of current driver's licence
- ◆ Ability to control cars in a convoy
- ◆ Competent to teach driving safety
- ◆ Ability to ensure minimum environmental impact
- ◆ Skills in:
 - leading groups
 - driving four-wheel drive vehicles
 - planning outback expeditions
 - route-finding in outback Australia.

Other leaders:

- ◆ Excursion Staff/Instructor **must** include a person with mechanical knowledge. One suitably trained person per vehicle

Excursion Staff-to-student ratio

- ◆ 1:4
- ◆ Minimum of two vehicles and 2 excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Clothing suitable for likely weather conditions
- ◆ Sunscreens, sunglasses as necessary
- ◆ Codan radio link with Royal Flying Doctor Service
- ◆ CB radio communication (between first, middle and rear vehicles as a minimum)
- ◆ Consider use of global positioning system (GPS)
- ◆ Compass and reliable maps of appropriate scale
- ◆ Comprehensive tool kit including snatch strap, shovel, spare parts, tyre pump, inner tube repair kit etc
- ◆ Permits to cross Aboriginal lands, desert parks pass for national parks, consents to cross pastoral lease land and private roads.

Safety/supervision

- ◆ Be prepared with knowledge of weather conditions and any expected changes
- ◆ Over-cater food supplies by a third of the time to be spent away, ie. for a six-day expedition, provide food for eight days.

- ◆ Similarly, provide over-supply of fresh drinking water.
- ◆ Provide for spare fuel – be aware of fuel economy and increase in fuel consumption when engines are working under load.

r) Fishing

Preschools: These activities are not considered suitable

1) Shore or jetty

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Experience in fishing and knowledge of the area

Excursion Staff-to-student ratio

- ◆ 1:10 (shore and jetty with rails)
- ◆ 1:5 (jetty without rails)
- ◆ Minimum of 2 excursion staff **required (1 must be a teacher)**(Not generally considered suitable for Middle and Junior Primary students).

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Clothing suitable for likely weather conditions
- ◆ Sunscreens, sunglasses as necessary
- ◆ A Personal Flotation Device should be available nearby.

Safety/supervision

- ◆ Be prepared with knowledge of weather conditions and any expected changes.

2) Boat fishing

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Experience in boat fishing
- ◆ Extensive knowledge of local area and conditions
- ◆ For powered boats, skipper **must** hold a Recreational Boat Operator's Licence

Excursion Staff-to-student ratio

- ◆ 1:6
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

(See Section 8.7 on 'Water transport' in the main document and 'Motor Boats' part 9 of G) Boating and Sailing in this Appendix for details of area/location, equipment/preparation and safety/supervision considerations.)

s) Gliding

1) Fixed wing gliding

Preschools: This activity is not considered suitable.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Gliding Federation of Australia (GFA) Instructor's Authorisation **required** for in-glider instruction – **must be endorsed** to carry passenger if leaders are offering introductory flying experience to students
<http://www.gfa.org.au/>

Other excursion staff:

- ◆ Another excursion staff member **must** be familiar with GFA-endorsed ground handling and launching procedures and safety arrangements

Excursion Staff-to-student ratio

- ◆ 1:1 in flight **required**
- ◆ 1:8 on ground **required**.

Area/location

- ◆ Airfield of a gliding club affiliated with GFA must be used.

Equipment/preparation

- ◆ Gliders **must** be rated with Certificate of Airworthiness and be maintained to GFA standards.

Safety/supervision

- ◆ Students on ground **must** be under supervision
- ◆ Excursion staff and participants on a gliding field **must** be briefed on:
 - ◆ layout of gliding field
 - ◆ movement patterns of gliders, tugs, powered towing aircraft on ground and in the air
 - ◆ movement procedures for vehicles and pedestrians
 - ◆ need to keep a good lookout at all times and
 - ◆ in-flight safety arrangements.

2) Hang gliding

Available only to students 15 years and over. <http://www.hgfa.asn.au/>

Excursion team qualifications and experience**Teacher-in-charge/instructors:**

- ◆ Level 1 coach's certificate from Hang Gliding Federation of Australia (HGFA) **required**.

Excursion Staff-to-student ratio

- ◆ 1:6 **required**
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**, one at take-off site and one at landing site.

Area/location

- ◆ Carefully select the site with reference to emergency action procedures.

Equipment/preparation

- ◆ Gliders **must** be rated to HGFA standards.

Safety/supervision

- ◆ South Australian Hang Gliding Association to collaborate in planning program **required**
- ◆ Helmets, protective clothing and robust footwear **required**.

t) Golf

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Teacher or other person with golfing experience.

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff (1 must be a teacher).

Area/location

If school ovals are used for golf, take precautions to ensure the safety of others

- ♦ Progress through: open grassed area of suitable size – par 3 links golf course.

Equipment/preparation

- ♦ Driving nets of appropriate quality/size
- ♦ Good quality grips on clubs
- ♦ Gloves.

Safety/supervision

- ♦ In massed drills, hitting, returning only on command
- ♦ Hitting only in one direction
- ♦ Spacing of groups
- ♦ On golf courses: local rules, regulations and etiquette apply.

For further information refer to the SA Golf Association website at: <http://www.golfsa.com.au/>

u) Gymnastics

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ with gymnastics experience specific to the apparatus to be used or:
- ♦ Preschool -year 2: Level 1 coaching
- ♦ year 3-12: Level 1 coaching

Excursion Staff-to-student ratio

- ♦ 1:15, highly dependent on the activity and apparatus to be used
- ♦ Minimum of two excursion staff **required**.

Area/location

- ♦ Avoid slippery or rough outdoor areas, cracks, holes
- ♦ Indoors, avoid protrusions, obstacles, rails, wall attachments, other apparatus, trolleys etc
- ♦ Equipment not in use must be stored off the gym floor.

Equipment/preparation

- ♦ Should be suitably modified in height and configuration to suit students/children.

Mats

- ♦ General purpose tumbling mats (200cm x 100cm x 5cm) covered in vinyl, with velcro fastening edges. At least one layer of these mats must be used for the following activities:
- ♦ rolls (two layers for dive rolls)
- ♦ inverted skills (eg. handstands)
- ♦ landings from height greater than 30cm
- ♦ repeated springing activities such as successive jumps
- ♦ all fall skills
- ♦ under balance beam.

Large landing mat (super soft) 30cm x 200cm x 300cm recommended for:

- ♦ mini-trampoline skills
- ♦ box/mini-trampoline skills
- ♦ making an incline.
- ♦ Large landing mats reduce but do not eliminate the possibility of injury upon landing; never use against a wall, and place the mesh down.

Mini-trampoline

- ♦ Frame and springs completely covered by well-secured pads
- ♦ Large landing mat to be used
- ♦ Short run-up, less than 5m, must be used in all classes or jump from a box to the mini-trampoline and avoid running.
- ♦ Equipment checked regularly.

Safety/supervision

- ♦ Skills should be broken down using the Dominant Movement Pattern theory and participants need to prepare physically before proceeding with a skill
- ♦ Close leader supervision necessary
- ♦ Leaders must be aware of appropriate ‘spotting’ techniques
- ♦ Long hair must be tied, not pinned
- ♦ All rotations to be performed over mats
- ♦ No aerial rotations should be permitted eg somersaults
- ♦ Suitable footwear to be worn
- ♦ Particular caution must be exercised with:
 - ♦ activities involving deep knee bends, complete neck rotations, arching of back
 - ♦ excessive supporting on wrists – note that supporting on a flat surface (mat or floor) puts greater strain on wrists than supporting on a bar.

Equipment must be regularly checked for safety. The lifting and handling of large items of gymnastic equipment must only be undertaken with care and awareness of safe practice when lifting, carrying and moving. (Refer to the Manual Handling procedure in the OHS&W Manual)

For further information refer to the Gymnastics SA website at: <http://www.gymsa.com.au/>

v) Gyms, fitness and recreation centres

It is recommended that Fitness Centres and Gym’s are accredited and meet the current Code of Practice under the Fair Trading (Health and Fitness Industry Code of Practice) Regulations 1992.

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

- ♦ To use cardio-vascular equipment, it is recommended that students are a minimum of 14 years of age.

- ♦ To participate in weight training/lifting, it is recommended that students are a minimum of 16 years of age. (See also Section uu) ‘Weight training/lifting’ in this appendix)

Instructor/teacher-in-charge qualifications and experience

- ♦ teacher with experience specific to the gym/fitness activity to be undertaken
- ♦ Fitness Instructors **must** have the following qualifications from TAFE SA or the Australian Institute of Fitness
 - ♦ Certificate III SRF 30204 (Gym/Fitness Instructor)
 - ♦ Certificate IV SRF 40204 (Personal Trainer)
 - ♦ **Plus Children’s Trainer specialisation**

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff **required (1 must be a teacher).**

First Aid

Senior First Aid Certificate

Safety/supervision

- ♦ Age, capabilities, fitness level and experience of students must be considered when negotiating an activity program with the centre.

For further information refer to the Recreation SA website at: <http://www.recreationsa.org>.

w) Hockey

Includes hockey sevens, minkey hockey and modified rules. If hockey is offered to more junior students, eg. R-year 2, it must take the form of modified rules.

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ with hockey experience or:
 - ♦ R-year 2: OTC (formerly Level 0 coaching) desirable
 - ♦ years 3-5: OTC (formerly Level 0 coaching)
 - ♦ years 6-9: Level 1 coaching desirable
 - ♦ years 10-12: Level 1 coaching

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff **required.**

Area/location

- ♦ Flat, debris-free surface
- ♦ Suitable field markings
- ♦ Adequate nets in goals.

Equipment/preparation

- ♦ Personal mouthguards, shin guards
- ♦ Goalies to wear leg, foot, body and face masks, abdomen protector
- ♦ Sticks must be in good condition
- ♦ Minkey ball/rubber baseball must be used for beginners
- ♦ Good gripping shoes (no spikes) on synthetic surfaces.

Safety/supervision

- ♦ Control stick movement
- ♦ Avoid bending low over stick
- ♦ Be alert to behaviour behind the play
- ♦ Always watch the ball – be prepared to take avoiding action to ensure safety of others (including spectators)
- ♦ Avoid ‘lifting’ the ball
- ♦ Minkey is the appropriate introduction to hockey.

For further information refer to the Hockey SA website at: <http://www.hockeysa.com.au/>

x) Horseriding

Preschools: This activity is not considered suitable. Children under the age of 10 often need to be led when riding for the first time.

This activity should be conducted by instructors accredited with:

- ♦ Association for Horsemanship, Safety and Education
- ♦ Equestrian Federation of Australia
- ♦ Australian Horse Riding Centres
- ♦ Pony Club Association of South Australia
- ♦ Riding for the Disabled (for student groups with disabilities).

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ Level 1 coach qualification (national coaching accreditation scheme) from the Equestrian Federation of Australia or the Pony Club Association of South Australia
- or
- ♦ Instructor/Trail Guide qualification from the Association for Horsemanship, Safety and Education or the Australian Horse Riding Centres.

and:

- ♦ Riding for disabled qualification appropriate for teaching participants with a disability

Excursion Staff-to-student ratio

- ♦ 1:8 in enclosed areas
- ♦ 1:6 for trail riding, minimum of two excursion staff required (1 must be a teacher).

Area/location

- ♦ The site should have emergency action procedures for all foreseeable emergencies (eg. fall, fire, runaway horse etc).
- ♦ The horse site should be separated from access by the general public/campers.
- ♦ A suitably enclosed area should be used for preliminary assessment of riders’ ability and horses and riders as combinations – the arena should be flat, of good footing, be appropriately fenced and be hazard-free.
- ♦ Movement of students, horses and vehicles must be managed with the objective of minimising incidents.
- ♦ Trails should be away from highways, mapped, hazard-free and have vehicle access.

Equipment/preparation

- ♦ Riders to wear sleeved shirts and long trousers.
- ♦ Horses to be well kept and of suitable temperament, size and training
- ♦ Equipment in good condition, fitting the horse and rider, with particular attention to condition of stitching and leather.
- ♦ Stirrup irons should be large enough to allow a rider’s foot to slip out easily in a fall, but not so large they can pass through them and get caught.
- ♦ Safe footwear, ie leather-soled shoes or boots with raised heel, smooth sole to avoid being caught in the stirrup, elastic-sided boot style ideal – no sneakers or lace-ups.

- ◆ Safety helmets to AS 2063.3–1988, ‘Helmets for horse riders’, correctly sized and fitted securely with chin strap fastened while rider is mounted.

Safety/supervision

- ◆ One excursion staff member in front of group, one behind for trail riding.
- ◆ All horses provided to participants must be allocated on the basis of suitability of the horse relative to the size and ability of the participant.
- ◆ The participant's levels of skill, knowledge and experience with horses must be ascertained and assessed.
- ◆ If travelling on roads information on the rules of the road and method of safe travel along the road must be communicated to the riders before departure.
- ◆ For trail riding, there should be a minimum of a leader in front of group, and one watching the rear
- ◆ Prior to the ride departing, staff directly in charge of trail rides must:
 - a) Ensure that all participants understand how to apply the basic riding aids to make a horse stop, turn and move forward
 - b) Ensure that all participants understand the commands that will be used throughout the ride and adequately warn participants when changes of pace, direction or terrain occur
 - c) Have a contingency plan for sudden weather changes that may affect the activity
 - d) Ensure that participants have adequate protection from the environment taking into account foreseeable weather conditions.

For further information refer to:

the Equestrian Federation of Australia website at: <http://www.equestrian.org.au/>,

or the Horse SA website at: <http://www.horsesa.asn.au>,

or the Pony Club SA website at: <http://www.ponyclub.asn.au/>,

or the Riding for the Disabled website at: <http://www.rda.org.au> .

y) Korfball

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ with Korfball experience or:
- ◆ years 3-5: OTC (formerly Level 0 coaching)
- ◆ years 6-9: Level 1 coaching
- ◆ years 10-12: Level 2 coaching

Excursion Staff-to-student ratio

- ◆ 1:15
- ◆ Minimum of two excursion staff **required**.

Area/location

- ◆ Safe playing surface
- ◆ Safe backstops/walls
- ◆ Adequate run-off area
- ◆ Adequate size playing area (basketball court absolute minimum)

Equipment/preparation

- ◆ Padded goal posts

- ◆ Synthetic leather or leather korfballs/soccer balls/netballs preferable
- ◆ Balls must not be over-inflated

Safety/supervision

- ◆ No jewellery.

z) Lacrosse

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

If lacrosse is offered to other juniors, eg years 3-7, it should take a modified form.

Excursion team qualifications and experience

Teacher-in-charge/instructors

Teacher with lacrosse experience or:

- ◆ years 3-7: OTC (formerly Level 0 coaching)
- ◆ years 8-12: Level 1 coaching

Excursion Staff -to-student ratio

- ◆ 1:15
- ◆ Minimum of two excursion staff required.

Area/location

- ◆ Flat, debris-free surface.

Equipment/preparation

- ◆ Helmet, body guard, gloves, leg guards (personal for the goalie, and optional if a sof-crosse ball is being used)
- ◆ Sof-crosse sticks and ball recommended.

Safety/supervision

- ◆ It is recommended that sof-crosse be taught
- ◆ Abide by rules of sof-crosse
- ◆ No stick or body contact
- ◆ One player from each team to contest the ball.

For further information refer to the Lacrosse SA website at:
<http://www.lacrossesa.com.au/>

aa) Martial arts

Judo, tae-kwan-do etc.

Preschools: This activity is not considered suitable

This category of activities is highly specialised and must be taught only by instructors with specific qualifications and experience.

- ◆ Qualifications, equipment needs, safety and supervision requirements etc as advised by the particular discipline's governing body.

bb) Netball

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ with netball experience or:
- ♦ years 3-7: OTC (formerly Level 0 coaching)
- ♦ years 8-12: Level 1 coaching

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff **required**.

Area/location

- ♦ Safe playing surface
- ♦ Safe backstops
- ♦ Adequate run-off area.

Equipment/preparation

- ♦ Padded goal posts
- ♦ Waterproof netball (synthetic leather or waterproof leather preferable)
- ♦ Avoid over-inflated ball.

Safety/supervision

- ♦ No jewellery
- ♦ Fingernail length, conform to rules.

For further information refer to the Netball SA website at: <http://www.netballsa.asn.au/>

cc) Orienteering

The safety/supervision section of each category is to be read in conjunction with the health and safety considerations described in the main document. First aiders must ensure that their knowledge includes current recommended emergency treatment for snakebite.

Introductory activities – well-defined areas

- ♦ Includes map reading learning activities and non-competitive orienteering in areas with well-defined boundaries.
- ♦ Not suitable for Preschool-year 4 students except for simple activities within school/preschool grounds.

Excursion team qualifications and experience**Teacher-in-charge/instructors:**

- ♦ Understanding of map reading skills and the sport of orienteering
- ♦ Desirable to have participated in orienteering events and/or completed a preservice or inservice course unit of study in orienteering

Excursion Staff-to-student ratio

- ♦ 1:10 for years 5-7
- ♦ 1:15 for years 8-12
- ♦ Minimum of 2 excursion staff **required (1 must be a teacher)**.

Area/location

- ♦ Carefully select the environment with reference to emergency action procedures
- ♦ Preferable that area be fully fenced
- ♦ Participants must be able to hear sound signal from any part of the area, to aid recall of any who are overdue.

Equipment/preparation

- ♦ Clothing suitable for likely weather conditions
- ♦ Detailed map and compass
- ♦ Sunscreens, sunglasses as necessary.

Safety/supervision

- ◆ Participants to work in pairs or small groups
- ◆ Participants to be well briefed on boundaries and overdue and injury procedures.

Competition and poorly-defined areas

Includes participation in competitive events and training/learning activities in bushland or remote locations where boundaries are ill-defined.

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Understanding of map reading skills and the sport of orienteering
- ◆ Desirable to have participated in orienteering events and/or completed a preservice or inservice course unit of study in orienteering

Excursion Staff-to-student ratio

- ◆ 1:6 for school-organised event
- ◆ 1:10 for event organised by the Orienteering Association of SA (OASA)
- ◆ Minimum of 2 excursion staff **required (1 must be a teacher).**

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ◆ Clothing suitable for likely weather conditions
- ◆ Detailed map and compass
- ◆ Whistle, unless using known or clearly signposted location
- ◆ Sunscreens, sunglasses as necessary.

Safety/supervision

For OASA event, follow safety arrangements as required by organisers. For school event:

- ◆ Provide safety bearing or landmark
- ◆ Novices to run in pairs
- ◆ Participants to be well briefed on overdue and injury procedures.

For further information refer to the Orienteering Association of SA website at:

<http://www.sa.orienteering.asn.au/>

dd) Rock climbing and abseiling

Preschools: This activity is not considered suitable.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must be members of the South Australian Police whose training includes instruction techniques and who have been assessed as competent by the training coordinator, STAR Division.

or:

Instructors possessing either of the following certificates awarded by the SA Rock Climbing Education Association (SAREA):

- ◆ Lead Climbing Certificate
- ◆ Top Rope Climbing Certificate

◆ or:

Instructors possessing equivalent qualifications from other recognised rock climbing instructor associations such as:

- ♦ PACI (Professional Association of Climbing Instructors)
- ♦ ACIA (Australian Climbing Instructors Association)

Excursion Staff-to-student ratio

- ♦ 1:4 required
- ♦ Two supervisors **required**, ie. an instructor and assistant instructor
- ♦ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ♦ Carefully select the environment with reference to emergency action procedures.

Equipment/preparation

- ♦ Approved rock climbing equipment, helmets and boots
- ♦ Protective clothing for full range of weather conditions
- ♦ Comprehensive [First Aid Kit](#)
- ♦ Climbing sites within parks must be designated by NP&W and approvals gained in advance.

Safety/supervision

- ♦ Tie back long hair and tuck in loose clothing
- ♦ It is the responsibility of instructors to be familiar with the accident and emergency procedures pertinent to the climbing site
- ♦ Instructors are to be made aware of any relevant medical needs of participants
- ♦ Environmental impact to be managed according to advice from DEH.

1) Indoor rock climbing

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ **Must** have completed an Australian Climbing Gyms Associated Inc. belay instruction workshop or equivalent

Excursion Staff-to-student ratio

- ♦ 1 instructor to 10 students
- ♦ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ♦ Adequate public liability insurance is **required**
- ♦ Clear emergency action procedures.

Equipment/preparation

- ♦ Participants **must** be adequately instructed and assessed in belaying
- ♦ Awareness of any safety rules set out by the gyms management
- ♦ Correct fitting of an approved safety harness
- ♦ Correct attachment to the gyms belay system
- ♦ Correct use and control of the gyms belay system
- ♦ Appropriate footwear (ie. sandshoes) and clothing
- ♦ [First Aid Kit](#).

Safety/supervision

- ♦ Tie back long hair and tuck in loose clothing
- ♦ Instructors are to be made aware of any relevant medical needs of participants eg. any medication that may effect concentration.

ee) Rowing

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Teacher with extensive rowing experience or:

- ♦ years 6-12: Level 1 coaching required.

Other leaders:

- ♦ Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions.
- ♦ Current first aid training including assessment in EAR and CPR **required**

Excursion Staff-to-student ratio

- ♦ 1:10 for competition rowing practice
- ♦ 1:6 for single skulls
- ♦ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

Sheltered water only

Windy, choppy or fast-moving water conditions must be avoided.

Equipment/preparation

Rowing shell with appropriate fittings conforming to recognised standards

- ♦ Non-swimmers and recreational rowers **must** wear PERSONAL FLOTATION DEVICE Type 2 (AS 1499–1996) or Type 3 (AS 2260–1988)
- ♦ Powered rescue craft on hand to affect a quick rescue.

Safety/supervision

- ♦ Participants must be proficient swimmers
- ♦ Prior to participating in rowing, all participants **must** be briefed in water and boating safety including;
 - ♦ Rescue techniques and procedures in the event of a swamped, capsized or broken shell
 - ♦ Knowledge of standard distress signals, such as waving both arms over the head
 - ♦ If swamped - stay with the boat and swim the boat to shore. Coxswains, instructors and participants in boats without coxswains **must** know the rules of the particular waterway
- ♦ Hats, sunscreen, sunglasses and hydration as necessary

Organised Competitions

Rowing regattas that are run by officially recognised sporting bodies may accommodate appropriate standards of student supervision and safety in different ways. Parents must specifically consent to students participating in activities involving indirect or delegated supervision.

For further information refer to the Rowing SA website at:
<http://www.rowingsa.asn.au/>

ff) Rugby League/Union

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

For Tackle Games:

Teacher/Instructor with Rugby League/Union experience or:

- ♦ years 3-5: OTC (formerly Level 0 coaching)
- ♦ years 6-12: Foundation Course (formerly Level 1 coaching).

Note: Both Rugby League and Rugby Union have non-contact versions of the game that all students can access as part of the curriculum.

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff required.

Area/location

- ♦ Flat, debris-free surface
- ♦ Well grassed.

Equipment/preparation

- ♦ Personal mouthguards
- ♦ Comfortable supporting shoes, not football boots
- ♦ Sturdy jumper, free of buckles, zippers and buttons.

Safety/supervision

- ♦ Teachers/instructors must be familiar with the modified versions that the governing bodies promote to suit the developmental needs of students, and adopt appropriate modifications accordingly

The nature of the senior versions of both Rugby League and Rugby Union demands heavy body contact, and students need to be taught how to:

- ♦ tackle properly (from the front, the side and behind)
- ♦ land
- ♦ form scrums (exclude players with long necks because of high risk)
- ♦ and be aware of the problems that occur when a scrum collapses.

For further information refer to the SA Rugby website at: <http://www.sarugby.com.au/>

gg) Skating (ice/roller)

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Teacher or other person with skating experience

Excursion Staff-to-student ratio

- ♦ 1:6 for R-year 5
- ♦ 1:10 for years 6-8
- ♦ 1:15 for years 9-12
- ♦ Minimum 2 excursion staff required (1 must be a teacher).

Area/location

- ◆ Programs conducted at official skating rinks
- ◆ Surface clean, clear of debris and obstructions
- ◆ Well-defined area made available for beginners.

Equipment/preparation

- ◆ Use only skates that fit properly (snugly) and are in good working order
- ◆ Use boot-style skate providing ankle support preferable
- ◆ Skates must be checked regularly (roller skates: check for loose nuts, debris-free wheels; ice skates: edges suitably sharp)
- ◆ Laces must be long enough to tie securely but not hang below the ankles
- ◆ Appropriate clothing necessary (long trousers, sleeves), especially for ice skating
- ◆ Gloves and helmets recommended.

Safety/supervision

- ◆ Participants enter rink slowly, yielding right of way to skaters already on floor/ice
- ◆ Skate in same direction as the flow of traffic
- ◆ Cutting across centre of floor forbidden
- ◆ Speed skating must only be permitted at specified times
- ◆ Avoid spreading fingers on floor when breaking a fall with the hands, particularly while ice skating, as there is a serious risk of injury from other skaters
- ◆ Also avoid prolonged contact of hands with ice.

hh) Snow skiing/Snowboarding

Preschools: These activities are not considered suitable.

1) Alpine/Snowboarding

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must have

- ◆ Skiing ability to parallel standard
- ◆ Ability to teach to stem turn standard
- ◆ Sound knowledge of resort, including ski runs and emergency support services

Preferably have visited and skied in area before

Excursion Staff-to-student ratio

- ◆ 1:8. Dependent on the difficulty of the slope, conditions and crowds and the age/experience of the students
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ Programs conducted in ski resort.

Equipment/preparation

- ◆ Participants to wear protective clothing with easily identifiable markings
- ◆ Pre-camp training strongly recommended, eg. fitness, clothing and understanding of how to avoid hypothermia
- ◆ It is recommended that students wear an approved (for snow sports) helmet
- ◆ Sunscreen, sunglasses as necessary.

Safety/supervision

- ◆ **Must** be search and medical support operating in area and groups **must** only use open ski runs suitable to the ability of all skiers in the group or chosen by a qualified ski school instructor leading the group

- ◆ Supervisors assisting should be competent skiers/snow boarders.

2) Nordic – resort

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must have either of the following:

- ◆ Level 1 coach, Nordic skiing
- ◆ 20 days' ski touring experience.

In addition, **must** have the following:

- ◆ sound knowledge of the sport
- ◆ several seasons of cross-country ski experience
- ◆ ability to ski all terrain in the area being visited
- ◆ competence to teach and demonstrate diagonal stride, poling, snow plough, stem turns, traversing and downhill running
- ◆ sound knowledge of the ski resort, including ski trails and emergency support services

Excursion Staff-to-student ratio

- ◆ 1:8 Dependent on the nature of the area, condition and the age/experience of the students
- ◆ Minimum two excursion staff **required (1 must be a teacher)**.
- ◆ Assistant teacher or instructor capable of taking over group safety/supervision.

Area/location

- ◆ Programs conducted in ski resort.

Equipment/preparation

- ◆ Excursion staff **must** carry emergency equipment – spare clothing, protective clothing, emergency food, map and compass, repair kit, spares for skis (including ski tip) and bindings, whistle, [First Aid Kit](#), emergency shelter, mobile or satellite phone or two way radio which is tuneable to local rescue frequency
- ◆ Participants to wear protective clothing with easily identifiable markings.
- ◆ Pre-camp training strongly recommended, eg. fitness, clothing and understanding of how to avoid hypothermia
- ◆ Sunscreen, sunglasses as necessary.

Safety/supervision

- ◆ **Must** be in area controlled by rescue and emergency services
- ◆ Knowledge of boundaries to be obtained
- ◆ Ski rescue officer **must** be notified of group's itinerary.

3) Nordic – Touring

Skiing away from resort, includes overnight stay in the snow.

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must have either of the following:

- ◆ Ski Tour Leader's Certificate (Victoria)
- ◆ Advanced Bushwalking Leadership Certificate (Bushwalking Leadership SA).

In addition, **must** have all of the following abilities and experience:

- ◆ sound basic knowledge of the sport
- ◆ several seasons' cross-country ski experience
- ◆ ability to ski all terrain in the area being visited
- ◆ competence to teach and demonstrate diagonal stride, poling, snow plough, stem turns, traversing and downhill running
- ◆ several seasons and range of touring areas
- ◆ extensive touring experience, including snow camping – tents and shelters
- ◆ navigation in poor weather with a wide variety of terrain
- ◆ experience in leading students in cross-country skiing
- ◆ training and experience in ski rescue procedures

Excursion Staff-to-student ratio

- ◆ 1:6 Dependent on the nature of the area, conditions and the age/experience of the students
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ Carefully select the environment with reference to emergency action procedures
- ◆ Select suitable terrain for the skill level of all participants.

Equipment/preparation

- ◆ Excursion staff to carry emergency equipment, even on day tours, eg. spare clothing, emergency rations, map and compass, repair kit, spares for skis (including tips) and bindings, whistle, [First Aid Kit](#), emergency shelter mobile or satellite phone or two way radio which is tuneable to local rescue frequency
- ◆ Protective clothing with easily identifiable markings to be worn by participants
- ◆ Pre-camp training strongly recommended, eg. fitness, clothing and understanding of how to avoid hypothermia
- ◆ Participants to carry emergency rations, spare clothing, whistle
- ◆ Sunscreen, sunglasses or UV protected goggles as necessary.

Safety/supervision

- ◆ Details of itinerary left with ski rescue officer
- ◆ Assistant leader capable of taking over group safety/supervision.

ii) Soccer

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ with soccer experience or:
- ◆ years 3-5: OTC (formerly Level 0 coaching) (Level 1 for competition)
- ◆ years 6-12: Level 1 coaching, Level 2 preferred

Excursion Staff-to-student ratio

- ◆ 1:15
- ◆ Minimum of two excursion staff **required**.

Area/location

- ◆ Level, debris-free, grassed area
- ◆ Adequate run-off areas.

Equipment/preparation

- ◆ Regulation goals with nets
- ◆ Corner flags and posts to regulation
- ◆ Leather, all-weather ball of appropriate size - do not over-inflate
- ◆ Personal mouthguards, shin guards
- ◆ Suitable footwear
- ◆ Gloves for goal keeper.

Safety/supervision

- ◆ Heading skills must not be used with a heavy ball
- ◆ Keep contact minimal
- ◆ Girls cross arms to chest the ball or 'chest trap'.

For further information refer to the Football Federation of SA website at: <http://www.ffsa.com.au/>

jj) Squash/racquetball

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ with squash/racquetball experience or:
- ◆ years 3-5: modified program, OTC (formerly Level 0 coaching)
- ◆ years 6-12: Level 1 coaching

Excursion Staff -to-student ratio

- ◆ 1:12
- ◆ Minimum of two excursion staff **required**.

Area/location

- ◆ Squash courts
- ◆ Floors well swept
- ◆ Good lighting.

Equipment/preparation

- ◆ Good quality non-marking footwear
- ◆ Eye protection (mandatory) - available on loan from most Centres or Squash SA
- ◆ Selection of appropriate ball and racquet depending on player skill level.

Safety/supervision

- ◆ Knowledge of 'let' rules and other safety rules of the game (court movement)
- ◆ Spacing and number on court for practice drills
- ◆ Drink bottle and change of attire recommended.

For further information refer to the Squash SA website at: <http://www.squashsa.asn.au/>

kk) Surfing

Preschools: These activities are not considered suitable

- 1) **Surfboard**
Surfboard riding, body board, body surfing – years 4-12 only.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

Must have

Surfboard:

- ◆ Level 1 coach accredited by Surfing Australia, or Level 0 coach supervised by Level 1
- ◆ 100 hours' surfing experience in a variety of areas and conditions Body board, body surfing – one of the following **required**:
 - ◆ Surf Bronze Medallion
 - ◆ Surf Rescue Certificate
 - ◆ Surf Survival Certificate
 - ◆ Experience of surfing the area to be visited recommended

Other excursion staff:

- ◆ Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions

Excursion Staff-to-student ratio

- ◆ 1:6 **required**
- ◆ Minimum 2 excursion staff **required (1 must be a teacher)**.
- ◆ To be conducted only at recognised safe surfing beaches.

Equipment/preparation

- ◆ Helmets recommended with fibreglass boards.

Safety/supervision

- ◆ Participants **must** be competent swimmers
- ◆ Surveillance according to conditions, monitored for duration of activity
- ◆ Observer in elevated position
- ◆ Rescue board or equivalent on hand.

2) Surf ski

Recommended for years 6-12 only.

Excursion Staff/Instructor qualifications and experience

Teacher-in-charge/instructors:

Must have one of the following:

- ◆ Surf Bronze Medallion
- ◆ Surf Rescue Certificate
- ◆ Surf Survival Certificate

and:

- ◆ 100 hours' paddling experience in a variety of areas and conditions
- ◆ Experience of surfing/paddling the area to be visited recommended

Excursion Staff-to-student ratio

- ◆ 1:6 **required**
- ◆ Minimum 2 excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ To be conducted only at recognised safe surfing beaches.

Equipment/preparation

- ◆ Helmets and PERSONAL FLOTATION DEVICES recommended at all times and particularly when surfboard riders are nearby.

Safety/supervision

- ◆ Participants **must** be competent swimmers
- ◆ Surveillance according to conditions, monitored for duration of activity
- ◆ Observer in elevated position
- ◆ Rescue board or equivalent on hand.

For further information refer to the Surfing Australia website at:

<http://www.sasurfschools.com.au/>

II) Swimming

Swimming and informal water activities in pools and at beaches, rivers and lakes.

When engaging instructors for swimming and water safety lessons, check the DECS Swimming and Aquatics Program website at: www.decs.sa.gov.au/schoolsport.

Leadership team qualifications and experience

Teacher in Charge/instructors:

The location will determine the qualifications/experience required with safety considerations a priority at all times, including the ability to affect a rescue in the specific conditions. Current resuscitation (EAR/CPR) qualifications are essential within the leadership group.

- ♦ **Swimming Pool**
Where the pool management have lifeguards on site the relevant rescue qualifications would be available.

If no Pool Life Guard is provided a minimum of one (1) member of the Excursion Staff (one member must be a teacher)/Instructor to hold a current Royal Life Saving Bronze Medallion (or higher qualification). This person must be on duty during all water activities.

- ♦ **Beach**
A minimum of one (1) member of the excursion staff (one member must be a teacher) to hold a current Certificate 2 Public Safety and Aquatic Rescue qualification (old Surf Lifesaving Bronze Medallion) or higher qualification. This person must be on duty during all water activities.

Weather and other conditions will impact on the decision to allow students in the water, the boundaries for their access and the type of water activities allowed.

- ♦ **Inland Water (rivers, lakes)**
A minimum of one (1) member of the excursion staff (one member must be a teacher) will hold a current Royal Life Saving Bronze Medallion (or higher qualification). This person must be on duty during all water activities.

Weather and other conditions will impact on the decision to allow students in the water, the boundaries for their access and the type of water activities allowed.

Excursion Staff-to-student ratios required

Minimum 2 excursion staff (one member must be a teacher) required in all categories.

	Pool:	Open Water (beach, river or lake)
R-2	1:10	1:6
Yr 3-7	1:12	1:10
Yr 8-12	1:12	1:10

Note that these ratios are a guide and should be varied according to the venue, weather conditions, nature of the activity, abilities/behaviour of the group etc.

Note that **child care regulations**, based on nationally agreed standards set a ratio for swimming activities of 1:1 for children under the age of three years and 1:2 for children over the age of three years and up to six years. The national standard for out of school hours care is 1:5 for children from six to twelve years of age.

Area/location

Must be conducted only at recognised safe swimming areas or at sites carefully evaluated for hazards and emergency action procedures, with additional consideration given to the conditions at the site at the time of access.

Equipment/preparation

- ◆ Check with local authorities before swimming if water quality is questionable
- ◆ In areas of poor visibility, check water depth - definitely no diving.
- ◆ Personal flotation devices (PFDs) to AS1499-1996, 'Personal flotation devices - Type 2' are to be available for inexperienced junior swimmers and **PFDs must be worn by all participants for recreational swimming in the River Murray and other waters where visibility is poor.**
- ◆ Ensure appropriate safety equipment is available to assist with or affect a rescue if required (eg rescue tube, throw bag etc).
- ◆ Hazards in rivers, creeks and dams include the bottom of those waters where sticks, stones or other hazards have the potential for injury. Attention should be paid to suitable footwear when accessing these types of locations.

Safety/supervision

- ◆ Designate supervisors to act as 'lifeguards' where lifeguards are not provided.
- ◆ Ensure supervisors are appropriately placed/spaced to observe all students and/or to define boundaries.
- ◆ If possible have observers in an elevated position.
- ◆ Surveillance according to conditions and for the duration of the activity.
- ◆ Recommended that some instructors/supervisors are in the water at all times.
- ◆ Watch for hypothermia, hyperthermia and sunstroke etc).
- ◆ Observe sun protection policy (see sun protection information in Section 7.1).
- ◆ Establish and practice an emergency procedure.
- ◆ Contingency plans must take account of sudden changes in weather or water conditions.

For further information refer to the DECS Swimming and Aquatics Program website at: www.decs.sa.gov.au/schoolsport or the Swimming SA website at:

<http://www.swimmingsa.org.au/>

mm) Table tennis

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

It is preferable for the teacher to have some table tennis experience or:

- ◆ years 3–7: Coaches to be Active After-school Community Program (AASCP) accredited
- ◆ years 8-12: Coaches to be National Coaching Accreditation Scheme (NCAS) accredited.

Excursion Staff-to-student ratio

- ◆ 1:15
- ◆ Minimum of two excursion staff **required**.

Area/location

- ◆ Suitable indoor area
- ◆ Good lighting
- ◆ Adequate spacing between tables
- ◆ Non-slip floor surface.

Equipment/preparation

- ◆ Tables of sound construction, securely erected.
- ◆ A maximum of 4 students playing per table.

For further information refer to the Table Tennis SA website at: <http://www.tabletennissa.com.au/>

nn) Tennis

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Excursion team qualifications and experience

Teacher with tennis experience or:

- ◆ years 3-5: OTC (formerly Level 0 coaching)
- ◆ years 6-9: Level 1 coaching
- ◆ Level 10-12: Level 1 coaching, Level 2 preferred

Excursion Staff-to-student ratio

- ◆ 1:15
- ◆ Minimum of two excursion staff **required**.

Area/location

- ◆ Flat area of sufficient size, debris-free
- ◆ Wire surrounds are useful.

Equipment/preparation

- ◆ Suitable footwear
- ◆ Appropriate racquet size.

Safety/supervision

- ◆ Spacing of groups in massed practice
- ◆ Courts clear of balls when playing.

For further information refer to the Tennis SA website at: <http://www.tennis.com.au>

oo) Touch Football

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate.

Teacher in charge/Instructor qualifications and experience

- ◆ with touch experience or:
- ◆ years 3-5: OTC (formerly Level 0 coaching) or AusTouch Leader qualifications
- ◆ years 6-12: Level 1 coaching or AusTouch Leader qualifications

Excursion Staff-to-student ratio

- ◆ 1:15

- ♦ Minimum of two excursion staff **required**.

Area/location

- ♦ Grassed area
- ♦ Safe playing surface
- ♦ Adequate run-off area.

Equipment/preparation

- ♦ Good gripping shoes
- ♦ Approved Touch Ball (correct size and weight, no laces). Note: A junior size Touch Ball is available.

Safety/supervision

- ♦ No jewellery, fingernails cut, hair tied back
- ♦ Touches to be effected with minimum force (no pushing, slapping, grabbing).

For further information refer to the Touch SA website at: <http://www.touchsa.com.au/>

pp) Trampoline

Warning: Serious injury, including paralysis can easily occur in this activity. Restrict to years 6-12 only and closely supervise.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ♦ with extensive trampoline experience or:
- ♦ years 6-12: Level 1 coaching required.

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff **required**.

Area/location

- ♦ Clear area, either indoors or outdoors
- ♦ Ceiling of sufficient height if indoors.

Equipment/preparation

- ♦ In good condition and properly erected
- ♦ Safety pads, covering springs and trampoline frame are a necessary part of the equipment.

Safety/supervision

Check equipment, positioning, pads in place.

A spotter **must**:

- ♦ stand at each side of the trampoline
- ♦ watch the performer on the trampoline
- ♦ push an out-of-control performer back on the bed
- ♦ Socks to be worn by performers
- ♦ Performers to remove all jewellery, tie hair back, strap glasses securely to head
- ♦ A box can be used for mounting and dismounting
- ♦ Where available, and appropriate, a harness must be used
- ♦ **No knee drops**
- ♦ **No somersaults**
- ♦ Instructor/teacher-in-charge to site him/herself where all the equipment can be seen.

qq) Triathlon

Combination of three long-distance athletic events, eg. surf, swim and run or swim, cycle and run. It is assumed that only students with an appropriate level of competence in the three events will be introduced to triathlon.

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher in charge/instructors:

Teacher with triathlon experience or:

- ♦ years 3-5: OTC (formerly Level 0 coaching)
- ♦ years 6-9: Level 1 coaching
- ♦ years 10-12: Level 2 coaching

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ One excursion staff member per team must remain with that team and cannot act as an official
- ♦ Minimum of two excursion staff required (1 must be a teacher).

Area/location

- ♦ To be conducted only at recognised safe swimming areas or at sites carefully evaluated for hazards and emergency action procedures
- ♦ In defined areas.

Equipment/preparation

- ♦ PERSONAL FLOTATION DEVICES Type 2 (AS 1499–1996) to be available for inexperienced junior swimmers.

Safety/supervision

(See individual activities for safety specifications)

- ♦ Students must be visible by at least one official at all times throughout the course
- ♦ A rescue boat, preferably two, must follow swimmers

Supervisors with responsibility for supervising students on the water must be capable of effecting a rescue in the prevailing conditions.

For further information refer to the Triathlon SA website at:

<http://www.triathlonsa.org.au/>

rr) Volleyball

Preschools: Not recommended unless modified to ensure activity is developmentally appropriate

Excursion team qualifications and experience

Teacher in charge/instructor must have

Teacher with volleyball experience or:

- ♦ years 3-5: OTC (formerly Level 0 coaching), Level 1 preferred
- ♦ years 6-9: Level 1 coaching, Level 2 preferred

Excursion Staff-to-student ratio

- ♦ 1:15
- ♦ Minimum of two excursion staff required.

Area/location

- ◆ Indoor area, with ceiling of sufficient height, or outdoor grassed area
- ◆ Adequate run-off space around courts.

Equipment/preparation

- ◆ Elbow and knee pads
- ◆ Balls not over-inflated
- ◆ Mini-volleyballs for beginners, or ‘nerf’ balls
- ◆ Rubber volleyballs must not be used.

Safety/supervision

- ◆ Long sleeves for beginners prevents bruising to forearms
- ◆ Never roll or throw volleyballs under the net while players are practicing spiking or blocking.

For further information refer to the Volleyball SA website at:

<http://www.sportingpulse.com>

ss) Water polo

Preschools: This activity is not considered suitable

It is assumed that only students with an appropriate level of swimming competence will be introduced to water polo.

Excursion team qualifications and experience

Teacher-in-charge/instructors must have one of the following:

- ◆ Years 3-5: OTC (formerly Level 0 coaching)
- ◆ Years 6-9: Level 1 coaching
- ◆ Years 10-12: Level 1 coaching, Level 2 preferred

Other excursion staff:

Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions

Excursion Staff-to-student ratio

- ◆ 1:10
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ To be conducted only at suitable swimming pools
- ◆ In defined areas.

Equipment/preparation

- ◆ PERSONAL FLOTATION DEVICES Type 2 (AS 1499–1996) **must** be available for inexperienced junior swimmers.

Safety/supervision

- ◆ Appoint excursion staff to monitor activity.

For further information refer to the SA Water polo website at:

<http://www.sportingpulse.com> .

tt) Water skiing

Includes kneeboarding. Available to years 6-12 students only.

Excursion team qualifications and experience

Teacher-in-charge/instructors:

must have the following:

- ◆ Level 1 coaching (basic water skiing) for dry land instruction, accredited by the SA Water Ski Association **and**
- ◆ extensive (eg. 50 hours) water skiing experience

Driver:

- ◆ 18 years or older **required**
- ◆ Recreational Boat Operator's Licence required
- ◆ experience in ski boat operation with minimum 50 hours' towing water skiers **required**
- ◆ knowledge of water safety issues and boat handling **required**
- ◆ familiarity with the boat being used **required**
- ◆ a swimmer with first aid knowledge
- ◆ knowledge of the area

Observer:

- ◆ 16 years or older
- ◆ preferably possess a Recreational Boat Operator's Licence
- ◆ preferably a swimmer with first aid knowledge
- ◆ knowledge of water safety and skier communication signals **required**

Other excursion staff:

Supervisors with responsibility for supervising students on the water **must** be capable of effecting a rescue in the prevailing conditions.

Excursion Staff-to-student ratio

- ◆ 1:4-6, according to boat capacity **required**
- ◆ Supervision for students on shore **required**
- ◆ Minimum of two excursion staff **required (1 must be a teacher)**.

Area/location

- ◆ To be conducted only at recognised safe water skiing areas or at sites carefully evaluated for hazards and emergency action procedures.

Equipment/preparation

- ◆ Required safety equipment in place and operable, eg. wide-view rear vision mirror, ropes of correct length, [First Aid Kit](#)
- ◆ Quick-release for tow ropes recommended, particularly when using kneeboards
- ◆ Boom may be fitted when teaching beginners
- ◆ Participants **must** wear PERSONAL FLOTATION DEVICES Type 2 to AS 1499–1988
- ◆ Wetsuits **must** be worn by skiers
- ◆ Private providers **must** have public liability insurance for water skiing instruction.
- ◆ Volunteered boats **must** have current registration and be privately insured against damage?

Safety/supervision

- ◆ Observer to be on board
- ◆ Loading of boat strictly to recommended capacity – no overloading with individuals sitting on floor, gunwales etc
- ◆ On-board participants to be seated
- ◆ Driver to ensure correct planning speed for beginners

- ◆ Leaders **must** be made aware of any emergency health care procedures required by participants.

uu) Weight training/lifting

Available to students 16 years of age and over. Not recommended for children of immature physical stature because of potential for harm.

The lifting and handling of heavy equipment must be undertaken only with care and awareness of safe practice. (See OHS&W Catholic Health, Safety and Welfare SA safety bulletins, web links below)

<https://www.ccinsurances.com.au/ManualHandlingInformation>

<https://www.ccinsurances.com.au/ManualHandlingRiskAssessment>

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Minimum Certificate IV Fitness Instructors Certificate plus Children's elective or Special Populations from TAFE or Australian Institute of Fitness and
- ◆ Registered with the Fitness Australia Professional Registration Scheme as a fitness instructor.

Excursion Staff-to-student ratio

- ◆ 1:10
- ◆ Minimum of two excursion staff **required**.

Area/location

- ◆ Floor must be even, firm and non-slip
- ◆ Ensure adequate spacing of equipment
- ◆ Adequate lighting, ventilation.

Equipment/preparation

- ◆ Careful inspection of equipment, tighten bar collars before use
- ◆ Ensure cleanliness of benches etc
- ◆ Adjust fixed station machines (Universal, Hydra-gym, Nautilus)
- ◆ Clear floor of equipment not in use – replace bars, weights etc on racks
- ◆ Correct supportive footwear to be worn
- ◆ Appropriate clothing (top to be worn)
- ◆ Resin/chalk applied to hands
- ◆ Use weight belts where necessary.

Safety/supervision

- ◆ Full squats must not be performed
- ◆ Avoid maximal lifting
- ◆ Close teacher supervision required at all times
- ◆ Always insist on correct technique
- ◆ Never train alone, two stand-ins to be used.

For further information refer to the South Australian Weight Lifting Association website at:
<http://www.saweightlifting.org.au/>

vv) Wrestling

Preschools: This activity is not considered suitable

Excursion team qualifications and experience

Teacher-in-charge/instructors:

- ◆ Years 3-5: OTC (formerly Level 0 coaching)
- ◆ Years 6-12: Level 1 coaching

Excursion Staff-to-student ratio

- ◆ 1:15
- ◆ Minimum of two excursion staff required (1 must be a teacher).

Area/location

- ◆ Flat surface covered with gym mats or wrestling mat
- ◆ Gym mats must be securely joined to prevent slipping.

Equipment/preparation

- ◆ Gym mats (600cm x 600cm x 5cm) joined with velcro fastening edges to make a large, soft area.

Safety/supervision

- ◆ Clothing must not have buttons or other sharp fasteners.
- ◆ Jewellery must not be worn.
- ◆ Hair fasteners must not be worn.
- ◆ Spacing of groups in massed practice must allow free movement to prevent collisions.
- ◆ Soft-soled shoes or bare feet.
- ◆ Short finger nails
- ◆ Partners must be of similar weight.

For further information refer to the SA Amateur Wrestling Association website at:
<http://www.wrestlingsa.com.au/>

This document will be updated as regulatory or other matters arise.

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