

# POLICY IMPLEMENTATION DOCUMENT

## Excursions

School excursions are an integral part of the department's education learning programs and provide students and staff with invaluable experience outside the school environment.

The DoE Excursions Policy Implementation Procedures outlines the necessary requirements for schools conducting all forms of excursions, including sporting, overnight and overseas activities. Legislative requirements such as compulsory staff training, child protection, risk management and student behaviour are also included.

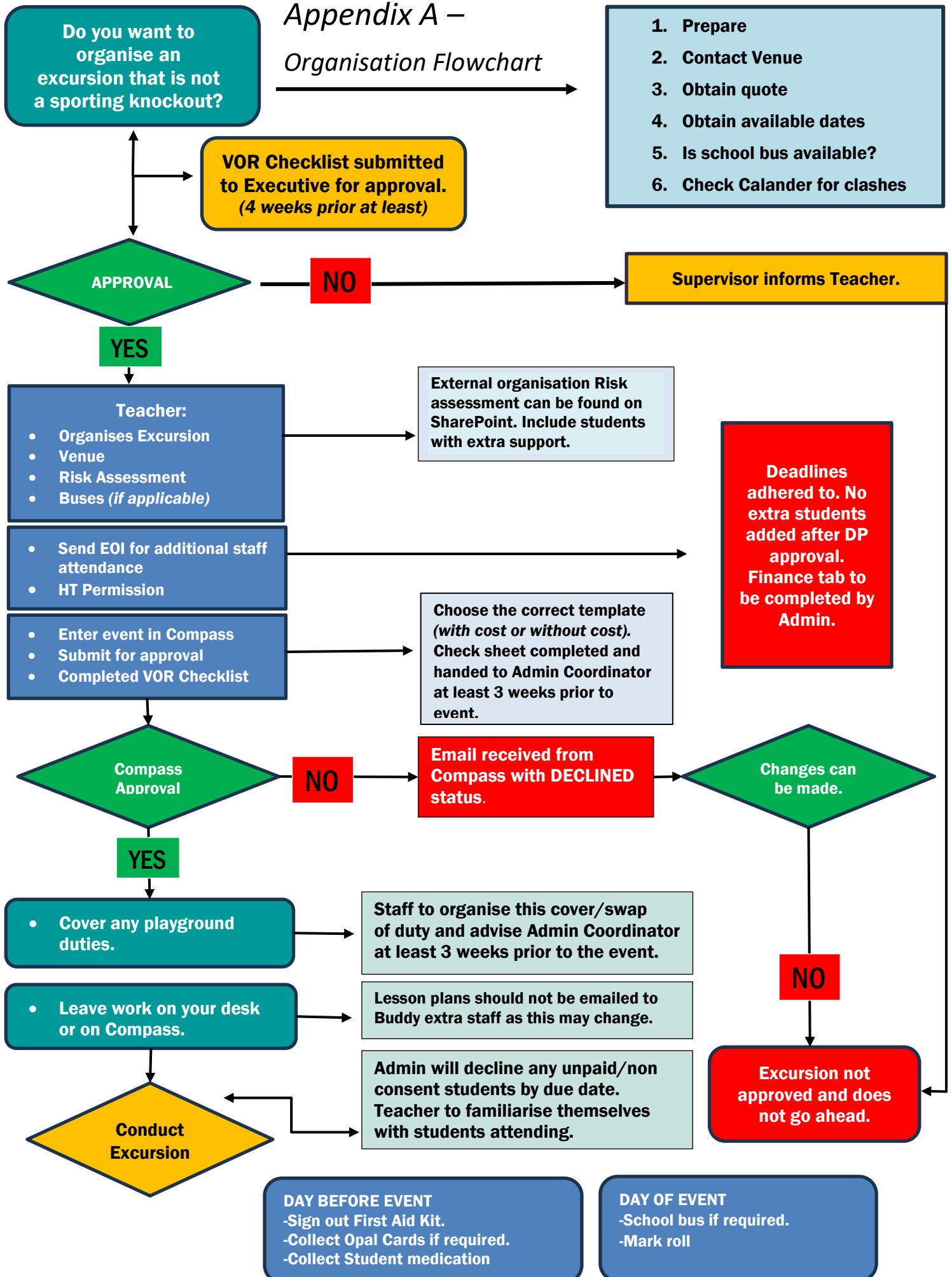
The policy includes more specific related documents and advice. The DoE policy can be found at the link below:

<https://education.nsw.gov.au/policy-library/policies/excursions-policy>


**The following appendices provide information and guidance in the administration of excursions at Kariong Mountains High School.**

- **Appendix A** is an organisation flowchart.
- **Appendix B** is the Excursion / Variation of Routine Checklist to be completed by the organising teacher.
- **Appendix C** is a sample permission note that appears on the Compass notification.
- **Appendix D** is the behaviour code for student.

## Appendix A – Organisation Flowchart



## Appendix B – Excursion Variation of Routine Checklist

 <b>KARIONG MOUNTAINS</b> HIGH SCHOOL UNITY KNOWLEDGE RESPECT		<b>Excursion/ VOR</b> <b>Application Form</b>						
<b>Excursion / VOR Application Form</b>		<b>Date Submitted</b> [Select Date]						
Name of Variation:								
Date(s) of Variation:								
Venue:								
Organising Teacher:								
Rationale of VOR:								
Syllabus relevance:								
Staff cover required?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	Indicate periods:	1	2	3	4	5
Have all Playground Duties been covered by the organising teacher?				YES: <input type="checkbox"/>			NO: <input type="checkbox"/>	
Teachers attending: (attach details if more than 3)			Qualifications (please circle)					
			CPR		First Aid		Emergency Care	
			CPR		First Aid		Emergency Care	
			CPR		First Aid		Emergency Care	
SLSO Required?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	Medication Required?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>				
Number of students:			Years involved:					
Uniform required?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	School Bus Required?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>				
Transport:								
Depart from/Time:			Return to/Time:					
Contact name and number:								
Total cost:			Payment Reference:					
<b>APPROVAL SIGNATURES:</b>								
Head Teacher:			<b>OUTCOME:</b>					
	Date: / /		Approved: <input type="checkbox"/>		Not Approved: <input type="checkbox"/>			
SAM:			Principal:					
	Date: / /							
Deputy Principal:			Mobile Phone Exemption?		YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
	Date: / /							
10 Festival Drive, Mount Penang Parklands, Kariong NSW 2250    kariongmountains-high.com.au    kariongmtn-h.school@det.nsw.edu.au    02 4340 0246								

## Appendix B – Excursion Variation of Routine Checklist (page 2)

### Excursion / Incursion Planning Arrangements:

The following checklist is to be followed in the planning of the excursion or approval may not be granted. Please tick when completed.

#### Stage 1: Planning

- ☐ Discuss the proposed excursion with your HT and complete the KMHS VOR Application Form.
- ☐ If Sport related, you must consult the relevant Sport Safety guidelines at the DoE Sport Unit website.
- ☐ Check school calendar (Compass) for availability of your proposed date.
- ☐ An excursion **MAY NOT** be approved if students involved have an assessment task on that day.
- ☐ Ensure that a staff member attending the excursion has the appropriate level of First Aid training.
- ☐ Current CPR qualifications are essential for overnight and water-based excursions.

#### Stage 2: Complete Paperwork

- ☐ Complete VOR process in Compass
- ☐ Organise cover for all playground duties for staff attending the excursion.
- ☐ Where payments are required – discuss proposal with SAM or Business Manager and show received and acceptable quotes [with ex GST prices] and a list of students attending to determine student costs.
- ☐ After excursion approval has been given by Deputy Principal, Compass will create account and payment process. Please allow up to 5 working days as this process cannot be done 'last minute'. Liaise with SAM when required to do so.

#### Stage 3: Mobile Devices

From 9<sup>th</sup> October 2023 (Day 1 Term 4), Kariong Mountains High School must adhere to the NSW government's Mobile Phone Ban. Application and enforcement of the Mobile Devices Policy must still occur with all VORs. For your VOR, if you require a partial exception (e.g. for students to momentarily take photographs of attractions, for students to contact snow patrol or pay for goods or services) state your reasons below.

Are you applying for an Exception? YES: ☐ NO: ☐

If yes, provide reasons:

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When approval is given to run the excursion complete the following:

- ☐ Distribute Permission Notifications and [where applicable] Private Transport Notes to students through Compass.
- ☐ Notify Staff of students involved.
- ☐ Notify Canteen if the number of students participating is greater than 30 students.
- ☐ Check welfare of students not eligible to participate; have discussion with HT Wellbeing if you have concerns.
- ☐ Confirm details with the venue and transport provider if applicable.
- ☐ Prepare contingency plan for non-participating students if applicable.
- ☐ Once cut-off date has passed, remove all non-participating students from the Event on Compass.
- ☐ Check that students have returned all Permission Notes and Private Transport Forms.
- ☐ Prepare lessons and leave copy with your Faculty Head Teacher
- ☐ Organise necessary items for excursion activity - e.g., rolls, equipment, First Aid kit & medications etc.


Day of the excursion:

- ☐ **When departing from KMHS:** Mark the Roll on Compass before departing.
- ☐ **When meeting at an outside venue:** Mark the roll and notify the Front Office staff of absent students by phone as early as possible.

Following the excursion:

- ☐ Report any fractional absences to the Front Office to have rolls amended.
- ☐ Evaluate variations to event for future planning.

Appendix C – Sample Compass Permission Notification



Kariong Mountains High School

Taronga Zoo 2024

Roll Call 7

All year 7 and 8U, have the opportunity to attend an excursion to Taronga Zoo in Sydney. They will investigate why classification is so important and how scientists group living things. They will draw connections between the structure and function of different animal groups to their classification, survival and reproduction. Through intimate animal encounters and keen observation, students will discover some amazing adaptations that give wildlife the edge for survival.

By participating in this excursion, students will complete their Science assessment task for the term.

Date/Time	Session Name	Venue
Friday, 6 December 2024 (8:50 AM to 3:05 PM)	Taronga Zoo	UNASSIGNED

**Dress Code:** Full school uniform. Students arriving at the station who are not in the correct uniform will be returned to school.  
**Transport:** Meet at Gosford Train Station for roll call by 7:00am for an 7:37am train departure. Return to Gosford Train Station at 4:35pm. Parents are to pick up their students from Gosford Station at this time.

Kylie PETERS

Cost: \$17.50, due by Saturday, 30 November 2024  
Paid: \$17.50  
Required, due by Saturday, 30 November 2024

Consent/Payment can be provided online through your school's parent portal (<https://kariongmountains-h-nsw.compass.education>), or alternatively by returning the form below to Office.

**\$17.50 payable to the office by the due date.**  
**Additional - Students will require an Opal card to travel on the train and ferry.** The Opal card will require credit of \$8.90 (Youth Opal Card) or \$17.80 (if using an Adult Opal Card) to cover the trip.

**Students should bring:**

- All food for the day (food at the zoo is expensive and lines are often too long to get food in the time available)
- drink bottle
- pen
- hat
- sunscreen
- school jumper
- rain jacket, if rain is forecast

See transport section above for details. Key times for parents are:

Drop off at station 7:00am.  
Pick-up from station 4:35pm.

**Students who do not attend the excursion will be expected to attend school as normal. They will be provided with an alternative assessment task to complete on the day.**

Please retain top section for your records.

Kariong Mountains High School

Taronga Zoo 2024 (6/12/2024)

Consent/Payment Form for

Roll Call 7

I understand that the supervising teacher may seek medical attention for Chloe if needed. THIS MAY INCLUDE TRANSPORTATION AND ADMITTANCE TO A HOSPITAL IF PARENT/CAREGIVER IS UNABLE TO BE CONTACTED.

I understand that the supervising teacher may return to school for any disciplinary or safety reason that may arise.

Concussion Clearance

The Australian Medical Association recommends students being symptom free of concussion for 21 days before returning to sport.

- If your child/ward sustains a concussion, or experiences any concussion symptoms, in the 21 days period prior to the event commencing, you must report this to team officials, and a medical clearance is required in order for your child/ward to participate in the event.
- Medical clearances can be attached to this consent form or can be submitted to team officials separately.

Important information

In the event of injury, no personal injury insurance cover is provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity. The Department's public liability cover is fault-based and limited to breaches by the Department of its duty of care to students that may result in claims for compensation.

Parents/Carers are advised to assess the level and extent of their child/ward's involvement in the sport program offered by the school, school sport zone, region and state school sport Associations when deciding whether additional insurance cover is required prior to their child/ward's involvement in the program. Personal accident insurance cover is available through normal retail outlets.

Parents/Carers who have private ambulance cover need to check whether that cover extends to interstate travel and make additional arrangements, as considered appropriate.

The NSW Supplementary Sporting Injury Benefits Scheme, funded by the NSW Government, provides limited cover for serious injury resulting in the permanent loss of a prescribed faculty or the loss of use of certain prescribed parts of the body. The Supplementary Scheme does not cover medical costs or dental costs. Further information can be obtained from <https://www.icare.nsw.gov.au/injured-or-ill-people/sporting-injuries/payments/#gref>. Further information regarding student accident insurance and private health cover is provided at: <https://app.education.nsw.gov.au/sport/file/1449>.

Parent A  
Phone Number

Parent B  
Phone Number

Guardian  
Phone Number

Due 30/11/2024

Generated at 17/12/2024 - 01:48 PM

Excursion Policy | Kariong Mountains High School | Reviewed: 2025

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## Appendix D – Behaviour Code for Excursions

The following conditions apply and should be read in conjunction with the school's 'Student Behaviour' policy.

### Day Excursions/Sporting Teams

Unless there are unusual circumstances, only referrals up to a month before the date of the activity will be considered.

### Overnight Excursions/Camps

Unless there are unusual circumstances, only referrals up to 3 months before the date of the activity will be considered.

### Suspension Protocols

For short suspensions, a student is unable to participate in an excursion for at least 1 week after the resolution date, regardless of any other referral data, positive or negative.

*Note: An exception may be made by the principal in very rare and unique situations, if the activity is very close to the end of the exclusion date and will be on a case-by-case basis.*

### Excursions linked to mandatory curriculum requirements

These will be considered on a case-by-case basis, but generally, an alternative experience can be offered to the student so that curriculum requirements are still met.

### Attendance at School

A student who is not able to attend an excursion is expected to be at school unless they have a justifiable reason for being absent.

All students for whom the excursion is targeted, or who nominate to be involved in a sporting/co-curricular event will have their behaviour record examined to determine if there is possible cause for concern about their behaviour and capacity to self-manage that behaviour.

If a student has received a number of referrals from staff and wishes to participate/or is in the cohort for attending the excursion, then these will be considered by the Deputy Principal before the Compass event notification is issued and a decision about whether the student can attend will be made. This decision will be based on factors including severity, frequency and emerging patterns of behaviour. The Deputy Principal may seek guidance from the Year Advisor before coming to a final decision.

Students with unresolved N-award warnings will not be permitted to attend/participate in an excursion/activity, without evidence of significant progress on a resolution plan.

Due to the complex nature of different types of behaviour and whether they are repetitive or once only, it is too difficult to put forward a definite number of referrals that leads to withdrawal from the event. Each case will be documented and the parents/carers and students are entitled to full disclosure about the decision making process.

Parents/carers may appeal to the principal. The timeframe for appeals will vary depending on the activity. It is expected that a change of decision will only occur if new information comes to light or there was an issue with the process. The principal's decision is final.

### School Uniform Requirement

Students are only permitted to attend the excursion/activity if they are wearing full school uniform (unless the permission note indicates a variation to this rule).