

One Off Event Excursion Policy Guidelines

POLICY STATEMENT

Organised excursions are undertaken to further the development of home educated students' learning and social skills outside their normal learning environment.

HBLN requires all HBLN/HEWA Event Organisers and any other authorised person(s) to ensure that excursions are planned, approved and conducted in accordance with the One Off Event Excursions Procedures. HBLN will not approve excursions involving high-risk activities.

PROCEDURES

1. HBLN/HEWA members wishing to access HBLN's Public Liability insurance for excursions involving authorised Education Service Providers, should complete the "One Off Event Excursion Application Form". This should be sent to the HEWA Coordinator for approval no later than 4 weeks before the excursion is due to take place.
2. After approval has been granted, the HBLN/HEWA member who is organising the event (the Event Organiser) should complete the "Excursion Risk Management Outline", a copy of which should be sent to the HEWA Coordinator no later than 1 week prior to the Excursion taking place.
3. The Event Organiser should ensure that they have read through the Related Policies listed below and where applicable sent through the relevant paperwork to the HEWA Coordinator.

Examples Documents

HBLN One Off Event Excursion Example.docx

HBLN One Off Event Excursion Example No Supervision.docx

Related Procedures

Guideline for Reporting Critical Incidents
Complaints
Child Protection Policy
Code of Conduct
Risk Management Plan Guide

Excursion Risk Management Outline

To be completed by the Event Organiser

Excursion Name	
Excursion Date	
Event Coordinator Details	
Documents Attached	List of Supervisory Team
	List of Parent and Participant Contact details
	Up to date Medical Action Plans and information
	Additional Documents (if any)

1. Details of the Excursion (Guideline 1)

2. Excursion Participants Capacity (Guideline 2)

All excursion participants have the capacity to undertake the excursion

3. Supervisory Team (Guideline 3)

A suitable supervisory team has been established with appropriate supervisor-participant ratio

4. Supervision Strategies (Guideline 4)

Supervision strategies have been established with the supervisory team

5. Identifying Excursion Participants (Guideline 5)

Systems for identifying excursion participants have been established

6. Communication Strategy (Guideline 6)

An appropriate communication strategy has been established and conveyed to all those attending the excursion

7. Briefing excursion participants and supervisors (Guideline 7)

All relevant information about respective responsibilities and obligations has been communicated to excursion participants and supervisors

8. Venue/Site for Excursion (Guideline 8)

The venue or site for the excursion is suitable for the excursion group

9. External Providers (Guideline 9)

A suitable external provider has been engaged and external provider staff responsibilities established

10. Insurance Cover for Excursions (Guideline 10)

External providers have proper and current insurance cover

11. Emergency Response Planning (Guideline 11)

An emergency response plan has been developed

12. Information for Parents and their Consent (Guideline 12)

Parents have been provided with full details of the excursion and signed consent forms

GUIDELINES FOR EXCURSIONS

1. PURPOSE OF EXCURSION

- 1.1. Briefly describe the educational/social outcomes of the excursion.
- 1.2. HBLN's insurance does not cover high risk activities. Examples of high risk activities for excursions which are not covered by HBLN's insurance include, but are not limited to, bungee jumping, jet boating, para/hang gliding, white water rafting, tobogganing or skydiving.

2. EXCURSION PARTICIPANTS CAPACITY

- 2.1. Parents are required to complete signed documentation advising of any health considerations
- 2.2. Any additional information provided by the parent regarding their child's health care should be attached to the Participant Health Care Summary and any associated health care plans.
- 2.3. Participants' capacity should be reassessed if any circumstances surrounding the excursion activity change. This includes any change in the condition of the environment, or in the medical fitness (e.g. conditions such as asthma or epilepsy) or capacity of the participants to undertake the activity.
- 2.4. Parents should have received and agreed to documentation regarding the skill level required of excursion participants.
- 2.5. There should be alternative arrangements for any excursion participant who does not take part in an excursion. For example, parents called to come and collect the participant(s). Supervision levels need to be sufficient to allow a supervisor to wait with the participant(s) until such time as they are able to return to the group or are collected by a parent/guardian.
- 2.6. All excursions should take into consideration excursion participants' cultural requirements, intellectual or mental capacity and/or the degree of disability. The skill level required of participants should be clearly stated in any documentation provided to parents/guardians.

3. SUPERVISORY TEAM

- 3.1. Adults who possess the appropriate experience, competencies and/or qualifications, can be supervisors.
- 3.2. The suitability of volunteers who are part of the supervisory team should be considered taking into account their health status, skills and experience and the characteristics of the excursion participants group. Volunteer parents/guardians who are acting in the role of carer for their child(ren) who is participating in the excursion, should not be considered as supervisors.
- 3.3. The Event Organiser must confirm that all supervisors and external providers in child-related work have applied for or hold a valid Working with Children Check **or** have a child(ren) who are excursion participants.
- 3.4. The supervisory team needs to have appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion, taking into consideration the characteristics of the excursion participants group including:
 - number of participants involved;
 - age, experience and capabilities of the participants;
 - activities to be undertaken; and
 - characteristics of the venue.
- 3.6 Collectively, the supervisory team should have the skills to:
 - identify and establish a safe environment for the activity;
 - monitor and respond to weather and environmental conditions before and during excursion activities;
 - monitor and assess the physical wellbeing of the excursion participants; and
 - render emergency care
- 3.7 For outdoor education and recreation activities, including general water-based activities, the supervisory team should hold the necessary qualification as determined by the Risk Assessment.
- 3.8 Supervisors need to be made aware that they are required to be on duty for the duration of an excursion.

4. SUPERVISION STRATEGIES

- 4.1. Supervision strategies should maintain the safety and wellbeing of excursion participants at all times.
- 4.2. It is recommended that supervisors not be permitted to take their own children on an excursion, unless the children are excursion participants for whom the excursion is intended.
- 4.3. For outdoor education and recreation activities, including general water-based activities, the level of supervision is determined by the Risk Assessment.
- 4.4. Supervisory requirements such as the number of supervisors and the supervisory strategies should take into account the:
 - age of the excursion participants;
 - experience and ability of the excursion participants;
 - excursion participant medical conditions or disabilities;
 - supervisor(s) competence and experience;
 - type of activities to be undertaken;
 - nature of the environment;
 - location of the activity; and
 - weather.
- 4.5. Supervision strategies should address the circumstance where excursion participants are not in clear view of the supervisor(s).

5. IDENTIFICATION OF EXCURSION PARTICIPANTS

- 5.1. A suitable system of identification for excursion participants based on the assessment of the environment, excursion participants' skills, the type of activities to be undertaken and the number of excursion participants needs to be established.

6. COMMUNICATION STRATEGIES

- 6.1. A communication strategy that enables regular communication among all members of the group may include mobile phones, public address systems, megaphones, air horns, whistles or, if necessary, scheduling regular group meetings.
- 6.2. The communication strategy needs to clearly identify:
 - a signal for gaining the full group's attention;
 - an emergency signal which is explained to all participants, and responses to it which may need to be rehearsed prior to the commencement of the excursion; and
 - an alternative mode of communication in case of the failure of the primary communication method.

7. VENUE/SITE FOR EXCURSION

- 7.1. Information on the suitability of the venue relative to the excursion participants' skills and experience, the planned activities and the supervision required may be sought from:
 - personally visiting the venue or site; or
 - the external provider or tour organiser
- 7.2. An evacuation plan and who manages an evacuation should be identified.

8. EXTERNAL PROVIDERS

- 8.1. The [School Excursions](#) website provides information about a number of external providers and a list of state and local government buildings and premises that meet the minimum public liability insurance requirements of HBLN's policy.
- 8.2. Where excursions involve the use of the services of external providers (including individuals, government agencies or private companies), Event Organisers cannot sign indemnities, disclaimers or other documents which absolve the external provider from liability for their own negligent acts or omissions.
- 8.3. The suitability of an external provider may be determined from the verbal or written information they provide related to:
 - recent experience
 - current qualifications, accreditation and any other relevant training; and
 - public liability insurance (see below).
- 8.4. Where an external provider is engaged:

- the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider;
- any staff involved in activities with excursion participants need to have a current Working with Children Check

9. INSURANCE COVER FOR EXCURSIONS

9.1. External providers need to have sufficient and current public liability insurance covering their legal liability. External providers need to provide proof of their valid insurance cover. The Event Organiser should give consideration to the number of excursion participants going on excursion and whether the insurance cover is enough to cover an incident that may occur resulting in multiple claims by excursion attendees. The minimum public liability insurance requirement for cover by external providers is \$10 million.

10. EMERGENCY RESPONSE PLANNING

10.1. During an excursion, a nominated supervisor should have ready access to:

- a list of the names of excursion participants and their parent contact telephone numbers;
- the Participant Health Care Plans and Health Care Authorisations of those excursion participants who are known to have health conditions that require support while in the care of the Event Organiser; and
- relevant health information of supervisors;

10.2. The use of local first aid and emergency services should be investigated as part of an emergency response plan.

10.3. First aid equipment needs to be available for the immediate treatment or care of an excursion participant or supervisor who is injured or becomes ill during an excursion.

10.4. Many outdoor education and recreation activities require that a member of the supervisory team hold a current first aid certificate, including a current cardiopulmonary resuscitation (CPR) qualification

10.5. A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty.

10.6. Emergency procedures, including emergency signals, need to be clearly understood by all excursion participants and supervisors.

10.7. All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.

10.8. For excursions to rural locations, the emergency response plan should include:

- a map of the area(s) to be used, showing the location of the nearest telephone, ranger's residence, hospital, State Emergency Services office, nursing station or other similar relevant information;
- access details (i.e. on-foot, 2WD and 4WD) including barriers;
- a list of the resources the group has with it (i.e. first aid kits, number of supervisors and external providers with first aid qualifications, number of vehicles for transport)
- an estimate of the time it might take to raise an alarm and the amount of time that might elapse before appropriate support could be provided; and/or
- the communication medium used (i.e. fixed telephone, mobile telephone, satellite telephone, radio, EPIRB).

11. INFORMATION TO PARENTS FOR THEIR CONSENT

11.1. Parents need to be provided with full details of the excursion well in advance of the date to enable them to make an informed decision about their child's participation (see Appendix E). This information should include full details of:

- the purpose of the excursion;
- date(s);
- activities to be undertaken;
- duration of activity(ies);
- location of activity(ies) (including alternative venues);
- participant contact arrangements during the excursion;
- transport arrangements;
- cost;
- supervision to be provided (number of supervisors);

- Event Organiser action in case of excursion participant accident or illness while on the excursion;
- liability for loss or damage to excursion participants, property and medical costs incurred in case of accident or illness; and
- special clothing or other items required.

11.2. Excursion participants should only engage in activities for which parental approval has been gained.

[Insert Event Name] Registration Form

Insert details of the excursion including

- activities to be undertaken
- location
- costs,
- date/times
- supervision,
- specific clothing or items required
- specific drop off and pick up arrangements
- contact arrangements during excursion
- contact details of Event Organiser(s)
- any other information

Parent(s)/Guardian

Surname _____ First Name _____

Home Phone _____ Mobile _____

Email _____

Address _____

Suburb _____ Post Code _____

Name/s of child/ren	Age	Name/s of child/ren	Age
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_____	_____	_____	_____
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_____	_____	_____	_____
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Emergency Contacts

Name of Emergency Contact: _____

Phone Numbers: _____

I understand that the Event Organiser or representative of the HBLN will call an ambulance in my absence if it is deemed necessary for the wellbeing of my child and agree to pay any and all costs involved.

Signed _____ Date _____

Medical History

Please indicate any issues which may affect your child's participation or which you would like the organiser(s) to know. If answering Yes, please list indicators and required action.

Public Liability insurance is provided by HBLN and covers accidents, property damage and breach of duty of care which has occurred as a result of negligence on the part of an organiser(s) or volunteer(s). It does not cover personal accident or professional indemnity insurance.

I understand that HBLN, its members, volunteers and parent organisers cannot be held liable for any accidents or injuries sustained by the child in the normal course of activities, provided that all due care has been taken. I also agree to abide by the HBLN Code of Conduct and the HBLN Event Policies and Procedures. To view these click on the links below

<https://hbln.org.au/hbln-code-of-conduct>

<https://hbln.org.au/policies-for-event-participants>

Signed _____ Date _____