

Excursion/Incursion Policy and Procedures

This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2

(See also policies on Parents & Visitors, Workplace Health and Safety, Duty of Care, Privacy Policy and Risk Assessment Policy)

This Policy specifically addresses the planning of excursions/incursions including, permission notes, parent helpers/volunteers information, student briefings, preparation and third party providers. The document also provides an appendix with checklists with minimum steps and permission and consent template forms.

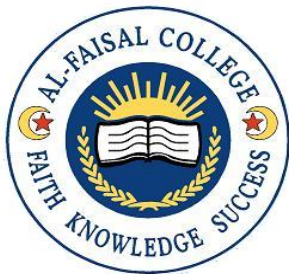
Information

Excursions/incursions are designed to enhance in-school classroom based programs. These organised experiences, when integrated with classroom work, contribute to student growth and development through:

- Enriching student experiences
- Implementation and completion of syllabus outcomes
- Broadening subject concepts
- Reinforcing the achievement of course outcomes
- Providing opportunities for the development of social skills
- Promoting development of self-esteem

The organising staff must complete the following forms and submit them to the Head of College - Liverpool for approval:

- a) Excursion/Incursion Proposal Form (Refer to Appendix 1)
- b) Risk Assessment Proforma (Refer to Appendix 2)
- c) Excursion Checklist (Refer to Appendix 3)
- d) Ensure that Parent/helpers and volunteers have received or completed:
 - Parent/Helper Checklist and Guidelines (Refer to Appendix 4)
 - WWCC (Working With Children Check) number
 - Proof of Identification – 100 points of identification (verified and sighted by Office/Administration Staff) (Refer to Appendix 5 for documentation use for identification – Adopted from NSW Government Education & Communities)



Duty of Care on Excursions/Incursions

Excursions and incursions are part of the school curriculum and facilitated or approved by the school. Therefore, the school owes a duty of care to the students while on excursions/incursions even if:

1. the school does not have direct control over the student during the excursion/incursion (or parts of it); or
2. the excursion/incursion is held after school, on the weekend or during school holidays.
3. the students are handed over to the supervision of another party (for example the excursion/incursion third party provider).

Excursion/incursion organisers at Al-Faisal College - Liverpool always endeavour to strike a balance between supervision of students who are under the school's care and the encouragement of independence.

School Obligations in Relation to Excursions/Incursions

Under its duty of care, the school **ensures, so far as is reasonably practicable**, that the health and safety of students are not put at risk while they are on excursions/incursions.

When organising an excursion/incursion, the school takes the necessary steps to fulfil its duty of care to students and ensure their health and safety under work health and safety legislation.

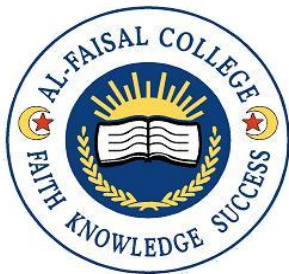
This policy focuses on the school's obligations to students when on excursions/incursions. However, the School ensures that risks to staff are also included and addressed in risk assessments and risk management plans.

Steps Taken Before the Excursion/Incursion at Al-Faisal College:

The following guidelines are required before undertaking an excursion/incursion:

Risk Assessment

Excursion/incursion organisers at Al-Faisal College – Liverpool are required to carry out a risk assessment and develop a risk management plan prior to the excursion/incursion (Appendix 2). If the activity is high risk or the site is unfamiliar, a site visit may be required prior to the excursion to assess the risks. In many cases a briefing from a person responsible for the site will suffice.



In determining whether a site visit is required, the excursion/incursion organisers / Co-ordinator should have regard to:

- a) the information provided by either the teacher organising the excursion or the excursion provider. Many excursion providers are experienced in providing the information required by the Excursion/Incursion Policy. This information may be provided by way of documentation and/or a briefing from a person responsible for the site;
- b) the nature of the excursion/incursion, including the location of the site and the risk of the activity to be undertaken;
- c) the familiarity of the supervising teacher with the excursion/incursion site, including transport arrangements; and
- d) any special needs of the students participating in the excursion.

Potential hazards and risks that may arise during each stage of the excursion/incursion should be identified and measures to eliminate or minimise these risks put in place.

Activities chosen for school excursions/incursions must be suitable for the students' ages, levels of maturity, experience, capacity and natural propensity for mischief.

School Steps in Organising an Excursion/Incursion

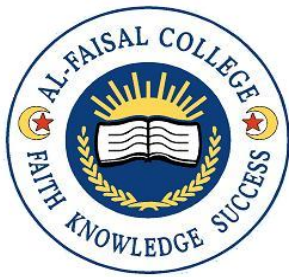
Al-Faisal College - Liverpool has in place policies and procedures relating to the following:

- a) authorisation of excursions/incursion;
- b) equipment to be taken on excursions/incursions (including first aid and other safety equipment);
- c) the staff to student ratio on excursions/incursions (this is to be determined by the Head of College; and
- d) the training required for staff members participating in excursions/incursions.

Teachers

The school requires that the supervising teachers have:

- a) appropriate skills and expertise;
- b) been extensively briefed on the nature of the excursion/incursion;
- c) been consulted about and involved in the preparation of the risk assessment and risk



management plan for the excursion/incursion;

- d) been trained in relation to all relevant elements of the risk management plan;
- e) understood their role and obligations regarding supervision, emergency procedures and first aid.

Parent Helpers / Volunteers

Al-Faisal College - Liverpool considers whether parents/guardians or other volunteers should assist in excursions/incursions. The School ensures that there are sufficient teachers to properly administer the excursion/incursion and sufficient teachers and responsible volunteers to supervise the students.

If parent/helpers or volunteers are to assist, the school ensures that:

- a) they are appropriately briefed in relation to their responsibilities, safety and behaviour requirements (Refer to Parent / Helper Guidelines); and
- b) supervisory roles and responsibilities are clearly allocated and understood by all involved.
- c) Parent helpers / Volunteers should have a Working With Children (refer to Child Protection Policy).

Safety

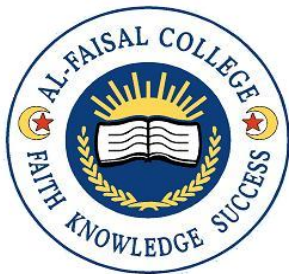
Students who have not displayed sensible, reliable behaviour at school or on previous excursions/incursions may be excluded from participating in school excursions/incursions.

Organising and supervising staff should ensure that they are aware if any safety equipment is required for the excursion.

If safety equipment is required the school:

- a) ensures that it is provided by the excursion provider (and make such enquiries as are required to satisfy themselves that the equipment is properly maintained); or
- b) ensures that it is provided by the school; or
- c) advises the students of the need to provide safety equipment and that participation in the excursion will not be permitted without such equipment.

If, as part of excursions/incursions, students participate independently, without direct supervision from teachers, the school ensures that parents/guardians are informed and agree to the arrangements and that all possible steps are taken to ensure the safety and welfare of the unaccompanied students including: giving students proper instructions, checking the travel details, giving students instructions in relation to emergency



strategies and so on.

Medical Information

For many excursions/incursions it will not be necessary to collect a new medical information form. Organising and supervising staff should:

- Ensure that any medical information held is appropriate and takes account of the activities provided by the excursion. If it does not, additional medical information should be sought. This can be addressed in the permission note.
- Know the health and fitness of students who are to participate in excursions and make a decision as to whether the excursion activities are appropriate in light of this knowledge.
- Ensure that first aid procedures are prepared and known by staff during the excursions/incursions (refer to Medical Care Policy).
- Organise health care plans for students with special needs.

Permission Notes

Al-Faisal College - Liverpool ensures that parents/guardians are kept informed about all excursions/incursions students attend. The school obtains the permission of a student's parent/guardian prior to the student's participation in the excursion/incursion.

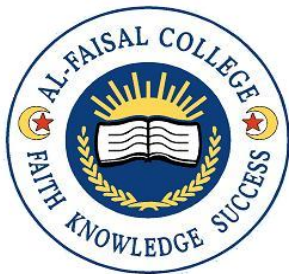
Permission forms or supplementary information provided in relation to particular excursions/incursions are tailored to the particular excursion/incursion, but include, at a minimum, the following information:

- location of excursion/incursion;
- description and aims of excursion/incursion;
- teacher in charge;
- excursion itinerary/information sheet;
- proposed travel arrangements; and
- other relevant information.

Al-Faisal College- Liverpool acknowledges that the purpose of the permission note is to provide parents/guardians with sufficient information to:

- a) make an informed decision as to whether their child should be permitted to participate in an excursion/incursion; and
- b) to assess whether any information about a child's special needs/medical condition is required.

For events involving specific skills, parents/guardians are required to indicate the skill level of the student. If permission is not granted for a student to attend an excursion/incursion, appropriate alternate arrangements are made.

**Transport**

Safe transport or walking arrangements must be made for excursions/incursions.

Student Briefings and Preparation

Prior to the excursion/incursion, students should be given information about the excursion/incursion including:

- general information about the aims of the excursion/incursion and the activities to expect
- information about appropriate behaviour while on the excursion/incursion
- instruction to follow directions given by (as appropriate) teachers, volunteers, third party providers and so on. In particular, students should be advised to follow all safety instructions
- information about particular risks they may face during the excursion/incursion
- any safety information that has been provided to the school in relation to the excursion/incursion should be passed on to students
- information in relation to dealing with unexpected situations and risks that might occur during the excursion/incursion
- information in relation to steps that should be taken should a student feel unsafe or uncomfortable at any time during the excursion/incursion. This information should include ways of seeking help should concern arise during an excursion/incursion

Students on excursions/incursions are informed of their right to feel safe during excursions/incursions. They are advised of ways to seek help if they are concerned about the behaviour of any person participating in the excursions/incursions.

If any pre-excursion/incursion activities or preparation are required, the briefing should take place early enough to allow the activities/preparation to take place.

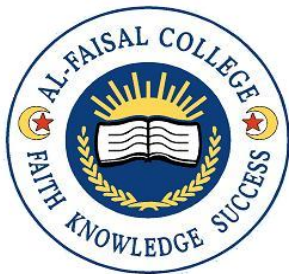
Where the excursion involves an activity that students have not previously undertaken or require training in, the school ensures that instructions and assistance are given to novice students until they acquire the necessary skills.

Changes to Circumstances

Al-Faisal College - Liverpool ensures that appropriate contingency plans are in place in the event of inclement weather or changes in the circumstances of the excursion/incursion environment.

In the lead up to the excursion/incursion organising staff must (as appropriate):

- a) check safety warnings;
- b) consult relevant authorities;
- c) monitor weather conditions; and
- d) be prepared to cancel or amend the excursion/incursion due to changing circumstances or safety concerns.



Third Party Providers

Where a third party provider is to conduct the excursion/incursion, the school must be satisfied that the third party provider is sufficiently experienced and competent to carry out the excursion/incursion.

The level of investigation required will depend on:

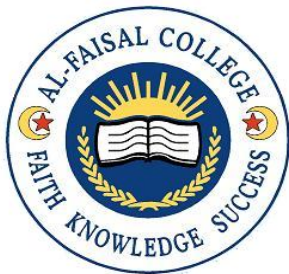
- a) the nature of the excursion/incursion;
- b) any special characteristics of the students participating in the excursion/incursion;
- c) the risks of the activities to be undertaken on the excursion/incursion;
- d) the skills and experience of the teachers in relation to the activities to be undertaken on the excursion/incursion;
- e) the school's past experience with the third party provider; and
- f) the supervising teacher's familiarity with the location of the excursion/incursion.

The school ensures that third party providers will take all steps necessary to ensure, so far as reasonably practicable, the health and safety of staff and students and have the experience and competency to provide the service.

Depending on the circumstances and the activity involved, the school **may** make some or all of the following inquiries:

Safety

- a) request copies of or information as to the:
 - safety policies implemented by the third party provider (Risk Assessments);
 - nature of, and steps taken to eliminate or minimise, known hazards;
 - training, supervision and monitoring that will be in place to ensure compliance with safe procedures;
 - safety record of the third party provider; and
 - emergency procedures and first aid arrangements in place;
- b) request confirmation that equipment and machinery (including personal protective equipment) is maintained, repaired and in good working order;

**Personnel**

- c) request confirmation that the guides have appropriate expertise and qualifications for the activities being undertaken;
- d) confirm that the provider and any person working with students is appropriately accredited to work with children, including under child protection legislation;

Insurance

- e) request evidence of the third party provider's public liability insurance;

General

- f) make inquiries of the Department of Fair Trading to determine whether there has been any complaints about the third party provider;
- g) request evidence of accreditation/licensing of the venue and its staff for the activities to be undertaken;
- h) request information about access and special requirements for students with special needs; and
- i) confirm the availability of appropriate facilities for example: refreshments, toilets etc.

Depending on the nature of the excursion/incursion, and particularly the level of risk involved, the school may want to review some or all of this material, rather than simply requesting confirmation that it exists. The higher the risk the more involved the school would be.

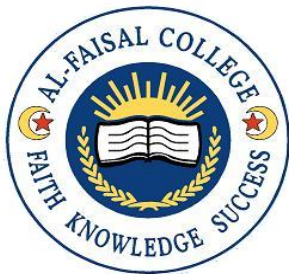
Consultation

Where there are a number of duty holders e.g. the school and the third party provider consult in relation to safety issues.

Excursions Run by the School

Where school runs the excursion/incursion, the school:

- a) chooses an area and activities safe for the age and skill level of students;
- b) uses proper equipment in good condition which is checked regularly;
- c) ensures an adequate supervision ratio is maintained at all times;
- d) actively supervises throughout the activity;
- e) ensures that the qualifications of all staff are appropriate and current;
- f) reviews the site or route beforehand;
- g) consults experts (if appropriate);
- h) trains teachers and students beforehand (if appropriate); and
- i) develops emergency procedures appropriate to the activity.



In determining what precautions to take, the school has regard to the age of students, the risks associated with the excursion/incursion and the particular risks facing a particular group. (for example a group of students with special needs).

Steps the School Takes During Excursions/Incursions

Immediately prior to the excursion/incursion, students are reminded:

- a) of any specific safety instructions given in relation to the excursion;
- b) of appropriate behaviour while on the excursion; and
- c) to follow instructions given to them by persons in authority for the duration of the excursion.

Teachers must implement control systems to ensure that students are supervised at all times during excursions/incursions and do not become lost. This might include head counts, buddy systems, provision of maps, and the arrangement of meeting points and so on.

Teachers must ensure that behavioural standards are enforced during the excursion/incursion and inappropriate behaviour is prevented.

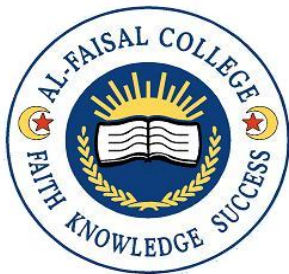
Even where a teacher is unfamiliar with an excursion/incursion site or the activities to be undertaken on an excursion/incursion, the teacher can take steps to discharge the school's duty of care by:

- a) inspecting the premises to ensure that they appear safe;
- b) familiarising themselves with emergency procedures, including the location of emergency exits;
- c) satisfying themselves that the equipment to be used is apparently safe and is under the control of competent and careful people who are supervising its use;
- d) satisfying themselves that the premises are staffed by people:
 - i. engaged in active supervision; and
 - ii. apparently competent, careful and experienced; and
- e) observing the checks and inspections carried out by the provider to ensure they are adequate.

Teachers should continue to supervise students throughout the excursion/incursion, even in the course of activities conducted by third party providers. ***This is because the school's duty of care is non-delegable.*** Accordingly, the staff to student ratio must be sufficient to maintain control of students throughout the excursion/incursion.

If a teacher considers that a risk to the students has arisen, the teacher must take steps to eliminate or minimise that risk.

If the excursion is to take place outside, students and others should be encouraged to wear appropriate sun protection.



Students must not be permitted to take part in 'extra' activities in the course of an excursion if these activities are of a kind that would normally require the consent of parents/guardians.

Where the activities undertaken require specific skills, teachers should consider whether it is appropriate to separate novices from more experienced students in order to prevent injuries.

Teachers should ensure that, where relevant, they are aware of students' medical records or special medical needs with them during the excursion.

Risk Warnings

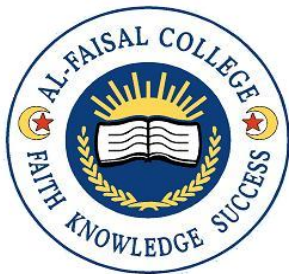
Appropriate risk warnings may assist in reducing the school's liability for breach of duty of care.

A risk warning should be provided to both students and parents regardless to the third party provider having its own risk warning. The school determines the final risk warning.

CHECKLIST FOR SCHOOL EXCURSIONS/INCURSIONS

Minimum Steps - Before the Excursion/Incursion:

- 1) The school is aware of the excursion/incursion requirements.
- 2) Risk assessment and risk management plans are done.
- 3) School policies in relation to excursions/incursions are checked.
- 4) Where appropriate, excursion/incursion site is checked for any risks.
- 5) Permission from the student's parent/guardian is obtained for consent.
- 6) Parent helpers/Volunteers are briefed in relation to their responsibilities, safety and behavioural requirements.
- 7) Parent helpers/Volunteers completed a Parent/Helper Volunteer Declaration form
- 8) Safety equipment available (if needed).
- 9) Safe transport arrangements are made.
- 10) Students are briefed in relation to:
 - the aims of the excursion/incursion;
 - appropriate behaviour while participating in the excursion/incursion;
 - the student's right to feel safe and steps to take if a student feels unsafe or uncomfortable.
- 11) Consider whether a risk warning is appropriate.
- 12) The school is satisfied with the steps taken by the third party provider to ensure the safety of its students.
- 13) Approval from the Head of College - Liverpool is obtained.

***During the Excursion:***

- 14) Maintain supervision of students throughout the excursion/incursion.
- 15) Ensure that any safety equipment required is utilised correctly by students.
- 16) Inspect the excursion site and become satisfied that:
 - a) the site is safe;
 - b) any third party providers are apparently careful and competent; and
 - c) equipment is maintained and used appropriately.
- 17) Be prepared to alter plans or cease the activity if conditions change.
- 18) Ensure that behavioural standards are enforced.

After Excursion:

- 19) Report any incidents/accidents/injuries to Head of College - Liverpool. This is also to be reported on the School's Incident Report form.
- 20) Review educational objectives and outcomes.
- 21) Evaluate the risk assessment.
- 22) Identify and propose future changes to excursion/incursion.
- 23) Submit reports and evaluations to Head of College - Liverpool.

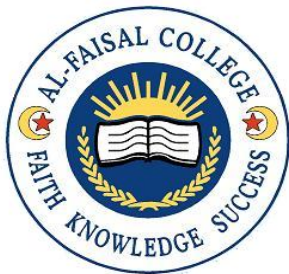
Contact information

Any last minute Emergency contact changes should be noted on the excursion permission form.

Non-Attendance at an Excursions/Incursions

If a student cannot attend an excursion/incursion due to illness or some other reason parents/guardians must notify the school immediately.

If a parent/guardian changes their mind and no-longer gives permission for their child to attend an excursion/incursion, the College must be advised in writing immediately.



Staff Procedures for Organising Excursions/Incursions

- Staff are to research feasibility and appropriateness of excursion / incursion. This includes:
 - excursion / incursion date (check with Co-ordinator/Head of College),
 - times,
 - safety (risk assessment),
 - cost,
 - uniform,
 - appropriate content,
 - outcomes covered, relation to classwork etc. If deemed appropriate, an Excursion / Incursion Proposal form, cost quotation and permission note are to be submitted to Head of College for approval.
 - If approved by the Coordinator, a copy of the following forms must be submitted to the Head of College for final approval.
 - Provide the Administration Office staff with copies of excursion / incursion proposal form, cost quotation and permission note.
 - Head of College must keep copies of excursion / incursion proposal form, risk assessment, cost quotation and permission note.
- Students must be given at least a two-week notification in writing for any excursion / incursion to be undertaken.
- All money collected must be recorded on a daily collection sheet, signed and submitted to the office on a daily basis. Teachers are to keep a copy of all money collection sheets submitted to the office. No money is to be kept in staffrooms or classrooms.
- Request for method of payment must be approved by the Accounts office at least 3 days prior to collection.
- Money must only be accepted up until the due date as stated on excursion /incursion permission notes. The due date must be at least 3 days prior to excursion / incursion.
- Any shortcomings in finance will not be covered by the school. This is the responsibility of staff collecting money and the organising teacher.
- In the event of an approved excursion/incursion activity being cancelled, the organising teacher must inform, the Coordinator / Head of College and students.
- A list of students attending an excursion/incursion activity must be submitted to the office prior to departure from school. If there are changes to this list on the day due to student absences, the organising teacher is responsible for communicating this information to the office as soon as possible.
- Changes to the above mentioned procedures may only be approved by the Head of College.

Date of Policy:
October 2016

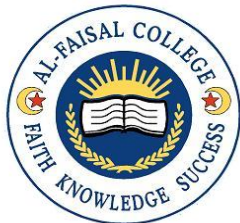
Proposed review date of
policy:

January 2018

*or earlier where amendments in
legislation require immediate policy
reviews*



EXCURSION & INCURSION POLICY APPENDIX

**APPENDIX 1: EXCURSION / INCURSION PROPOSAL FORM****DOCUMENTATION TO BE SUBMITTED TO COORDINATOR PRIOR APPROVAL FROM THE HEAD OF COLLEGE**

Attach ALL completed documents and ensure you have checked the items on the list below before submitting to the Coordinator. Once Coordinator has approved the excursion/incursion ALL documents must be submitted to the Head of College – Liverpool for approval to proceed with the excursion/incursion.

- ☐ Details of students / year group / classes attending
- ☐ Aims of Excursion / Incursion
- ☐ Risk Management Proforma
- ☐ Sample excursion/incursion permission/consent note
- ☐ Quote from transportation company eg buses
- ☐ Venue entry cost and other associated expenses
- ☐ Venue / Third Party Risk Assessment forms
- ☐ Venue / Third Party Public Liability insurance details (if Applicable)
- ☐ Staffing list and allocations for activities
- ☐ Staff student ratio considered
- ☐ Parent helpers/Volunteer request (if Applicable)
- ☐ Detailed itinerary activities with specific times/locations
- ☐ Safety equipment available (if Applicable)
- ☐ Other considerations

Acknowledgement by the organising teacher that all required documentation indicated on this list have been completed

Organising Teacher Name:

Signed

Date

Coordinator Name:

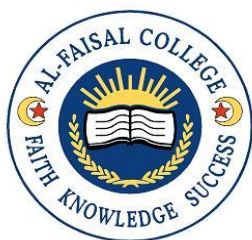
Signed

Date

Acknowledgement of receipt of *Excursion / Incursion Proposal Form* requiring approval by Head of College-Liverpool.

Head of College

Date



APPENDIX 1: School Excursion/Incursion Proposal Form 2016

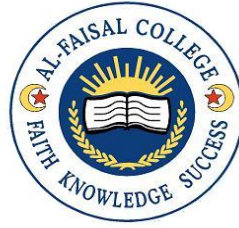
This form must be given to the Coordinator prior to the Head of College's approval for booking the excursion/incursion.

Venue/s:			Year Group		
Date of Excursion:			Day of Excursion:		
Related Subjects:			Related Topics/Units:		
Estimated Number of Students:			Uniform:	<input type="checkbox"/> School Uniform <input type="checkbox"/> Sports Uniform	
Please tick one of the following:			i)	<input type="checkbox"/> Off site <input type="checkbox"/> On Site <input type="checkbox"/> In Class	
			ii)	<input type="checkbox"/> Whole Day <input type="checkbox"/> Half Day	
Time of Departure:			Time of Return:		
Transport Requirements:	<input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Other				
Address of Venue:					
Contact Numbers:					
Organisation of Prayer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Availability of Halal Food		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Itinerary:					
Cost of Transport:	\$	Cost of Venue	\$	Total Cost	\$
Method of Collection:					
Names of Staff Attending:					
Phone number on which excursion can be contacted in case of emergency:					
Will excursion proceed in the case of Wet/Bad Weather?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parents helpers/ Volunteers Requested					
Activities undertaken at Venue					
Lunch Breaks					
Access to Toilet Facilities					
Further Comments					
Office Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Nurse Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Canteen Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Coordinator Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reasons:	Signed:		Date:

Head of College to complete this section

Excursion Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cost	\$
Reasons:			
Signed:		Date:	

(Once approved by Coordinator, a copy of this form is to be submitted to the Head of College)



APPENDIX 2: Risk Assessment Proforma

Submit to Head of College – Liverpool upon completion. Keep a copy for yourself.

Activity	Hazard Identified (incl. location & other relevant into)	Risk Assessment rating	Elimination / Control Measures	Who/when	Actioned / Signed / Completed
Plan Prepared by:					
Prepared in consultation with:					
Communicated to:					
Venue and safety information (venue risk assessment if applicable) reviewed and attached:			Yes / No		

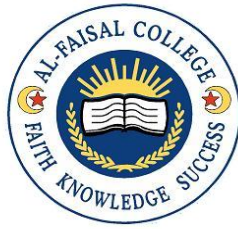
APPENDIX 2: Risk Matrix

	Very Likely Could happen any time	Likely Could happen sometime	Unlikely Could happen but very rarely	Very Unlikely Unlikely to ever happen
Catastrophic Kill or cause permanent disability or ill health	1	1	2	3
Major Long term or serious injury	1	2	3	4
Moderate Medical attention and several days off work	2	3	4	5
Minor First aid needed	3	4	5	6



APPENDIX 3: Al-Faisal College – Liverpool Excursion Checklist

Excursion Details			
Date of Excursion		Excursion Destination	
Departure and arrival times			
Proposed activities	Workshop/lecture	Water Hazards? If yes, detail in the risk assessment below	
Method of transport, including proposed route			
Name of excursion coordinator			
Contact number of excursion coordinator/ teachers			
Number of children attending			
Educator to child ratio, please Provide details		Number of educators/ parents/ volunteers	
Excursion Checklist			
<input type="checkbox"/> First aid kit		<input type="checkbox"/> List of adult helpers/volunteers participating in the excursion	
<input type="checkbox"/> Class list - List of children attending		<input type="checkbox"/> Contact information for each child	
<input type="checkbox"/> Medical information for each child & medical pack bags		<input type="checkbox"/> Mobile Phone/ other means of communicating with the service or emergency services	
<input type="checkbox"/> Copy of Itinerary from organizing teacher		<input type="checkbox"/> Other items, please list	

**APPENDIX 4: PARENT / HELPER CHECKLIST**

Please return this signed checklist and Working With Children Check number & other identification documents to the Class Teacher

Dear Parent,

Thank you for assisting our school during the excursion.

You will need to see the Office staff to have your Working With Children Check Number and 100 points of identification verified.

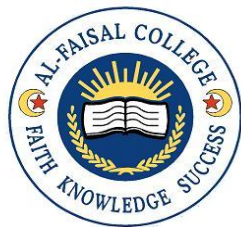
Please ensure that you complete the following checklist by ticking the boxes and signing below.

- ☐ I have discussed with the class teacher all aspects of the excursion
- ☐ I have a Working With Children Check number and I am attaching it to this form
- ☐ My 100 points of Identification has been verified by the Office staff and is also attached to this form
- ☐ I understand all the rules and procedures as listed on the "Parent/Helper Guidelines"
- ☐ I will notify the class teacher if I am unable to attend
- ☐ I will NOT take any photos of other students or upload any photos onto social media websites
- ☐ I will follow and adhere to Al-Faisal College – Liverpool school rules, ethos and protocols.

Parent Name:

Signed

Date



PARENT / HELPER GUIDELINES

Dear _____,

Thank you for volunteering to accompany us on our excursion. We hope that you will enjoy your day, and that the children will also enjoy theirs. This guideline may assist all of us to achieve that end.

Prerequisites –

1. Complete and return to the class teacher the following documents:
 - a) WWCC (Working With Children Check) number
 - b) Proof of Identification – 100 points of identification (please ensure that ALL your documentation had been verified and sighted by Office/Administration Staff and a copy has been attached with your WWCC or Parent / Helper Checklist Form)
2. Chat to the teacher:
 - a) School rules & ethos
 - b) Date/Venue-location/time/transport departure etc
 - c) What particular information you would need to know? Eg Are there any children with special needs (e.g. physical, social or medical) in your allocated group?
 - d) Items to bring on the day of the excursion?
 - e) Types of clothing required? Comfortable walking shoes/jacket
 - f) Food - bringing lunch and/or drinks? Remember that you are probably going to supervise children while they eat, supervision, no purchasing of food for other students etc.
 - g) Weather Conditions etc
3. **IF YOU ARE UNABLE TO ATTEND:** please inform the teacher as soon as possible, even on the day of the excursion/incursion, so that we can organise another person to attend. The more notice we have, the better.

On the Day of the Excursion/Incursion–

4. Be Prompt – ensure that you are on time to help organise students on buses etc.
5. If you are in charge of a designated group, find out who they are and get to recognise them. If you need to leave the group briefly, let a teacher know where you're going, and for how long.

Possible duties –

- Supervising students eating / boarding & exiting a bus
- Taking students to/from toilets, drinking bubblers
- Praising appropriate behaviour, and encouraging the inappropriate to modify their behaviour
- Modelling acceptable behaviour and language yourself.

Please Note -

For the safety of our children/students, NO photos are to be taken of ANY student apart from your own child individually or uploaded onto social media/websites eg Facebook, Instagram etc

Thank you again for volunteering to help us. We the excursion / incursion will be a memorable experience.

APPENDIX 5: Proof of Identity

NOTES:

1. All persons who are employed or engaged in child-related work are required to provide *Proof of Identity* that meets the 100-point check. This document sets out the documents that may be provided, including the value of each document.
2. Other than Special Categories 4 and 5 provided below, the 100 points proof of identity documents must include ONE Category 1 document; or at least ONE Category 2 document containing a photograph. Collectively, these documents must, as a minimum, also provide evidence of the person's date of birth and signature.
3. If a name used in one document is different from that shown on the other documents provided, evidence of the name change is to be provided (for example, *Marriage or Change of Name Certificate*, or divorce papers issued by the Family Court). These documents DO NOT count towards the 100 points.
4. **All original documents must be sighted and certified by the relevant hiring manager or human resources/recruiting area.** Alternatively, certified copies may be provided, as certified by a Justice of the Peace or a legal practitioner with a current practising certificate.

The suitable wording for certification of the copy would be: ***"I certify this is a true and unaltered copy of the original"***.

The certification statement is to be written on the copy and then signed by the officer. In addition, the person must print their name and position.

Category 1 – 70 points

(Only ONE form of identification accepted from this category.)

- Birth Certificate/Birth Extract
- Australian Passport (Current, or expired within the previous two years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (Current, or expired within the previous two years, but not cancelled)
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)

Category 2 – 40 points

(More than one of the following documents may be counted. The initial document will score 40 points, and any additional documents will be awarded 25 points each.)

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- ASIC/MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a Doctor (must have known the applicant for a period of at least 12 months)

Category 3 – 25 points

(More than one of the following documents may be counted; each will score 25 points.)

- Foreign/International Driver's Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Tax Declaration
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

To use more than one of the following documents, they must be from different organisations:

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit/Debit Card
- Bank Statement/Passbook

Special Category 4 – Aboriginal person or Torres Strait Islander resident in a remote area/community

The applicant will meet the **100-point** requirement if the applicant is an Aboriginal person or Torres Strait Islander resident in a remote area/community, and the identity of the applicant is verified by two persons recognised as 'Community Leaders' of the community to which the applicant belongs.

Special Category 5 – Person under the age of 18

A child will meet the **100-point** requirement if his or her Identity is verified from ONE of the following:

- Birth Certificate/Birth Extract;
- Australian Passport (current, or expired within the previous two years, but not cancelled);
- Australian Citizenship certificate;
- International Passport (current, or expired within the previous two years, but not cancelled);
- Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature); **or**
- A statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead).