



Catholic Schools Office
Diocese of Broken Bay

OVERNIGHT EXCURSIONS AND CAMPS POLICY FOR ST ROSE CATHOLIC PRIMARY SCHOOL

OPERATIONAL POLICY

MAY 2018



PURPOSE

The Diocesan Schools System (DSS) is committed to providing a safe and supportive learning environment for its students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities at school or other locations.

This policy is intended to clarify requirements for the planning of overnight excursions and camps so that legal obligations are met and that school values are upheld. It will also provide a procedure for obtaining the necessary approvals for events of this kind.

POLICY FRAMEWORK

Overnight excursions and camps enhance student learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. All such excursions and camps must be approved by the school principal, and when more than one school is involved, principals of all participating schools should approve the excursion/camp.

To ensure the health and safety of students and staff, schools are required to proactively manage all aspects of variations to school routine. The school's duty of care to students extends to school excursions and camps that are integral to student educational programs. Activities conducted away from schools may increase risks and therefore the standard of care required must reflect the increase in identified risks. A comprehensive risk assessment must be undertaken prior to commencing the excursion/camp. If external providers such as an outdoor education centre are being used, they should be asked to provide a current risk assessment covering the services they will provide.

It is important when considering overnight excursions and camps that the school recognises the additional responsibility and level of care that must be undertaken and is able to demonstrate that activities have been thoroughly planned to protect students, staff and others whilst undertaking the activity.

POLICY CONTENT

Basis for Offering Excursions and Camps

While recognising that overnight excursions and camps have significant educational benefits, it is important to be aware that such activities can be disruptive to academic study, both for participating students and for those students whose teachers are participating and are therefore absent from school. It is also important to recognise that an overnight excursion/camp places additional financial pressures on parents.

In considering whether to proceed, the principal must weigh carefully the educational value of the proposed excursion/camp with the total needs and resources of the school and the financial burden for families of students. Consideration should be given to whether the event will provide students with significant educational opportunities not available by other means.

In planning overnight excursions and camps, principals and staff need to be conscious of the legal and moral responsibility for student welfare that accompanies such activities. Arrangements for care and supervision must reflect the greater degree of risk to students that overnight excursions and camps present, both in terms of the activities undertaken and the time spent away from home. When staff organising the excursion or camp have completed the risk assessment, the principal should determine whether or not the levels of risk are acceptable and sign the risk assessment checklist when they are satisfied that they are.

Principals need to communicate to parents that such excursions are approved school activities and that staff will exercise the appropriate duty of care. Principals should consider

the cost of overnight excursions/camps and the accessibility to students whose families may be experiencing financial constraints. Excursions/Camps that would place financial pressure on a significant number of families should not be undertaken.

Preparation Time and Approval Procedure

When it has been determined there is an educational need for an overnight excursion/camp, the person planning the event must ensure all necessary requirements are met in relation to budget and number of supervising teachers to support the number of students attending. A formal proposal should be presented to the principal to gain approval before committing the school to the excursion/camp (Attachment A).

Accommodation and bathroom arrangements are to be such that no staff member or adult is placed in a position where there is potential for allegations of improper conduct to be made. For co-educational groups, male and female supervisors are required.

A comprehensive risk assessment of the overnight excursion/camp is fundamental. The risk assessment (Attachment B) should be presented to the principal for approval and sign-off at least one month prior to the event so that additional risk management controls can be applied should the principal be dissatisfied with the levels of risk.

In case of illness, accident or other emergency there must be a plan of action and an agreed notification and communication procedure approved by the principal prior to departure. At least one teacher member of the touring party must have a current acceptable qualification in first aid and all should have undertaken current acceptable CPR training. Alcohol must not be consumed by teachers or helpers whilst on the excursion/camp.

Students with a Disability

The *Disability Discrimination Act* makes it unlawful for a school to subject a student to any disadvantage on the basis of his/her disability. All reasonable efforts must be made to enable disabled students to attend overnight excursions and camps with their classes, including thoughtful selection of venues and activities in the first instance.

Parent Consent and Medical Information

A parent must consent to every student participating in the excursion or camp (Attachment C).

An updated school medical form must be obtained for each student and a copy taken with staff on the excursion/camp. Prior to departure the staff member organising the excursion/camp must read each medical form so that he/she is aware of potential medical emergencies such as asthma attacks or serious allergic reactions that may arise. Parents must also provide emergency contact information (Attachment D).

Student Behaviour

Arrangements need to be in place to facilitate the return to their parents of any student who exhibits behaviour that seriously endangers themselves or others. Written confirmation from parents should be obtained to acknowledge agreement to the arrangements proposed.

Supervision

The ratio of students to teachers should not exceed 20:1. Circumstances however, may dictate that a lower ratio is required. Where there are more than 20 students involved, there should always be a minimum of 3 teachers. Where there are fewer than 20 students, there must be at least 2 teachers. When determining the ratio of teachers to students required for adequate supervision of overnight excursions and camps, the following factors should be taken into consideration:

- age, gender, capability and number of students
- experience and suitability of staff rostered for the excursion/camp
- individual student's educational and behavioural needs
- individual student's medical and physical requirements
- nature of the activities to be undertaken
- identified risks
- adequate instructions for students and supervisors
- provision of sufficient safeguards
- experience and qualifications of commercial excursion/camp organisers and providers (if used)
- health plans for individual students where necessary

Volunteer Parents/Guardians/Carers

Volunteer parents, guardians and carers chosen to accompany students should be selected according to the expertise they have relevant to the activities undertaken and must be briefed on arrangements prior to the excursion/camp. Written information should be provided to volunteers including information about their role, hazards that might be encountered and precautions to be taken. Volunteers cannot replace teachers in a supervisory capacity, they should only be engaged in a supporting role. Volunteers who are close relatives (immediate family) of a child on the excursion/camp should complete a child protection 'Declaration for Volunteers' form. Others are required to undertake child protection screening.

Parents of children with known Medical Conditions (or other) that elect to attend the camp are doing so to be close in case of an emergency and are not to take part in the excursion. The school is not liable for parents costs.

All volunteers should be asked to sign a declaration that they are aware of the risk management plan, accommodation arrangements, supervision details and the itinerary.

Excursion/Camp Records

The principal is responsible for the retention of records related to the excursion/camp. This includes a copy of any advice given to parents, costs, approval letters, risk assessments and administrative and travel details. In the event of an injury to a student, records relating to the excursion/camp must be retained until the injured party reaches the age of 25 or for seven years, whichever is the longer.

RELATED LEGISLATION, POLICIES AND PROCEDURES

Children and Young Persons (Care and Protection) Act 1998

Child Protection (Working with Children) Act 2012

Child Protection (Working with Children) Regulations 2013

Addressing Allegations of Inappropriate Behaviour by Staff Policy

Managing Risk of Significant Harm and Wellbeing Concerns Policy

Working with Children Checks Policy

Child Protection Resource Manual for Diocesan Systemic Schools

Creating Safe and Supportive School Environments – Child Protection Resource Manual for Diocesan Systemic Schools

Pastoral Care Policy for Diocesan Systemic Schools, Diocese of Broken Bay

Professional Guidelines for School Staff in their Relationships with Students, Catholic Schools Office Diocese of Broken Bay

Work Health and Safety Policy for the Diocesan Schools System, Diocese of Broken Bay

POLICY REVIEW

This policy will be reviewed not less frequently than once every five years.

POLICY DATES

Date of completion of formation and adoption:

May 2018

Date of next review:

May 2023

Authorised by

Alana Daley
Acting Principal

Attachment A

APPLICATION TO CONDUCT AN OVERNIGHT EXCURSION/CAMP

School	Name of School	St Rose Catholic Primary School		
	Name of Excursion/Camp Leader	Alana Daley		

Excursion/Camp Details	Destination	Canberra		
	Date From:	12 September 2018	Date To:	14 September 2018
	Description	Year 5 & 6 excursion to Canberra		
	Purpose			
	Curriculum context			
	Activities to be undertaken			
Itinerary	<input checked="" type="checkbox"/> Draft Itinerary attached			
Student dress	<input checked="" type="checkbox"/> School uniform	<input checked="" type="checkbox"/> Mufti	<input type="checkbox"/> Other:	
Proposed Cost per Student	<input type="checkbox"/> Proposed Budget attached (Attachment B)			

Students and Personnel	Number of students	65	Gender	<input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> M
	Year group(s)			
	Genders, names and roles of adult personnel attending:			
	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	Alana Daley	<input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:	
	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	Claire Brickley	<input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:	
	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	Terese Flynn	<input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:	
	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	Carly McDonald	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:	
	<input type="checkbox"/> F <input type="checkbox"/> M	(Name)	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:	
	<input type="checkbox"/> F <input type="checkbox"/> M	(Name)	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:	
<input type="checkbox"/> F <input type="checkbox"/> M	(Name)	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:		
<input type="checkbox"/> F <input type="checkbox"/> M	(Name)	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent/Guardian/Carer <input type="checkbox"/> Other:		

First Aid	Name and gender of first aid-qualified (all staff need CPR) school staff attending:		
			Date qualifications expire
	<input checked="" type="checkbox"/> F <input type="checkbox"/> M	Alana Daley	
	<input type="checkbox"/> F <input type="checkbox"/> M	(Name)	

Other Relevant Notes	
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Approval	Excursion/ Camp Leader	(Name)	(Signature)	(Date)
	Principal	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
		(Name)	(Signature)	(Date)

PROPOSED BUDGET

Practical Details	Name of Excursion/Camp Leader		Position	
	Excursion Destination/s			
	Year Group/s Attending		KLA	
	Date from		Date to	
	Number of Days:		Number of Nights:	
	Numbers Attending:	Students paying in full		
		Hardship students		
		Paying adults		
Method/s of Travel				

Cost Details		Per Student	Per Paying Adult
	Fares		
	Accommodation		
	Meals not provided by accommodation		
	Entries		
	Other (eg, equipment hire)		
	Recommended Spending Money		
	Total		
	Proposed Final Charges		

Approval	School Financial Officer			
		(Name)	(Signature)	(Date)

Attachment B

HOW TO USE THE RISK MANAGEMENT TOOL

This document captures many of the risks encountered when running an overnight excursion or camp. These risks have been arranged into categories. There will however, be additional risks which are specific to your trip and care must be taken to identify them. A blank template is provided for this purpose. Some of the risks identified in this document may not be relevant, in which case mark the risk “N/A” Not Applicable.

The possible causes (hazards) and the potential impacts (consequences) of each risk have been identified and a number of recommended controls are listed for each risk. Some controls are more effective than others and will have the effect of reducing the level of other risks at the same time. These are called **Key Controls**. Application of the Key Controls should be regarded as the minimum measure for managing a risk.

Hierarchy of Control Measures

The following hierarchy of risk control measures is sequenced with the most effective measure at the top of the hierarchy. Effectiveness diminishes as the hierarchy descends. Where appropriate, higher level measures are preferred and recommended.

Eliminate	<p>Eliminate the item or activity, for example by:</p> <ul style="list-style-type: none"> not undertaking particular high risk activities (eg. abseiling in high wind) not using high risk equipment <p>If elimination <i>is not</i> reasonably practicable, control (reduce) the risk as reasonably possible using controls lower in the hierarchy. Select the highest possible control and/or use a combination of controls to minimise the risk.</p>
▼	
Substitute	<p>Replace the activity, material, or equipment with a less hazardous choice such as.</p> <ul style="list-style-type: none"> choosing an easier bushwalk using an alternative nutritious food instead of food known to cause severe allergic reactions (eg. peanut butter or tree nuts)
▼	
Isolate	<p>Isolate the hazard from the person at risk, for example by:</p> <ul style="list-style-type: none"> using distance and selecting a lunch location well away from the water ensuring a coastal walk has adequate safety fencing
▼	
Engineer	<p>Use equipment with built-in protective mechanisms to counteract hazards, for example by:</p> <ul style="list-style-type: none"> hiring coaches with seatbelts and ensuring these are worn during travel ensuring equipment to be used has safety guards



Administer	<p>Establish and use safe procedures and practices such as:</p> <ul style="list-style-type: none"> • supervising students • giving clear rules, instruction and training (including by qualified instructors) for all people participating in activities involving risk • for students known to be severely allergic: <ul style="list-style-type: none"> ○ reviewing and updating Health Care Plans for the excursion ○ consulting with parents or carers and venue caterers about safe foods ○ ensuring a trained person with immediate access to an EpiPen is always with or near them
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Protect (PPE)	<p>Use appropriately designed and properly fitted Personal Protective Equipment (PPE) such as</p> <ul style="list-style-type: none"> • protective footwear • activity-appropriate clothing including hats and sunscreen • (for relevant activities) safety goggles, helmets or protective pads in conjunction with other control measures identified from above.
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The level of risk is determined by assessing the potential **impact** of the risk should it occur and **likelihood** of the risk occurring.

The combination of impact and likelihood constitutes the **Level of Risk** which is rated as; **Extreme, High, Moderate or Low**.

Numerical values are assigned to the levels of impact and likelihood as follows:

Impact: Catastrophic = 9, Major = 7, Moderate = 5, Minor = 3, Insignificant = 1

Likelihood: Almost Certain = 5, Likely = 4, Possible = 3, Unlikely = 2, Rare = 1

By multiplying the impact value by the likelihood value (Impact x Likelihood) a numerical value for the **Level of Risk** is obtained.

27 to 45 = Extreme Risk, 18 to 25 = High Risk, 7 to 15 = Moderate Risk, 1 to 6 = Low Risk

A detailed guide to assessing the Impact, Likelihood and Level of Risks is provided in the Diocesan Schools Risk Management Framework which is available on CuriaNET. The Framework provides a comprehensive guide to what would constitute a Catastrophic Impact, a Major Impact and so on. It also provides descriptors for likelihood.

Risk Assessment Matrix¹

		Likelihood				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Consequence	Catastrophic (9)	9	18	27	36 (Extreme)	45
	Major (7)	7	14	21 (High)	28	35
	Moderate (5)	5	10 (Moderate)	15	20	25
	Minor (3)	3 (Low)	6	9	12	15
	Insignificant (1)	1	2	3	4	5

What To Do

Each risk is assessed three times as follows:

1. The level of risk that would exist if **no** controls are applied. This is the **Inherent Risk**. **This has already been done.**
2. The level of risk that would exist if **all** of the key controls are applied. This is the **Target Baseline Risk**. **This has already been done.**
3. The level of risk that **actually** exists if **some** of the key controls are **not** applied. This is the **Residual Risk**. **This needs to be done by you.**

(N.B. If all of the key controls are in place, there is no need to carry out step 3)

When the Residual Risk for every applicable risk has been assessed, the excursion coordinator should **Initial and Date the Residual Risk** and complete the Checklist/Sign-Off Sheet. The completed Risk Assessment Tool and Checklist/Sign-Off Sheet are then presented to the Principal who should sign the Checklist/Sign-Off Sheet to indicate whether or not they accept the levels of risk for the excursion/camp. **If the levels of risk are considered to be unacceptable, the Principal should make recommendations on how to proceed.**

EXCURSION/CAMP RISK MANAGEMENT TOOL

	Risk Description	Impact	Likelihood	Rating	Initial and Date
Risk Category CM2	There is a risk that inappropriate/damaging communication occurs between parties	Residual Risk: (Actual Controls in Place)	Moderate	Possible	Moderate
		Target Baseline Risk: (All Key Controls in Place)	Moderate	Possible	Moderate (15)
		Inherent Risk: (No Controls in Place)	Moderate	Likely	High (20)
Possible Impacts	Increased stress / Damage to morale / School-Parent relationship damaged / Reputation damage / Damaging media attention				
Cause(s)		Controls			
<ul style="list-style-type: none"> - Parents contacting tour staff too frequently - Students send inappropriate/damaging messages to home/school etc (Photos, Text-Messages etc) - Unauthorised use of mobile phones in an emergency situation - Facebook, Twitter etc (Social Media) used by excursion/camp members for other than educational reasons - Easy access to Internet eg 3G phones, hostel provides access etc - Use of mobile phone cameras - Lack of Crisis Management/Communication Plan 		Key Controls (Please indicate: Y, N or N/A)			
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
		➤ All Excursion/Camp participants and parents provided with written guidelines/expectations around communication. Education about dangers of unauthorised/inappropriate calls/SMS/emails etc			Y
		➤ Crisis Management/Communication Plan developed and rehearsed with school office staff (including the Key Contact and alternate contact that is accessible at all times). NB School Holiday situation			Y
		➤ Personal use of Social Network media etc strongly discouraged or banned on Excursion/Camp			Y
		➤ No mobile phones to be used during an emergency unless authorised by Excursion/Camp Leader			Y
		➤ No unauthorised filming of any event			
		Other Controls (Please indicate: Y, N or N/A)			
		➤ School provides a dedicated staff mobile phone for Excursions/Camps			Y
		➤ Students and staff educated about importance of adhering to communication guidelines			Y
		➤ All students discouraged or forbidden from carrying a mobile phone during the Excursion/Camp – unless it is a demonstrable necessity			Y

	Risk Description		Impact	Likelihood	Rating	Initial and Date	
Risk Category CP1	There is a risk that students are molested /abused / harassed during the Excur sion/Camp		Residual Risk: (Actual Controls in Place)	Major	Rare		
			Target Baseline Risk: (All Key Controls in	Major	Rare	Moderate	
			Inherent Risk: (No Controls in Place)	Major	Possible	High (21)	
Possible Impacts	Significant physical or psychological harm to student / School-Parent relationship damaged / Legal proceedings against school / Increased stress / Damage to morale / Reputation damage /						
Cause(s)			Controls				
<ul style="list-style-type: none">- Failure to conduct Child Protection (CP) screening on participating (non-staff) adults- Failure to check CP screening of service (Venue) providers- Staff fail to be watchful over Adult and Student behaviour.- Travel Agent/Provider unable to or fails to ensure bus drivers etc have undergone CP checks (or similar).- Staff/Other Adults consume alcohol while supervising students- Non-Staff Adults given a supervisory role with students without staff present.- Inexperienced staff run the tour- Students billeted with host families			Key Controls			(Please indicate: Y, N or N/A)	
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y	
			➤ Principal consulted re allocation of staff (incl Volunteers) to Excursion/Camp			Y	
			➤ Every participating adult member of Excursion/Camp has undergone CP screening			Y	
			➤ CP checks made for adults engaged for services eg Bus Driver, Guide			Y	
			➤ Check made to ensure that staff at Excursion/Camp site have undertaken CP Screening			Y	
			➤ Non-staff not given any supervisory responsibility other than for their own child			N/A	
			➤ Strict avoidance of 1:1 student and adult association			Y	
			➤ If billeting: Principal of host school vets and vouches for host families			N/A	
			Other Controls			(Please indicate: Y, N or N/A)	
			➤ Excursion/Camp Leader enforces guidelines re alcohol consumption			Y	

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category CP2	There is a risk that staff or other adults involved in the excursion are placed or place themselves in a compromising situation with students		Residual Risk: (Actual Controls in Place)	Minor	Unlikely	Low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Unlikely	Low (6)
			Inherent Risk: (No Controls in Place)	Moderate	Possible	Moderate (15)
Possible Impacts	Increased stress / Damage to morale / Legal proceedings against school / Industrial action against school / School-Parent relationship damaged / Reputation damage /					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Inadequate Teacher : Student ratio - Medical or other emergency - Students consume alcohol - Accommodation very limited eg shared bathrooms - Travel Agent/Service Provider fails to understand needs of school groups (ie not experienced with school groups) - Male-Female (Staff-Student) mix is inadequate - Inexperienced Staff - Staff ignore or are ignorant of protocols around staff-student interaction 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.		Y	
			➤ Max ratio 20 students:1 teacher. Minimum 2 staff with appropriate gender balance. If more than 25 but less than 40 students – 3 staff		Y	
			➤ Principal consulted re allocation of staff (incl Volunteers) to Excursion/Camp		Y	
			➤ Excursion/Camp Leader or senior member of staff briefs inexperienced staff re protocols around staff-student interaction		Y	
			Other Controls (Please indicate: Y, N or N/A)			
			➤ Travel Agent/Excursion Organiser personally checks (budget) accommodation in advance. Excursion/Camp Leader checks with schools that have used same accommodation before		Y	
			➤ Arrangements made for dedicated staff/parent bathrooms			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC1	There is a risk that the needs of students with a disability are not adequately met.		Residual Risk: (Actual Controls in Place)	Moderate	Rare	
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (15)
			Inherent Risk: (No Controls in Place)	Moderate	Likely	High (20)
Possible Impacts	Student with disability placed at risk of harm or actually harmed/Other students and staff placed at risk of harm or are actually harmed/School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Damage to morale / Disruption to Excursion/Camp / Reduced supervision of entire student group / Inability to achieve intended outcomes					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Costs associated with extra support are unaffordable - Special needs not declared or not adequately declared (vital info withheld) - School lacks the resources to adequately manage student(s) with disability in Excursion/Camp context - Specialist care unavailable - Parents not prepared to meet costs of extra support - Staff fail to attend to or acknowledge students' special needs - Failure of Learning Support staff to update other staff re students' disabilities 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Ensure that Parents of child with Disability fully understand and appreciate implications of participating in the excursion/camp for their child and for others			N/A
			➤ Learning Support staff at school thoroughly brief excursion/camp staff re characteristics/circumstances of any participating student with disability			M/A
			➤ Member of school's Learning Support staff or other qualified specialist accompanies "high maintenance" disabled student on a 1:1 basis. i.e. Additional to 20:1 ratio			N/A
			➤ Medical form has a section re special needs with questions re description			N/A
			Other Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Parents of child with disability familiarised with itinerary before committing to Excursion/Camp.			N/A
			➤ Parent(s) of child with disability travel with him/her.			N/A

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category		There is a risk that the behaviour of an individual student with a disability becomes unmanageable in the Excursion/Camp context.	Residual Risk: (Actual Controls in Place)	Minor	Unlikely	Low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Unlikely	Low
			Inherent Risk: (No Controls in Place)	Major	Likely	Extreme
Possible Impacts	Serious harm to the student in question or to others / School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Damage to morale / Disruption to Excursion/Camp / Reduced supervision of entire student group / Inability to achieve intended outcomes					
Cause(s)			Controls			
<ul style="list-style-type: none">- Failure of parents to disclose sufficient details of child's needs- Staff lack expertise/experience/attitude for dealing with student's behaviour/needs- Planned activities are not conducive to necessary level of supervision and support- School reluctant to exclude student from Excursion/Camp- School bows to pressure from student's family for student to participate- Insufficient staff allocated to the Excursion/Camp- Inability of school to allocate additional staff- Student's behavioural problems heightened by absence of usual structured school day- Student's behavioural problems heightened by specific activities on the Excursion/Camp- Lack of specialist (Learning Support) staff			Key Controls			(Please indicate: Y, N or N/A)
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Student is excluded from the Excursion/Camp (NB Discrimination)			N/A
			➤ Student is prevented from participating in any activities which do not allow adequate supervision or support or which may exacerbate his/her behavioural problems			N/A
			➤ Ensure that Parents of child with disability fully understand and appreciate implications of participating in the excursion/camp for their child and for others			N/A
			➤ Learning Support staff at school thoroughly brief excursion/camp staff re characteristics/circumstances of any participating student with disability			N/A
			➤ Learning Support Teacher or Aide, additional to 20:1 ratio, accompanies the student – with a Specific Management Plan for a High Needs student eg. Autism/ASD (Autism Spectrum Disorder),ODD (Oppositional Defiance Disorder), ADHD (Attention Deficit Hyperactivity Disorder)			N/A
			➤ Medical form has a section re special needs with questions re description			N/A

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC2	There is a risk that Individuals require more attention than can be reasonably provided.		Residual Risk: (Actual Controls in Place)	Minor	Unlikely	Low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Unlikely	Low (6)
			Inherent Risk: (No Controls in Place)	Minor	Possible	Moderate (9)
Possible Impacts	School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Damage to morale / Disruption to tour / Reduced supervision of student group /					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Failure to identify potential problematic students ahead of Excursion/Camp - Staff fail to make adequate arrangements for problematic students - Staff lack expertise/experience/attitude to identify problems/nip them in the bud - Student receives upsetting news whilst on Excursion/Camp - Parents fail to disclose issues prior to Excursion/Camp. - Male-Female (Staff-Student) mix is inadequate - Student witnesses/experiences upsetting incident on Excursion/Camp 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Parents of potentially problematic students are counselled re expectations			N/A
			➤ Staff selected to participate in tour are appropriate to the group of students			Y
			➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp			Y

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC3	There is a risk that a student is knowingly left behind without <u>staff</u> supervision.		Residual Risk: (Actual Controls in Place)	Moderate	Rare	Low
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Rare	Low (5)
			Inherent Risk: (No Controls in Place)	Major	Unlikely	Moderate (14)
Possible Impacts	School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Damage to morale / Disruption to tour / Reduced supervision of student group /					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Student is hospitalised - Student is arrested - Student absconds - Student is abducted - Inadequate Staff:Student ratio - Inexperienced staff - Parents unable to or refuse to travel to their child or do so very late or later than arranged - Parents instruct staff to leave child behind – not appreciating the circumstances - Pressure from other parents 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Parents contacted immediately (NB Contact Details) if a student is unable to continue eg. admitted to hospital			Y
			➤ Principal notified immediately if situation arises			Y
			➤ A member of staff always remains with student until parent arrives regardless of parents' advice			Y
			➤ Minimum Staff:Student ratio of 20:1 and minimum 3 staff – Plus a member of staff on stand-by and ready to travel at very short notice.			Y
			➤			
			➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC4	There is a risk that the public behaviour and/or appearance of students on the Excursion/Camp causes serious damage to the school's reputation		Residual Risk: (Actual Controls in Place)	Moderate	Rare	Low
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)
			Inherent Risk: (No Controls in Place)	Major	Likely	Extreme (28)
Possible Impacts	School-Parent relationship damaged / Reputation damage / Loss of enrolments / Legal proceedings against school / Increased stress / Damage to morale / Disruption to Excursion/Camp / Curtailment of activities / Excursion/Camp abandoned					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Failure to provide/enforce dress/grooming code and expectations - Failure to provide/enforce behaviour code and expectations - Staff lack expertise/experience/attitude to manage student behaviour - Staff set poor examples for students - Failure to adequately supervise students - Lack of support from parents - School leadership has low expectations of students' re behaviour and appearance - Lack of adequate staff:student ratio 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Behaviour code and dress/grooming code presented and explained to students prior to Excursion/Camp			Y
			➤ Behaviour code and dress/grooming code communicated to parents before the Excursion/Camp – including the expectation that parents collect their child and take him/her home at their expense if misbehaviour is serious			Y
			➤ Principal consulted re allocation of staff to Excursion/Camp and appropriate staff are allocated			Y
			➤ Students and Parents advised that Police may be contacted if behaviour is illegal.			Y
			➤ Principal communicates his/her expectations to staff			Y
			➤ Students who refuse to comply with requirements are excluded from activities			Y

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC5	There is a risk that pastoral care/discipline issues are not adequately managed by staff.		Residual Risk: (Actual Controls in Place)	Minor	Rare	Low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Possible	Moderate (9)
		Inherent Risk: (No Controls in Place)	Moderate	Likely	High (20)	
Possible Impacts	School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Damage to morale / Disruption to Excursion/Camp / Curtailment of activities / Excursion/Camp abandoned					
Cause(s)			Controls			
<ul style="list-style-type: none">- Inadequate staff:student ratio- Staff member has to return home suddenly- Staff member falls ill- Staff member has to accompany a student(s) back to school leaving staff short-handed- Failure or inability to take specialist staff along- Staff inadequately experienced for supervisory role- Staff lack the requisite competencies- Staff ignore/neglect pastoral care responsibilities- Staff are over-tired- Failure to provide behavioural guidelines- Failure to enforce behavioural guidelines- School leadership has low expectations of students re behaviour- Staff do not know students well enough			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Max 20 students : 1 Teacher ratio and appropriate gender balance			Y
			➤ Staff member(s) on stand-by to join Excursion/Camp at short notice (1 male and 1 female if necessary) where only two staff are involved.			N/A
			➤ Detailed Behavioural guidelines and consequences of breaches are provided in writing and explained to students prior and during the Excursion/Camp			Y
			➤ Appropriately qualified and experienced staff are allocated to the Excursion/Camp			Y
			➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp			Y
			➤ Troublesome students are kept apart wherever possible eg. separate cabins			Y
			Other Controls (Please indicate: Y, N or N/A)			
			➤ Principal clearly articulates his/her expectations of staff			Y

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC6	There is a risk that students bring dangerous or inappropriate items to the Camp/Excursion		Residual Risk: (Actual Controls in Place)	Moderate	Rare	Low
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)
			Inherent Risk: (No Controls in Place)	Major	Possible	High (21)
Possible Impacts	School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Damage to morale / Disruption to Excursion/Camp / Student(s) Physically or Psychologically harmed / Curtailment of activities / Excursion/Camp abandoned					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Failure of Principal/Leadership to communicate their expectations - Failure to explicitly communicate to students and parents What Not to Bring - Failure to include Generic Items as well as Specific Items (ie. "Guns of any Type" as well as listing BB-Guns, Spud Guns, Glove Guns etc) in "What NOT to Bring" - Staff are unaware of what students might bring - Staff lack requisite experience - Staff lack requisite competencies - Staff "Turn a Blind Eye" 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Appropriately qualified, experienced and suitable staff are allocated to the Excursion/Camp			Y
			➤ Detailed Behavioural guidelines and consequences of breaches are provided in writing and explained to students prior and during the Excursion/Camp NB Includes what List of What Not to Bring			Y
			➤ Frequent and unscheduled checks on student cabins/tents etc			Y
			➤ Students and Parents advised that Police may be contacted if behaviour is illegal.			Y
			➤			
			Other Controls (Please indicate: Y, N or N/A)			
			➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC7	There is a risk that child becomes distressed due to personal issues		Residual Risk: (Actual Controls in Place)	Minor	Unlikely	Low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Unlikely	Low (6)
			Inherent Risk: (No Controls in Place)	Moderate	Possible	Moderate (15)
Possible Impacts	Damage to School/Parent relationship, Child suffers humiliation, Psychological harm, Increased stress					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Failure of parent to notify re bedwetting, sleepwalking, anxieties - Failure of school to heed parent's notification re bedwetting etc - Failure of student/staff to pro-actively manage an issue (eg avoid drinking before bedtime) - Failure of parents to educate child re possible events (eg Menstruation) - Inadvertent (or otherwise) disclosure of a student's personal issues to other students 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Explicit requests made to parents re Personal Issues			Y
			➤ Staff briefed confidentially re any potential issues and need for sensitivity and confidentiality			Y
			➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp			Y
			➤ Appropriate staff member assigned to keep an eye on identified students and manage issues			Y
			➤ PDHPE covers off on issues around menstruation prior to Excursion/Camp			Y
			➤ Staff carry sanitary items			Y
			Other Controls (Please indicate: Y, N or N/A)			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC8	There is a risk that individuals refuse to eat food or that insufficient food is provided		Residual Risk: (Actual Controls in Place)	Minor	Rare	Low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Rare	Low (3)
			Inherent Risk: (No Controls in Place)	Minor	Possible	Moderate (9)
Possible Impacts	Increased stress / Damage to morale / School-Parent relationship damaged / Excursion/Camp member becomes ill / Legal proceedings against school – failure to perform Duty of Care / Reputation damage					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Students with eating disorder (undisclosed/unknown) - Food prepared at accommodation is of very poor quality - Insufficient food provided - Failure to monitor distribution of food eg 1st served get more than last served (ie if students serving themselves) - Failure to address dietary requirements of students prior to Excursion/Camp. - Religious/Cultural issues prevent a student(s) from eating prepared food 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp			Y
			➤ Dietary requirements of students are ascertained prior to event and needs are communicated to accommodation management			Y
			➤ Standard of Accommodation and meals is checked prior to the event			Y
			➤ Suitable arrangements are made for serving of food at mealtimes			Y
			➤			
			Other Controls (Please indicate: Y, N or N/A)			
			➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date	
Risk Category PC9	There is a risk that students and/or staff engage in inappropriate behaviour		Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate	
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)	
			Inherent Risk: (No Controls in Place)	Major	Possible	High (21)	
Possible Impacts	Increased stress / Damage to morale / School-Parent relationship damaged / Reputation damage / Damaging media attention / Legal proceedings against school / CP issues arise						
Cause(s)			Controls				
<ul style="list-style-type: none">- Students are left unsupervised- Students engage in illegal behaviour eg. Shoplifting- Student/Staff absconds/breaks curfew- Staff consume alcohol whilst in charge of students/on duty/on call- Staff consume alcohol with students- Student/Staff makes inappropriate contact with locals- Students consume alcohol- Students use illicit drugs- Student smokes cigarettes- Students/Staff engage in bullying and/or dangerous behaviour towards other students/staff- Students/Staff refuse to follow instructions			Key Controls (Please indicate: Y, N or N/A)				
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				Y
			➤ Staff and volunteers do not consume alcohol for the duration of the excursion/camp				Y
			➤ Behavioural guidelines and consequences of breaches are provided in writing and explained to students prior and during the Excursion/Camp and that Police may be contacted if behaviour is illegal				Y
			➤ Parents are informed prior to the Excursion/Camp that they are expected to collect their child and take him/her home if misbehaviour is serious.				Y
			➤ Max 20 students : 1 Teacher ratio and appropriate gender balance				Y
			➤ Principal consulted re allocation of staff (including Volunteers) to Excursion/Camp				Y
			➤ Students do not receive unsupervised free time				Y
			Other Controls (Please indicate: Y, N or N/A)				
			➤ Staff Code of Behaviour for the Excursions/Camps– signed off and agreed to				Y
			➤				
			➤				

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC10	There is a risk that Staff become over-tired		Residual Risk: (Actual Controls in Place)	Minor	Unlikely	low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Unlikely	Low (6)
			Inherent Risk: (No Controls in Place)	Moderate	Almost Certain	High (25)
Possible Impacts	Increased stress / Damage to morale / Excursion/Camp staff member becomes ill / Industrial issues/ Errors in judgement / Abandonment of future events					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Students stay awake all night - Students leave their rooms/tents after lights-out. - Inability of staff to manage student behaviour - Standard of accommodation is poor - Insufficient staff allocated to the Excursion/Camp - Unrealistic itinerary - Inequity of workloads for staff - Failure of one or more staff to contribute - Shortage of 1 gender - Poor weather - Unforeseen event eg Accident 			Key Controls			(Please indicate: Y, N or N/A)
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Maximum student:staff ratio of 20:1 and Min 3 staff			Y
			➤ Appropriately qualified, experienced and suitable staff are allocated to the Excursion/Camp			Y
			➤ Behavioural guidelines and consequences of breaches are provided in writing and explained to students prior and during the Excursion/Camp			Y
			➤ Duty roster planned and communicated to staff before Excursion/Camp begins			Y
			Other Controls			(Please indicate: Y, N or N/A)
			➤ Accurate weather forecast obtained prior to camp			Y

Risk Description			Impact	Likelihood	Rating	Initial and Date	
There is a risk that a child (children) absconds, becomes lost or is left behind.			Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate	
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)	
			Inherent Risk: (No Controls in Place)	Major	Likely	Extreme (28)	
Risk Category PC11							
Possible Impacts	Student(s) placed at risk of harm / Disruption to Excursion/Camp / Transport connections missed / Increased stress / Damage to morale / School-Parent relationship damaged / Legal proceedings / Reputation damage						
Cause(s)			Controls				
<ul style="list-style-type: none">- Students with disabilities- Failure to conduct regular roll-checks or headcounts- Failure to effectively communicate rules of behaviour for the Excursion/Camp- Lack of supervision- Inadequate supervision- Staff do not know the students e.g. Casual Staff are used- Failure/inability of staff to adequately manage students with disabilities- Failure to organise students into groups when splitting up (i.e. Individuals wandering around on their own)- Inexperienced staff- Lack of commitment of staff- Failure to respond adequately/appropriately to situation			Key Controls (Please indicate: Y, N or N/A)				
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				Y
			➤ Maximum student :staff ratio of 20:1 and Min 3 staff				Y
			➤ Behavioural guidelines and consequences of breaches are provided in writing and explained to students prior and during the Excursion/Camp				Y
			➤ Students never allowed to “roam” individually				Y
			➤ Local police contact numbers are known and contacted if student is lost/absconds (once situation is verified)				Y
			➤ Parents of lost/absconded student can be contacted (once situation is verified)				Y
			➤ Each student has a “ Number”. Students “Number Off” before and after every activity (activities involving movement)				Y
			➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp				Y
			➤ Avoid use of non-regular casual staff				Y
			➤ Learning Support staff at school thoroughly brief excursion/camp Leader re characteristics/circumstances of any participating student with disability				N/A
			➤ Member of school’s Learning Support staff travels with any “high maintenance” student(s) with disability – Additional to 20:1 ratio				N/A
			Other Controls (Please indicate: Y, N or N/A)				
➤ Duty roster planned and implemented for staff				Y			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category PC12	There is a risk that the group gets split up or individuals get separated		Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)
			Inherent Risk: (No Controls in Place)	Moderate	Likely	High (20)
Possible Impacts	Student(s) placed at risk of harm / Disruption to Excursion/Camp / Transport connections missed / Increased stress / Damage to morale / School-Parent relationship damaged / Legal proceedings /					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Travel arrangements are unsatisfactory/unsuitable/unreliable/ unsafe/unavailable - Public transport unable to carry whole group - Failure to regularly account for every student - Individuals fail to keep up with group - Individuals or pairs/threes get lost during free time - Individuals or pairs/threes late for rendezvous - Individual(s) abscond - Crowded events/places eg Football Stadium, Tourist Attraction - Teacher in charge of a group gets lost - Inadequate instructions given to staff and or students - Students receive conflicting instructions from different staff - Inadequate staffing - Failure to issue/carry contact numbers and mobile phones - Environmental disaster eg Flood, Bushfire etc 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Each student has a "Number". Students "Number Off" before and after every activity (activities involving movement)			Y
			➤ Meeting points and times identified and clearly communicated before splitting up.			Y
			➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp			Y
			➤ Staff fully briefed before every event			Y
			➤ Public transport checked beforehand re timetables, availability etc			N/A
			➤ Students briefed on what to do and where to meet if they get lost/separated – including how mobile phones are to be used (only one person in separated group makes a call)			N/A
			➤ All members of Excursion/Camp group issued with Leader's mobile #			Y
			Other Controls (Please indicate: Y, N or N/A)			
			➤			
			➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category MN1	There is a risk that property is lost, stolen or misplaced	Residual Risk: (Actual Controls in Place)	Insignificant	Possible	Low	
		Target Baseline Risk: (All Key Controls in Place)	Insignificant	Possible	Low (3)	
		Inherent Risk: (No Controls in Place)	Minor	Almost Certain	Moderate (15)	
Possible Impacts	School has to cover loss / Increased stress / Damage to morale / School-Parent relationship damaged / Legal proceedings / Activities curtailed / Police involvement					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Lack of supervision - Failure to ensure adequate security - Individual Students' clothes, bags etc not labelled - Property left unattended where public has access - Accommodation unable to be locked or failure to lock - Failure to adequately instruct students re management of personal belongings - Failure to assign responsibility to a member(s) of staff - Students not cautioned/forbidden against bringing valuable items to Camp/Excursion 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Parents are instructed/requested to ensure that <i>all</i> of their child's clothes/property is labelled with their name			Y
			➤ Arrangements are made with accommodation providers Pre-Excursion/Camp for security of school and student and staff property			Y
			➤ Students educated re looking after their property. NB Regular reminders			Y
			➤ List of What to Bring/What Not to Bring includes valuable items			Y
			➤ Staff member assigned to watch over bags/property if it is necessary to leave them.			Y
			Other Controls (Please indicate: Y, N or N/A)			
			➤			
			➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
	There is a risk that the bags are too heavy for students Risk Category MN2		Residual Risk: (Actual Controls in Place)	Insignificant	Unlikely	Low
			Target Baseline Risk: (All Controls in Place)	Insignificant	Unlikely	Low (2)
			Inherent Risk: (No Controls in Place)	Insignificant	Possible	Low (3)
Possible Impacts	Injury to student / School-Parent relationship damaged / Disruption to Excursion/Camp					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Bags do not have wheels - Failure of staff to monitor - Poor parental involvement - Failure to provide students and parents with advice re suitable bags - Students pack too much - Students have to carry bags for long distances - Long flights of stairs/steps 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Clear guidelines issued about what to pack			
			➤ Students and parents provided with clear and non-negotiable minimum standards re suitable and non-suitable bags 1 month prior to departure – Including maximum bag weight			
			➤ Where appropriate, recommend that bags have wheels			
			➤			
			➤			
			➤			
			Other Controls (Please indicate: Y, N or N/A)			
			➤ Ensure that students and parents are aware of expectations re carrying bags.			
			➤ Avoid sites with long flights of stairs/steps ie make pre-excursion visits			
			➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date	
Risk Category MN3	There is a risk that the accommodation is unsuitable/ unavailable/unacceptable (eg dirty, unhygienic, overcrowded, dangerous)		Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate	
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)	
			Inherent Risk: (No Controls in Place)	Major	Possible	High (21)	
Possible Impacts	Serious disruption to Excursion/Camp / Significant financial loss / School has to cover loss / Students and staff are unsafe / Increased stress / Damage to morale / School-Parent relationship damaged / Refunds demanded / Theft of belongings						
Cause(s)			Controls				
<ul style="list-style-type: none">- The location of accommodation is dangerous or generally unsuitable (eg Red Light district, too far from transport)- Lack of smoke alarms- Room share expectations are unacceptable eg Double Beds, mixed sex- Accommodation arrangements are changed without notification- Inadequate controls over keys- Failure to check accommodation in advance- Required rooming arrangements are not passed onto accommodation providers- Travel/Booking Agent fails to understand needs of school groups (ie not experienced with school groups)- Proprietor fails to understand needs of school groups (ie not experienced with school groups)			Key Controls (Please indicate: Y, N or N/A)				
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				Y
			➤ Excursion/Camp Leader visits the accommodation prior to making a booking				N
			➤ Excursion/Camp Leader clarifies all rooming arrangements (numbers, sex, ages, single beds, etc) with Proprietor/Agent before departure and seeks confirmation that requirements are met				N
			➤ Excursion/Camp Leader communicates the group's requirements to the Proprietor/Agent at the time of booking and confirms1 week before arrival				N
			Other Controls (Please indicate: Y, N or N/A)				
			➤				
➤							

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category MN4	There is a risk that activities do not happen as planned	Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate	
		Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)	
		Inherent Risk: (No Controls in Place)	Moderate	Possible	Moderate (15)	
Possible Impacts	Significant financial losses / Unplanned activities occur / Increased stress / Damage to morale / School-Parent relationship damaged / Legal proceedings against school – particularly if accident occurs / Group arrives/returns very late					
Cause(s)		Controls				
<ul style="list-style-type: none"> - Weather prevents planned activities - Timing of events is unrealistic - Itinerary is unrealistic - Lack of adequate planning, no itinerary - Excursion/Camp Leader fails to make necessary bookings - Major disruption to Excursion/Camp - Lack of "Plan B" - Inexperienced Excursion/Camp leadership - Lazy or weak Excursion/Camp leadership - Pressure from within group to change arrangements - Additional opportunities arise during Excursion/Camp 		Key Controls (Please indicate: Y, N or N/A)				
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				
		➤ Itinerary is planned with Excursion/Camp team and includes approved "back-up (Plan B) activities"				
		➤ Excursion/Camp Leader ensures that bus driver is familiar with itinerary and timing of events				
		➤ Availability of all venues etc is checked days prior to departure				
		➤ Weather forecast is regularly checked				
		➤ Communication plan in the event of forced major changes (including locations) to itinerary. NB. Principal must be informed				
		Other Controls (Please indicate: Y, N or N/A)				
		➤				
		➤				

	Risk Description		Impact	Likelihood	Rating	Initial and Date	
Risk Category MN5	There is a risk that planned activities are unsuitable/inappropriate/unsafe/legal but dangerous	Residual Risk: (Actual Controls in Place)	Major	Rare	low		
		Target Baseline Risk: (All Key Controls in Place)	Major	Unlikely	Moderate (14)		
		Inherent Risk: (No Controls in Place)	Major	Possible	High (21)		
Possible Impacts	Excursion/Camp member(s) killed or injured / Significant financial losses / Unplanned activities occur / Increased stress / Damage to morale / School-Parent relationship damaged / Legal proceedings against school / Legal proceedings against Venue/Provider						
Cause(s)			Controls				
<ul style="list-style-type: none">- School books venue “site-unseen” – Fails to check- Agent or Excursion/Camp venue manager fails to understand needs of school groups (ie not experienced with school groups)- Facilities do not match advertised standard (eg on Website)- Inexperienced/Inappropriate Excursion/Camp Leader- Unqualified/Inappropriate staff at venue- Venue fails to adhere to Dept of Education and Communities (DEC) Guidelines (eg Staff:Student Ratios- Weather affects level of safety (eg Rough Waters, Wind)- Failure to familiarise with “Banned/Strongly Advised Against” activities eg. SCUBA Diving			Key Controls (Please indicate: Y, N or N/A)				
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				Y
			➤ Excursion/Camp Leader visits venue(s) before Excursion/Camp takes place				Y
			➤ Experience and qualifications of venue staff are sighted and verified by Excursion/Camp Leader beforehand				Y
			➤ DEC Sport and Physical Activity in Schools Safe Conduct Guidelines are consulted for all planned activities and checks made with Camp provider to ensure that they will be complied with.				Y
			Other Controls (Please indicate: Y, N or N/A)				
			➤ Excursion/Camp Leader makes final decision on whether activities go ahead				Y
			➤				

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category MN6	There is a risk that service providers or school staff for the Excursion/Camp are not appropriately qualified, accredited or experienced for the planned activities		Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Unlikely	Moderate (10)
			Inherent Risk: (No Controls in Place)	Major	Possible	High (21)
Possible Impacts	Multiple fatalities and or injuries/School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Disruption to Excursion/Camp / Curtailment of activities / Excursion/Camp abandoned / Loss of enrolments					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Failure to ask about venue staff qualifications - Failure to check that the operator is licensed - Failure to provide venue management with list of planned activities - Failure to adequately check documentation provided - Failure of Excursion/Camp service providers to provide documentation and Excursion/Camp Leader fails to follow up - Qualifications or licence not current - Qualifications do not match activities - Qualifications do not match venue staff 			Key Controls (Please indicate: Y, N or N/A)			
			➤ DEC Sport and Physical Activity in Schools Safe Conduct Guidelines are consulted re necessary qualifications and experience for planned activities			Y
			➤ Excursion/Camp Leader sights all venue staff qualifications and accreditation* to operate prior to Excursion/Camp and checks for currency, appropriateness and matching ID			Y
			➤ Excursion/Camp Leader meets with venue manager to discuss planned activities and sights venue's Risk Assessments			Y
			➤ Excursion/Camp Leader signs declaration (for Principal) that documentation has been sighted and is acceptable (Checklist)			Y
			➤ Any activities for which school staff are not qualified to run are not undertaken			Y
			➤ If licence is not provided/not current/not appropriate, venue is not used			Y
			Other Controls (Please indicate: Y, N or N/A)			
			➤ * Should be accredited either with ACA or ORIC			Y

	Risk Description	Impact	Likelihood	Rating	Initial and Date
Risk Category ME1	There is a risk that a member(s) of the group suffers a serious injury or is killed	Residual Risk: (Actual Controls in Place)	Major	Unlikely	Moderate
		Target Baseline Risk: (All Key Controls in Place)	Major	Unlikely	Moderate (14)
		Inherent Risk: (No Controls in Place)	Major	Possible	High(21)
Possible Impacts	Death/Serious Injury / Increased stress / Damage to morale / School-Parent relationship damaged / Legal proceedings / Financial Costs / Reputation damaged / Excursion/Camp abandoned / Long-term effects on Leadership and Staff				
Cause(s)		Controls			
<ul style="list-style-type: none"> - Travel arrangements unsatisfactory/unsuitable/unreliable/unsafe - Unsafe Accommodation (eg Fire Regs) - Failure of staff to implement pedestrian road safety practices - The standard of driver(s) is unsatisfactory/unsafe - Driver fatigue - Reckless behaviour of students - Failure to spell-out Dos and Don'ts regarding safety – especially during Free Time - Inappropriate allocation of staff - Inadequate supervision– especially during Free Time - Student with disability eg ASD - Some students extended beyond their capability - Lack of first Aid Equipment - Staff not trained/qualified in 1st Aid and Cardio-Pulmonary Resuscitation (CPR) - Student consumes alcohol/drugs - Students not screened for swimming ability - Unskilled/Unqualified instructors - Staff lack rescue skills/ability (eg Supervising staff – non-swimmer) 		Key Controls (Please indicate: Y, N or N/A)			
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
		➤ Excursion/Camp Leader visits venue(s) before Excursion/Camp takes place			Y
		➤ DEC Sport and Physical Activity in Schools Safe Conduct Guidelines are consulted and complied with NB. Including staff:student ratios			Y
		➤ Qualifications and Accreditation (NB currency) of venue and staff for outdoor Ed activities are verified			Y
		➤ All staff skilled in management of student groups crossing roads etc.			Y
		➤ Suitability of students to activities is closely monitored			Y
		➤ Sufficient drivers available if staff are driving school bus etc.			N/A
		➤ Students not allowed to make their own way to and from Excursion/Camp venue			Y
		➤ All staff have current qualifications in Emergency First Aid and CPR.			Y
		➤ At least one member of staff holds appropriate activity qualification eg Bronze medallion for any water activities and is allocated to that activity			N/A
		➤ Students do not participate in any activity unsupervised. Including Free Time			Y
		➤ Free Time is structured and students provided with clear rules			Y
		➤ Member of school's Learning Support staff travels with student(s) with disability – Additional to 20:1 ratio			N/A
		➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp			Y
		Other Controls (Please indicate: Y, N or N/A)			
		➤ Only Professional Staff engaged to drive, ie Qualified Bus Driver not Parent			Y

Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category ME6	There is a risk that a member(s) of the group suffers a significant but non-life threatening injury	Residual Risk: (Actual Controls in Place)	Moderate	Possible	Moderate
		Target Baseline Risk: (All Key Controls in Place)	Moderate	Possible	Moderate (14)
		Inherent Risk: (No Controls in Place)	Moderate	Likely	High (20)
Possible Impacts	Injury / Increased stress / Damage to morale / Disruption to Excursion/Camp / School-Parent relationship damaged / Legal proceedings / Financial Costs / Reputation damage				
Cause(s)		Controls			
<ul style="list-style-type: none"> - Travel arrangements unsatisfactory/unsuitable/unreliable/ unsafe - Failure of staff to implement pedestrian road safety practices - Reckless behaviour of students - Failure to spell-out Dos and Don'ts regarding safety – especially during Free Time - Inappropriate allocation of staff - Inadequate supervision– especially during Free Time - Student with disability eg ASD - Some students extended beyond their capability - Inappropriate allocation of students to activities - Lack of first Aid Equipment - Staff not trained/qualified in 1st Aid and CPR - Student consumes alcohol/drugs - Unskilled/Unqualified instructors - Staff lack necessary expertise or experience 		Key Controls (Please indicate: Y, N or N/A)			
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.		Y	
		➤ Excursion/Camp Leader visits venue(s) before Excursion/Camp takes place		Y	
		➤ DEC Sport and Physical Activity in Schools Safe Conduct Guidelines are consulted and complied with NB. Including staff:student ratios		Y	
		➤ Qualifications and Accreditation (NB currency) of venue and staff for outdoor Ed activities are verified		Y	
		➤ All staff skilled in management of student groups crossing roads etc.		Y	
		➤ Students not allowed to make their own way to and from Excursion/Camp venue		Y	
		➤ All staff have current qualifications in Emergency First Aid and CPR.		Y	
		➤ At least one member of staff holds appropriate activity qualification eg Bronze medallion for any water activities		N/A	
		➤ Students do not participate in any activity unsupervised. Including Free Time		Y	
		➤ Free Time is structured and students provided with clear rules		Y	
		➤ Suitability of students to activities is closely monitored		N/A	
		➤ Member of school's Learning Support staff travels with student(s) with disability – Additional to 20:1 ratio		N/A	
		➤ At least one member of staff who knows all students well is allocated to the Excursion/Camp		Y	
		Other Controls (Please indicate: Y, N or N/A)			
		➤ Excursion/Camp Leader makes final decision on whether activities go ahead		Y	
		➤ Only Professional Staff engaged to drive, ie Qualified Bus Driver not Parent		Y	

	Risk Description		Impact	Likelihood	Rating	Initial and Date	
	There is a risk that a member of the group falls ill		Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate	
Risk Category ME2		Target Baseline Risk: (All Key Controls in	Moderate	Unlikely	Moderate (10)		
		Inherent Risk: (No Controls in Place)	Moderate	Likely	High (20)		
Possible Impacts	Additional staff required to join Excursion/Camp / Increased stress / Damage to morale / School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Disruption to Excursion/Camp /						
Cause(s)			Controls				
<ul style="list-style-type: none">- Excursion/Camp member forgets/loses prescription drugs- Excursion/Camp member suffers Allergies from local conditions (eg Feathers in Pillows)- Excursion/Camp member suffers Food, Bee-Sting Allergies- Pre-existing disease presents itself on Excursion/Camp (eg Epilepsy, Diabetes)- Excursion/Camp members suffer Sunburn/Hypothermia/Heat Stress/Dehydration ie Exposure- Excursion/Camp member not fit enough to participate in activity eg Obesity and walking long distance- Students consume alcohol/drugs- Excursion/Camp Leadership fails to read and/or disseminate medical information- Failure of staff to recognise issue/symptoms- Parents fail to disclose relevant medical information prior to the Excursion/Camp.- Food Poisoning			Key Controls (Please indicate: Y, N or N/A)				
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				Y
			➤ All staff have current qualifications in Emergency First Aid and CPR				Y
			➤ Appropriately qualified, experienced and suitable staff are allocated to the Excursion/Camp				Y
			➤ Parent fills in and signs Excursion/Camp Medical Details Form. Particular attention paid to allergies - No Form = No Excursion/Camp				Y
			➤ List of students with Allergies + Details of Allergies circulated to staff on Excursion/Camp				Y
			➤ Excursion/Camp Medical Details Form cross-checked against Office copy				Y
			➤ Designated Excursion/Camp “Medical Officer” (DMO)				Y
			➤ DMO carries copies of all students’ prescriptions and medical forms				Y
			➤ EpiPen and Inhaler in First Aid Kit and staff trained in their use				Y
			➤ Due care and attention paid to food hygiene at all times eg Hand-washing routines				Y
			➤ Other Controls (Please indicate: Y, N or N/A)				
			Member of staff on stand-by to join Excursion/Camp in event of sickness/emergency				
			➤				Y

	Risk Description	Impact	Likelihood	Rating	Initial and Date
	There is a risk of inability to communicate with emergency services in the event of an emergency	Residual Risk: (Actual Controls in Place)	Moderate	Unlikely	Moderate
Risk Category ME3		Target Baseline Risk:	Moderate	Unlikely	Moderate (10)
		Inherent Risk: (No Controls in Place)	Major	Possible	High (21)
Possible Impacts	Death of a group member / Minor medical issue escalates into serious medical emergency / School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Disruption to Excursion/Camp / Abandonment of Excursion/Camp				
Cause(s)		Controls			
<ul style="list-style-type: none"> - Out of mobile phone range - Mobile phones run out of battery power - Remote / Inaccessible location - Inability to provide exact location - Access roads flooded, blocked - Location of Medical Centre/Hospital unknown - Contact numbers of emergency services not known 		Key Controls (Please indicate: Y, N or N/A)			
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			
		➤ Advance Check made re mobile coverage in all places visited. If none or unreliable, alternate arrangement made eg Satellite Phone and Emergency Position-Indicating Radio Beacon (EPIRB) or equivalent.			
		➤ Global Positioning System (GPS) carried			
		➤ Arrangements made for phone battery charging eg Car-Charger			
		➤ Emergency Services informed of activity and location			
		➤ All contact numbers for emergency services are documented and carried by all staff members			
		➤ Location of Medical Centre/Hospital checked prior to Excursion/Camp			
		➤ All staff have current qualifications in Emergency First Aid and CPR			
		Other Controls (Please indicate: Y, N or N/A)			
		➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category ME4	There is a risk that a member of the group is harmed as a result of exposure to local climatic conditions		Residual Risk: (Actual Controls in Place)	Minor	Rare	Low
			Target Baseline Risk: (All Key Controls in Place)	Minor	Possible	Moderate (9)
			Inherent Risk: (No Controls in Place)	Moderate	Likely	High (20)
Possible Impacts	Sunburn / Hypothermia / Heatstroke / Dehydration / Injuries / Death / School-Parent relationship damaged / Legal proceedings against school / Disruption to Excursion/Camp/					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Group Member fails to bring or wear adequate protective clothing - Students bring inadequate tent - Failure of staff to inspect every student's tent prior to Excursion/Camp - Failure to provide information to families well in advance of Excursion/Camp - Failure of organisers to carry spare equipment - Failure to investigate expected seasonal climatic conditions ahead of Excursion/Camp - Failure to check weather forecast - Activity providers have insufficient equipment - Failure of staff to closely monitor each student and each other - Failure of staff to recognise signs/symptoms - Extreme weather conditions occur 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			Y
			➤ Excursion/Camp Leader conducts thorough checks of prevailing conditions at venue in weeks leading up to departure			Y
			➤ DEC Sport and Physical Activity in Schools Safe Conduct Guidelines are consulted and complied with			Y
			➤ Excursion/Camp Leader conducts thorough checks of students' tents and other specialist equipment well in advance of the Excursion/Camp.			Y
			➤ All staff, students and parents provided with comprehensive list of "What to Pack" 1 month before departure (with reasons why)			Y
			➤ Staff carry spare sun-cream, hats, jumper, water, First Aid kits and carry items to prevent or manage exposure. Eg Space Blankets			Y
			➤ All staff have current qualifications in Emergency First Aid and CPR			Y
			➤ Ability to contact emergency services is ensured if in remote areas			Y
			Other Controls (Please indicate: Y, N or N/A)			

	Risk Description	Impact	Likelihood	Rating	Initial and Date
Risk Category ME5	There is a risk that the group is caught up in an environmental disaster such as Flood, Bushfire	Residual Risk: (Actual Controls in Place)	Major	Rare	Moderate
		Target Baseline Risk: (All Key Controls in Place)	Major	Rare	Moderate (7)
		Inherent Risk: (No Controls in Place)	Catastrophic	Possible	Extreme (27)
Possible Impacts	Multiple fatalities and or injuries/Long term psychological damage/School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Increased stress / Disruption to Excursion/Camp / Curtailment of activities / Excursion/Camp abandoned / Severe loss of enrolments				
Cause(s)		Controls			
<ul style="list-style-type: none"> - Failure to check local seasonal climatic conditions - Failure to assess likelihood of catastrophic environmental event - Lack of an emergency evacuation plan - Decision to proceed regardless of prevailing conditions - Decision to ignore warnings from Emergency Services or other official bodies - Failure to inform Emergency Services when visiting remote or Flood/Bushfire prone areas 		Key Controls (Please indicate: Y, N or N/A)			
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			
		➤ If in Bush Environment, Excursion/Camp is cancelled or abandoned or relocated when Bushfire Danger Rating is Extreme or above			
		➤ As above but also when Severe if small groups in remote areas eg. Duke of Edinburgh Scheme (DoE) groups			
		➤ Ensure that non Broken Bay providers are aware of bushfire evacuation policy			
		➤ Appropriately qualified, experienced and suitable staff are allocated to the Excursion/Camp			
		➤ Avoidance of known Flood/Bushfire areas during relevant season			
		➤ Inform Emergency Services of whereabouts			
		➤ Regular checks of prevailing weather conditions leading up to and during Excursion/Camp			
		Other Controls (Please indicate: Y, N or N/A)			

Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category FN1	There is a risk that the Excursion/Camp runs at a financial loss	Residual Risk: (Actual Controls in Place)	Minor	Rare	low
		Target Baseline Risk: (All Key Controls in Place)	Minor	Rare	Low (3)
		Inherent Risk: (No Controls in Place)	Minor	Almost Certain	Moderate (15)
Possible Impacts	School has to cover loss / Students required to pay extra / Morale damaged / Reputation damage / School-Parent relationship damaged / Legal proceedings against school / Event cancelled / Need to levy students for additional payment				
Cause(s)		Controls			
<ul style="list-style-type: none"> - A student may fail to pay for the excursion/camp in full before departure but after the deadline for withdrawing from the excursion - Students are allowed to pay after the excursion/camp and then fail to pay in full - Final cost of excursion/camp exceeds expectations - Planned budget is insufficient to meet costs - A student may withdraw from the excursion for valid reasons and expect a full refund - A student is withdrawn from the excursion for disciplinary reasons after booking deadlines and demands a refund in full - Large numbers of students decide to withdraw after booking deadlines - Excursion/Camp arrangements fail and emergency expenditure is required - Unforeseen/unbudgeted costs arise - Forced cancellation/ abandonment resulting in money not being able to be refunded and additional cost is incurred - Fund raising does not achieve required level of funding. - Students cause damage to accommodation etc which must be paid for 		Key Controls (Please indicate: Y, N or N/A)			
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.		Y	
		➤ Budget for Excursion/Camp drawn up prior to payments and presented to Principal for approval (CSO School Accountant useful here)		Y	
		➤ Students make a non-refundable deposit before inclusion in the Excursion/Camp based on percentage required for bookings		N	
		➤ School adheres to Policy relating to excursions and School Finances (S10 Principals Handbook and S21A). Principal sign-off to ensure:		Y	
		➤ Make final payment at least 1 month before final payment required		Y	
		➤ Parents sign an Agreement/Memorandum of Understanding (MOU) re payments and refunds etc		Y	
		➤ Clear guidelines in writing for parents re <i>Forfeiture of Payments if you Withdraw or are Withdrawn</i> and arrangements for when <i>Excursion/Camp is Cancelled, postponed or abandoned</i>		N	
		Other Controls (Please indicate: Y, N or N/A)			
		➤ Include payments for Excursion/Camp in School Fees		Y	
		➤ Clear statement communicated re Payment for Damages		N	

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category FN2	There is a risk that Excursion/Camp funds are used inappropriately	Residual Risk: (Actual Controls in Place)	Minor	Unlikely	Low	
		Target Baseline Risk: (All Key Controls in Place)	Minor	Unlikely	Low (6)	
		Inherent Risk: (No Controls in Place)	Moderate	Possible	Moderate (15)	
Possible Impacts	Morale damaged / Reputation damage / School-Parent relationship damaged / Legal proceedings against school / Discipline issue for staff / Relationship between Principal and some staff damaged					
Cause(s)		Controls				
<ul style="list-style-type: none"> Students' payments unreasonably subsidise staff activities Money managed by staff is not used for the purposes for which it was intended Lack of experienced leadership. Failure to ask for receipts Failure to provide receipts 		Key Controls (Please indicate: Y, N or N/A)				
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				
		➤ Budget for Excursion/Camp drawn up prior to payments and presented to Principal for approval				
		➤ Receipts presented after Excursion/Camp and reconciled against budget				
		Other Controls (Please indicate: Y, N or N/A)				
		➤				
		➤				
		➤				

	Risk Description		Impact	Likelihood	Rating	Initial and Date
	There is a risk that money is lost/stolen/insufficient/unavailable.		Residual Risk: (Actual Controls in Place)	Minor	Unlikely	Low
Risk Category FN3			Target Baseline Risk: (All Controls in Place)	Minor	Unlikely	Low (6)
			Inherent Risk: (No Controls in Place)	Minor	Almost Certain	Moderate (15)
Possible Impacts	School has to cover loss / Increased stress / Damage to morale / School-Parent relationship damaged / Legal proceedings / Activities curtailed /					
Cause(s)			Controls			
<ul style="list-style-type: none">- Large amounts of cash carried by staff member are lost/stolen while on excursion- Cash/credit cards used by staff member for excursion purposes fail to work or transactions are declined- Individuals on the excursion are unable to access cash- Unforeseen/unbudgeted costs arise- Individuals on the excursion do not bring sufficient money- Students unable to budget their money- Students give money away , buy others gifts etc- Wallets/Purses/Valuables are lost/stolen- All cash/cards are held by only one person			Key Controls (Please indicate: Y, N or N/A)			
			➤ Avoid carrying large amounts of money. If unavoidable, spread between staff and use hostel safe			
			➤ Check validity of Cash/Credit card before departure			
			➤ Parents informed about how much spending money their child will reasonably require			
			➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.			
			➤ Repeatedly warn students about pick-pockets, carrying and storing money safely etc			
			➤			
			Other Controls (Please indicate: Y, N or N/A)			
			➤			
			➤			
➤						

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category FN4	There is a risk that parents misunderstand the insurance cover provided for students	Residual Risk: (Actual Controls in Place)	Insignificant	Possible	Low	
		Target Baseline Risk: (All Key Controls in Place)	Insignificant	Possible	Low (3)	
		Inherent Risk: (No Controls in Place)	Moderate	Possible	Moderate (15)	
Possible Impacts	School-Parent relationship damaged / Legal proceedings / Reputation Damage / Increased stress					
Cause(s)		Controls				
<ul style="list-style-type: none"> - Failure to communicate details of Catholic Church Insurances (CCI) Student Accident Cover - Confusion between Accident cover and Sickness Cover (CCI does not provide sickness cover) - Failure to communicate/understand Ambulance Cover 		Key Controls (Please indicate: Y, N or N/A)				
		➤ Principal and Excursion/Camp Leader are familiar with all details of cover provided				
		➤ Details of cover provided to parents in writing prior to event NB. Including details of Ambulance Cover.				
		➤ Examples/Scenarios provided to explain cover				
		➤				
		➤				
		➤				
		Other Controls (Please indicate: Y, N or N/A)				
		➤				
		➤				

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category FN5	There is a risk that issues of perceived injustice or inequity around access to Excursion/Camp arise	Residual Risk: (Actual Controls in Place)	Minor	Unlikely	Low	
		Target Baseline Risk: (All Key Controls in Place)	Minor	Unlikely	Low (6)	
		Inherent Risk: (No Controls in Place)	Minor	Possible	Moderate (9)	
Possible Impacts	Damage to morale / School-Parent relationship damaged/ Some students miss out / Reputation damage					
Cause(s)		Controls				
<ul style="list-style-type: none"> - Cost of excursion is prohibitive for too many families - Failure to understand/out of touch with community - Inexperienced member of staff draws up itinerary and budget - Pressure group of parents does not consider less affluent parents. 		Key Controls (Please indicate: Y, N or N/A)				
		➤ Principal appoints skilful, appropriate and experienced Excursion/Camp Leader.				
		➤ Budget for Excursion/Camp drawn up prior to payments and presented to Principal for approval				
		➤ Principal consults with community re Budget and Appropriate costs				
		➤ Parents provided with a minimum of 6 months notice re Excursion/Camp and its approximate cost.				
		➤				
		➤				
		Other Controls (Please indicate: Y, N or N/A)				
		➤				
		➤				

	Risk Description		Impact	Likelihood	Rating	Initial and Date
Risk Category FN6	There is a risk that service providers for the Excursion/Camp are not appropriately insured		Residual Risk: (Actual Controls in Place)	Moderate	Rare	Low
			Target Baseline Risk: (All Key Controls in Place)	Moderate	Rare	Low (5)
			Inherent Risk: (No Controls in Place)	Major	Possible	High (21)
Possible Impacts	School-Parent relationship damaged / Reputation damage / Legal proceedings against school / Financial costs to the school /					
Cause(s)			Controls			
<ul style="list-style-type: none"> - Failure to ask for evidence of Public Liability and Professional Indemnity (or other) Insurance - Failure to check that the business is registered with ABN etc - Service provider is untruthful/lies about cover - Failure to sight evidence (ie verbal only) - Provider refuses to provide evidence of cover - Failure of Excursion/Camp leader to follow up on request 			Key Controls (Please indicate: Y, N or N/A)			
			➤ Excursion/Camp Leader requests and sights Public Liability and Professional Indemnity policies and ABN and checks currency and level of cover well in advance			Y
			➤ Venue is not used if no cover or ABN or no evidence of cover			Y
			➤ Deposit not made until above checks made and confirmed			Y
			➤			
			➤			
			➤			
			Other Controls (Please indicate: Y, N or N/A)			
			➤			

	Risk Description		Impact	Likelihood	Rating	Initial and Date	
	Lily has a Hyperglycaemia or Hypoglycaemia incident during the excursion	Residual Risk: (Actual Controls in Place)	Major	Unlikely	moderate		
		Target Baseline Risk: (All Key Controls in Place)					
Risk Category							
		Inherent Risk: (No Controls in Place)	Major	Possible	High		
Possible Impacts							
Cause(s)		Controls					
-		Key Controls (Please indicate: Y, N or N/A)					
		<input type="checkbox"/> Alana to accompany the excursion to monitor Lily					Y
		<input type="checkbox"/> Lily's mum Kylie to accompany the excursion for overnight monitoring of levels					Y
		<input type="checkbox"/> Lily's mum & Hospital to be made aware of menu to accurately calculate insulin requirements					Y
		<input type="checkbox"/> Up to date Medical Plan requested from school to Mum					Y
		<input type="checkbox"/> Refer to Lily's Camp plan as provided by hospital (attached)					Y
		<input type="checkbox"/>					
		Other Controls (Please indicate: Y, N or N/A)					
		➤					
		➤					
➤							
➤							

OVERNIGHT EXCURSION/CAMP – RISK MANAGEMENT CHECKLIST AND SIGN-OFFSchool Name: St Rose Collaroy Plateau_School Group: Year 5 & 6Destination(s): Canberra**Key Controls**

NB: A tick in the Yes column indicates that the key controls for the risks referred to in the Risk Management document have been implemented.

	Yes	No	N/A
Excursion/Camp Leader has previously participated as a member of staff in a similar overnight school Excursion/Camp and is sufficiently experienced to lead	✓		
Principal has allocated suitably experienced and qualified staff including at least one member of staff who knows all the students well	✓		
Staff:Student Ratio max 1:20 and suitable staff gender mix. At least 3 staff if more than 20 students (CP4, PC3, PC10)	✓		
DEC Sport and Physical Activity in Schools Safe Conduct Guidelines consulted and complied with for all activities where covered (MN5, ME1, ME4, ME5, ME6)	✓		
Arrangements (including Crisis Management Plan) in place for effective communication between staff, students and parents and to prevent damaging communication (CM1, CM2, ME3)	✓		
Principal approves all planned activities and possible alternatives (MN4, MN5, ME6)	✓		
Full Itinerary distributed to Principal, Staff, Students, Parents (MN5)	✓		
Agreement (in Consent Form) in place between Parents and School re student participation in planned and alternative (back-up) activities (MN5, FN4)	✓		
Excursion/Camp Leader has visited Excursion/Camp site, met with staff, inspected site, facilities and accommodation and familiarised with location of local amenities (eg. Hospital) (CP2, PC8, MN3, MN5, ME1, ME3, ME6)	✓		

Qualifications, licence and insurance of venue staff to run planned activities checked (MN6, FN6)	✓		
Arrangements in place to provide for effective management of student behaviour (PC4, PC5, PC6, PC9, PC11, PC12)	✓		
Arrangements for regular Roll Checks are in place (PC11, PC12)	✓		
Parents and students issued with What to Bring and Not to Bring guidelines (PC6, ME4)	✓		
Expectations of staff have been clearly communicated to staff (PC9)	✓		
Students' equipment (tents, bags etc) checked for suitability (MN2, ME4)			✓
Arrangements made for security of equipment and staff/student belongings (MN1, FN3)	✓		
Steps undertaken to confirm that all transport is safe, suitable and available and to ensure that students do not make own way to and from venue(s) (PC11, PC12)	✓		
Sufficient steps taken to provide necessary child protection including screening of all non-school staff where required. (CP1 and CP2)			✓
Suitable arrangements are in place for students with known disabilities (PC1)	✓		
Medical form for every student completed and signed by Parent specifically for this Excursion/Camp. All allergies known and listed (ME1, ME2, ME4, ME6)	✓		
All staff currently accredited in Emergency 1 st Aid and CPR (ME1)	✓		
Weather conditions will be monitored eg. Bushfire Danger, Floods (ME4, ME5, ME6)	✓		
Measures taken to ensure that school does not incur a financial loss and complies with CSO Finance document; "Internal Financial Controls in Schools" (FN1, FN2, FN3, FN4)	✓		

Sign-Off**Excursion/Camp Leader**

The Key Controls are in place as indicated above:

Name of Leader: _____ Signature: _____ Date: _____

Principal

I am satisfied that sufficient* controls are in place for managing the identified risks to an acceptable level:

Name: _____ Signature: _____ Date: _____

* If the Principal considers that insufficient controls are in place, he/she must ensure that the necessary additional controls are implemented before sign-off.

Attachment C

PARENT/GUARDIAN/CARER CONSENT AND STUDENT MEDICAL INFORMATION FORM

Details	School			
	Excursion/Camp			
	Date from		Date to	

I, _____ parent / guardian / carer of _____
 (name of (name of
 parent/guardian/carer) (strike-out inapplicable) student)

give my:

1. permission for my child named above to attend the excursion/camp described above, which I understand has been approved by the school Principal,
2. consent for my child to travel on or in any form of public or private transport where such transport is deemed by the school to be necessary or desirable for the safe conduct of the excursion,
3. consent for my child to participate in all activities, outings, trips and functions arranged as part of this excursion/camp as indicated in the itinerary,
4. consent for the school, by its servants or agents:
 - to seek such medical or dental advice on behalf of my child as seen fit in the event of accident or illness, and
 - if, in the opinion of an attending medical or dental practitioner or medical officer ('*health practitioner*') my child requires medical or dental attention or treatment (including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation), to that *health practitioner* giving such attention or treatment *provided* that reasonable efforts are made to inform me of any serious injury or illness,
5. certification that the consent which I have given in paragraph 4 is valid at all times while my child is in the custody of the school while attending or participating in the excursion/camp,
6. certification that I understand that the school will take reasonable care in the event of my child suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my child in such event nor will it be directly responsible for any act or omission of any *health practitioner* attending or treating my child, and
7. certification that if my child should bring or consume drugs, alcohol or cigarettes or otherwise exhibit behaviour that seriously endangers themselves or others, I will bear the full cost of return transport home for my child and any adult supervisor that may be required to ensure the safety of my child during that transport.

Signature _____

Date _____

(Parent / Guardian / Carer)

Health	Student Name:		DOB:	
	Medicare no.		Position on card	
	Private health fund name		Membership no.	

Medical Information	Is your child in good health? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Does your child suffer any chronic illness? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Details _____			
	Does your child suffer any disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Details _____			
	Does your child suffer any allergy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Details _____			
	Has your child suffered any acute illness in the past four months? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Details _____			
	Has your child been treated by a doctor in the past four weeks? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you know of any reason why your child cannot fully engage in the activities of this excursion due to a medical condition, please provide a Medical Certificate outlining treatment and a Statement of Fitness from your Medical Practitioner.				
Has your child had any major surgery? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Details _____				
Does your child need to take any form of medication on the trip? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Medication	Dosage	Frequency	Medical purpose	
This medication is to be kept on the excursion by: <input type="checkbox"/> my child (secondary student) <input type="checkbox"/> nominated staff member (primary student)				
Has your child had a Diphtheria Tetanus Toxoid booster injection? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Year of booster injection _____				

Diet	Does your child have any special dietary requirements?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Details:		

Emergency Contacts	Contact details in case of accident or illness or other emergency: (Please provide 2 contacts)			
	Contact 1: Name:		Contact 2: Name:	
	Relationship to student:		Relationship to student:	
	Mobile		Mobile	
	Phone (Home)		Phone (Home)	
	Phone (Work)		Phone (Work)	

Authority	I understand that the information I provide on this form will be handled in accordance with the Diocesan Privacy Policy and the <i>Privacy Act 1998</i> .	
	Signature _____ (Parent / Guardian / Carer)	Date _____

Attachment D

EXCURSION/CAMP EMERGENCY CONTACT INFORMATION

Group	Contact details in case of accident or illness or other emergency: (Please provide 2 contacts)			
	School Name:			
	Name of Excursion/ Camp Leader:		Name of Second in Charge:	
	Mobile		Mobile	
	Phone (Home)		Phone (Home)	
	Phone (Work)		Phone (Work)	
	Email		Email	
	Additional travel info	Date	Time	Location
	Departure (To Excursion/Camp)			
	Return (From Excursion/Camp)			
Attach an emergency contact list for everyone in the Group <input type="checkbox"/> Yes				

School	Emergency contact details:			
	Principal (Name):		Other (Name):	
	Mobile:		Mobile:	
	Phone (Home):		Phone (Home):	
	Email:		Email:	

Travel Company	Travel company contact details:			
	Company Name		Phone:	
	Company Address		Fax:	
			Email:	
	Primary Contact	(Name)		
	Mobile:		Email:	
	Secondary contact person	(Name)		
Mobile:		Email:		

Accommodation	Type	<input type="checkbox"/> Hotel/motel <input type="checkbox"/> Tourist park <input type="checkbox"/> Sport and rec centre <input type="checkbox"/> Campus <input type="checkbox"/> Other (details)		
	Venue Name		Phone:	
	Venue Address		Fax:	
			Email	
	Contact personal	(Name)	(Role/position)	
	Mobile:			

Other	Other emergency numbers:			
	Name	Phone	Mobile	Emergency role
	Andy Martin	(02) 9847 0258	0417 463 448	Risk Manager

Leave a copy of this information with the Principal, Assistant Principal and the School Office. Copies must also be carried by each member of staff participating in the excursion/camp.