



# CAMPBELL HIGH SCHOOL EXCURSION PROPOSAL FORM



**ACT**  
Government  
Education

## 1. Excursion Details

|   |  |            |  |            |      |
|---|--|------------|--|------------|------|
| Departure Day   | Date   | Time       | Return Day   | Date       | Time |
| TUESDAY   | 2/7th  | 12.00      | TUESDAY  | 2/7th      | 3pm  |
| Title & Destination: CAMPBELL PRIMARY DRAMA EXCURSION |  |            |  |            |      |
| Emergency Contact Numbers:                            |  | Place:     |  | Phone:     |      |
| SOPHIE BENASSI  |  |            |  | 0405129700 |      |
| Travel/Transport: WALKING TO CAMPBELL PRIMARY         |  |            |  |            |      |
| Student Group/Class/Year                              | Number of Students                           | Max Number | Staff/Student Ratio  |            |      |
| YEAR 9/10   | 19   | 19         | ONE / 19   |            |      |
| Co-ordinating Teacher:                                | Teachers / Staff on excursion:               |            |  |            |      |
| SOPHIE BENASSI  | 1. SOPHIE BENASSI                            |            | 2.   |            |      |
| Co-ordinating Faculty                                 | 3.   |            | 4.   |            |      |
|   | 5.   |            | Accompanying teachers outside Co-ordinating Faculty require approval of their Executive Teacher. |            |      |
| Accompanying Parents                                  | 1.   |            | 2.   |            |      |
|   |  |            | 3.   |            |      |
| Cost per Student                                      | Other requirements (own food/equipment/tent) |            |  |            |      |
| \$  |  |            |  |            |      |

## 2. Excursion Objectives (Additional information may be attached)

TEACHING DRAMA TO YEAR ONE AND TWO

## 3. Program Details (Additional information may be attached)

.....  
 .....

4. Co-ordinating Teacher BENASSI Faculty Executive [Signature]

5. Approval: [Signature] Approval Date: ..... / ..... / .....

Staffing Officer ..... Staffing SLC.....

Business Manager..... Deputy Principal..... [Signature]

## EXCURSION PLANNING CHECKLIST continued.

### Step 2: Documentation

After in-principle and date approval from executive, submit **all forms as listed instep 1 for final approval.**

- Distribute to students:
  - Excursion payment slips (attachment C)
  - Excursion information for parents note (attachment D)
  - Student permission note (attachment E)
  - Medical forms (if required – attachments F and G)

Permission form and payment slip **must** be separate pages.  
Advise the finance officer of excursion and request ledger set up.

- Outdoor Adventure, interstate and international excursions:**  
See DET policy and complete within the designated timeframes. **This includes a Movement Requisition to be signed by the Principal. (attachment I)**
- Purchase orders must cover all financial commitments (highlight any special payment conditions).

### Step 3: Monitoring

- Advise canteen at least 2 days in advance if student absence on excursion will impact on their operation.
- Advise staff through Recess announcements of pending excursion
- Set cut off time for payments (minimum **2 days** prior to the excursion)
- Monitor payments/ permission notes to assess viability
- Obtain a list of paid students from Finance:
  - one copy to rolls officer
  - email list to staff
- For class based excursions make internal faculty arrangements for supervision of non-attendees
- Advise students of assembly point and meeting time through Daily Notices.

### Step 4: Excursion day

- Ensure relief lesson work is clearly labelled and readily accessible
- Mark excursion roll and **submit variations to rolls officer** prior to departure.

### Step 5: After the excursion

- Complete acquittal**
- In writing, arrange refunds with finance officer as appropriate
- submit all permission notes** and a copy of original note along with the acquittal, to the finance office for archiving.

### Departmental excursion policies

Excursions Policy - <http://www.det.act.gov.au/policies/pdf/excursio.pdf>  
Mandatory Procedures - <http://www.det.act.gov.au/policies/pdf/excpolmp.pdf>  
Medical Form - <http://www.det.act.gov.au/policies/pdf/excpolmi.pdf>

**Risk Assessment**

**Non Sporting Type School Activity or Excursion (Category A/B)**

(Not to be used for Outdoor Adventure or Overseas Excursion)

**RISK MANAGEMENT PLAN**

School: Campbell High School

Activity: Teaching Campbell Primary students Drama

Date: 2/7/19

Time: 12.00 and return 3.00

Location: Local area, walking to Campbell primary

Participants: Year 9 and 10 Drama Number of students: 19 Number of staff: 1 Number of parents: Number of Volunteers:

Interested parties: Year one and two students

**Event Summary:** Students will walk in the local area to Campbell Primary school

**IDENTIFYING AND ANALYSING RISK WORKSHEET**

Part A

| Reference | Risk<br>What can happen? How it can happen? What is the outcome if it happens?   | Likelihood | Consequence | Inherent Risk Rating<br>(before controls) | Risk Treatment / Prevention measure<br>Description and Adequacy of Existing Controls<br>(What are you going to do to prevent or reduce the risk)<br>Risk Control Rating: (G)ood, (A)dequate, (M)arginal   | Likelihood | Consequence | Residual Risk Rating<br>(After Controls) | Is the risk acceptable | Responsible Officer   | Timetable<br>(by when) | Priority rating |
|-----------|--|------------|-------------|---|---|------------|-------------|--|------------------------|-----------------------|------------------------|-----------------|
| 1.        | Medical emergency : personal injury through non accident related incident (e.g. participant experiences severe chest pains, asthma attack, exhaustion or fatigue, etc) | 3          | 3           | Medium                                    | a. Permission notes required from parents providing information on medical issues, such as allergies, ailments and /or medications (G)<br>b. Accompanying staff asked if they have any medical issues (A)<br>c. First aid kits to be carried by accompanying staff (A)<br>d. Accompanying staff will carry mobile phones (A)<br>e. Emergency Plan prepared and circulated to staff (A)<br>f. Follow Directorate's Mandatory Procedures (G)<br>g. Provide and recommend fluid and food intake levels (A) | 3          | 3           | Medium                                   | Yes                    | Teach in Charge (TIC) | Week of excursion.     | C               |
| 2.        | Medical emergency: personal injury due to accident (trip, slip and fall, penetrating wounds, staff or student hit by vehicle)  | 3          | 3           | Medium                                    | a. First aid kits to be carried by accompanying staff (A)<br>b. Medical facilities close to destinations (A)<br>c. Accompanying staff will carry mobile phones (A)<br>d. Emergency Plan prepared and circulated to staff (G)<br>e. Follow Directorate's Mandatory Procedures (G)  | 3          | 3           | Medium                                   | Yes                    | TIC                   | Week of excursion.     | C               |
| 3.        | Unable to maintain supervision ratio (staff illness or accident)   | 3          | 2           | Medium                                    | a. Enquiries made of staff of any medical conditions or requirement to take medication. (G)<br>b. At least one first aid officer with excursion. (G)<br>c. Basic first aid kit included in excursion leaders daypack. (G)<br>d. Mobile phone carried for emergency contact. (A)<br>e. Contact school to advise principal and arrange replacement staff member if required for adequate supervision ratio (A)  | 3          | 2           | Medium                                   | Yes                    | TIC                   | Week of excursion.     | C               |

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|-----------|--|------------|-------------|---|---|------------|-------------|--|------------------------|---------------------|------------------------|-----------------|
| 4.        | Student becomes separated from excursion group   | 3          | 3           | Moderate                                  | a. Students briefed about remaining with the group for safety reasons (A)<br>b. Maintain adequate supervision at all times (A)<br>c. Event will be postponed if unable to staff according to policy and procedures (A)<br>d. Re-deploy school staff to Canberra Show in an emergency situation (A)<br>e. Times of departure and key meeting times during the event made very clear. (A)   | 2          | 3           | Moderate                                 | Yes                    | TIC                 | Week of excursion.     | C               |
| 5.        | Event poorly managed and run due to inadequate planning resulting in stakeholder dissatisfaction and damage to Directorate reputation. | 2          | 3           | Moderate                                  | a. Event planning carried out well before excursion (G)<br>b. Principal satisfied with planning and level of detail (A)<br>c. All staff provided will be briefed prior to event and supplied with documentation outlining emergency procedures (A)  | 1          | 2           | Low                                      | Yes                    | TIC                 | Week of excursion.     | C               |
| 6.        | Unacceptable student behaviour   | 3          | 3           | Moderate                                  | a. Students briefed on expectations prior to departure (A)<br>b. Parents provided with information on consequences of unacceptable behaviour (A)<br>c. Staff closely supervise students (A)<br>d. Duty roster designating staff responsibilities (A)<br>e. Correct ratio of staff to students (A)<br>f. Students aware of school guidelines on behaviour (A)<br>g. Parents and students informed of consequences of inappropriate behaviour (A) | 2          | 2           | Low                                      | Yes/No                 | TIC                 | Week of excursion.     | C               |
| 7.        | Dehydration  | 3          | 3           | Moderate                                  | a. Staff will carry some water with them (A)<br>b. Students instructed bring drink bottles with them (A)<br>c. Drinking water available at the venue (A)  | 2          | 2           | Moderate                                 | Yes                    | TIC                 | Week of excursion.     | C               |
| 8.        |  |            |             |   | a.  |            |             |  | Yes/No                 |                     |                        |                 |

| Reference | <b>Risk</b><br>What can happen? How it can happen? What is the outcome if it happens? | Likelihood | Consequence | Inherent Risk Rating (before controls) | <b>Risk Treatment / Prevention measure</b><br>Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)<br>Risk Control Rating: (G)ood, (A)dequate, (M)arginal | Likelihood | Consequence | Residual Risk Rating (After Controls) | Is the risk acceptable | Responsible Officer | <b>Timetable</b><br>(by when) | Priority rating |
|-----------|---|------------|-------------|--|---|------------|-------------|---------------------------------------|------------------------|---------------------|-------------------------------|-----------------|
| 9.        |   |            |             |  | a.  |            |             |                                       | Yes/No                 |                     |                               |                 |
| 10.       |   |            |             |  | a.  |            |             |                                       | Yes/No                 |                     |                               |                 |

High or Extreme Residual Risks must be reported to Senior Management and require further detailed treatment plans to reduce/modify the risk. Refer to worksheet Part B.