**EASTERN GOLDFIELDS COLLEGE**



EXCURSION MANAGEMENT PROCESS

**Local excursions to Pippa or Vicki – Perth and interstate excursions to Dan**

PROPOSAL FOR INTRA / INTERSTATE TRIP

**Please submit a printed copy of all forms and related documents for approval and please email electronic copy of your letter to parents.**

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| **School:** | Eastern Goldfields College |
| **Excursion to:** | KCGM |
| **Date of excursion:** | From:10.45am 30th May 2019 to: 12.45pm 30th May 2019 |
| **Authorised employee:** | Kelly Nelson & Janine Cameron |
| **Documents attached:** | List of supervisory team ❑ |
|  | List of students and parent contact telephone numbers ❑ |
|  | Up-to-date student health care plans and information ❑ |
|  | Accommodation details (if relevant) ❑ |
|  | Details of student travel insurance (if relevant) ❑ |
|  | Additional documents (please list): ❑ |
|  |  |

The authorised Department employee in charge of the excursion completes the following information related to the proposed excursion (refer to the attached guidelines). Additional documents may be attached where required.

Please refer to Excursion Guidelines for further details

– Shared/AdministrationStaff/AllStaff/2017/Handbooks & Policies

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| 1. **EDUCATIONAL PURPOSE OF EXCURSION** | |
| *To study how mine rehabilitation takes place, processes involved, considerations and policies. This is part of an Extended Response assessment to be completed in school and topic is part of the syllabus. Also helps students see real world applications of science studied in school (STEM).* | |
| * + The excursion has a clear educational purpose ❑ | ❑ |

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| 1. **STUDENTS’ CAPACITY** | |
| *25 students will go on the trip accompanied by staff member and Lab Technician from Year 12 General Integrated Science class. Tour will be on KCGM bus with a little walking to and from the bus accompanied at all times by KCGM staff.* | |
| * + All participating students have the capacity to undertake the excursion ❑ | ❑ |

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| 1. **SUPERVISORY TEAM** | | |
| *Two staff members from KCGM*  *Emerson Vanderdonk*  *Nikki Wright* | | |
| * + A suitable supervisory team has been established with appropriate teacher-student ratio ❑ | ❑ | |
| 1. **SUPERVISION STRATEGIES** | | |
| *All students will be picked from school by the KCGM mine tour bus and returned to school by the bus. The students will be supervised by Emerson Vanderdonk and the two staff members from KCGM. Super Pit Tour Bus will meet students at Hub at 10.45 and will return back to school prior to 12.45.* | | |
| * + Supervision strategies have been established with the supervisory team ❑ | | ❑ |

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| 1. **IDENTIFYING EXCURSION PARTICIPANTS** | |
| *Count numbers on and off the bus, role call* | |
| * + Systems for identifying excursion participants have been established ❑ | ❑ |

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| 1. **COMMUNICATION STRATEGY** | |
| *Talk to the students through bus PA system. Have in a small group when on site. Staff keep students in close proximity to talking KCGM member.* | |
| * + An appropriate communication strategy has been established and conveyed to all those attending the excursion ❑ | ❑ |

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| 1. **BRIEFING STUDENTS AND SUPERVISORS** | |
| *Students will be briefed on appropriate clothing and shoes to be worn. KCGM will provide safety glasses and the students/staff will not be going anywhere else on site which requires any other PPE. Students will need to wear long sleeves, long trousers and enclosed shoes.*  *Letter will be sent home to communicate this and no student/staff will be allowed on the trip without the appropriate clothing.* | |
| * + All relevant information about respective responsibilities and obligations has been communicated to students and supervisors ❑ | ❑ |

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| 1. **TRANSPORT ARRANGEMENTS** | |
| *Super Pit Tour Bus will collect the students from school, take them on the tour and then return them to school which is paid for by KCGM.* | |
| * + Arrangements have been made for the safe transport of excursions participants ❑ | ❑ |

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| 1. **VENUE/SITE FOR THE EXCURSION** | | |
| *KCGM* | | |
| * + The venue or site for the excursion is suitable for the student group ❑ | | ❑ |
| 1. **EXTERNAL PROVIDERS** | | |
| *KCGM and Super Pit Tours* | | |
| * + A suitable external provider has been engaged and staff responsibilities established ❑ | ❑ | |

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| 1. **INSURANCE COVER FOR EXCURSIONS** | |
| *Whilst in the care of KCGM will not need insurance cover.* | |
| * + External providers have proper and current insurance cover   + Travel insurance for students has been arranged by parents ❑ | ❑  ❑ |

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| 1. **STUDENTS WHO ARE BILLETED** | |
| *None* | |
| * + Safe and secure accommodation arrangements have been made ❑ | ❑ |

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| 1. **EMERGENCY RESPONSE PLANNING** | |
| *KCGM have their own emergency procedures that we will have to adhere to whist in their care. Staff will have phone communication with school. School have all the phone numbers of students on the trip should anything happen. Students will undergo a safety talk prior to visiting the internal site of KCGM* | |
| * + An emergency response plan has been developed and a copy has been provided to the relevant Regional Education Office or principal of the independent public school ❑ | ❑ |

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| 1. **DETAILED COST OF EXCURSION** | |
| *None* | |
| * + The excursion has been properly costed ❑ | ❑ |

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| 1. **INFORMATION TO PARENTS FOR THEIR CONSENT** | |
| *Letter will be sent home to get permission from the parents/guardians for the students.* | |
| * + Parents have been provided with full details of the excursion and signed consent forms ❑ | ❑ |

***Authorised Department employee \_Sandra Cooper \_Date 10/04/2019***

*I confirm that all sections of the Proposal for Excursion have been completed and it meets the requirements of the Excursions policy.*

***Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

[If the Proposal for Excursion is endorsed, the principal must complete and endorse an Application for Approval of Excursion and submit for approval as outlined in Appendix A of the *Excursions Procedures.*]

**EXCURSION APPROVAL CHECKLIST**

**This checklist should be completed when you meet with Dan, Pippa or Amy**

**– please do not prefill.**

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|  | **Excursion Management Plan** | **Y** | **N/A** |
|  | **Purpose of the Excursion** |  |  |
|  | The purpose of the excursion is described |  |  |
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| **1** | **Assess The Risks** |  |  |
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| **1.1** | **Assess the environment** |  |  |
|  | The site has been assessed and is considered to be appropriate for the |  |  |
|  | excursion |  |  |
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| **1.2** | **Assess the transport arrangements** |  |  |
|  | Arrangements have been made for the safe transport of excursion |  |  |
|  | participants |  |  |
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| **1.3** | **Assess the students’ capacity** |  |  |
|  | * Excursion activities are suitable for the students’ capacity |  |  |
|  | * Provision has been made for any student with special needs |  |  |
|  | * Up to date information regarding student health care maintenance |  |  |
|  | and/or intensive health care needs has been obtained |  |  |
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| **1.4** | **Assess the skills of the supervisor/supervisory team** |  |  |
|  | Collectively the supervisory team has the skills to: |  |  |
|  | * Identify and establish a safe activity environment |  |  |
|  | * Effect a rescue and/or render emergency care |  |  |
|  | * Monitor weather and environmental conditions before and during |  |  |
|  | activities |  |  |
|  | * Monitor the physical well being of the students |  |  |
|  | * Volunteers not eligible for an exemption have a current Working |  |  |
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| **1.5** | **Assess the involvement of external providers** |  |  |
|  | * Competence of external providers is established |  |  |
|  | * External providers conducting activities with students have a current |  |  |
|  | National Criminal History Record Check and a current Working |  |  |
|  | With Children Check/evidence that they have applied |  |  |
|  | * Staff responsibilities of the school and venue have been established |  |  |
|  | * External providers hold the appropriate level of public liability |  |  |
|  | Insurance |  |  |
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| **2** | **Establish Supervision Strategies** |  |  |
|  | Supervision strategies have been established |  |  |
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| **3** | **Develop Means of Identifying Excursion Participants** |  |  |
|  | Systems for identifying excursion participants have been established |  |  |
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| **4** | **Provide information and seek consent** |  |  |
|  | * Parents of student participants have been provided with full details |  |  |
|  | of the excursion |  |  |
|  | * Student participation is subject to receipt of the signed consent form |  |  |
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| **5** | **Develop communication strategies** |  |  |
|  | Appropriate methods of communication, including emergency signals, |  |  |
|  | have been developed |  |  |
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| **6** | **Complete emergency response planning** |  |  |
|  | * An appropriate emergency response plan has been developed or |  |  |
|  | obtained |  |  |
|  | * The teacher-in-charge has a list of the names of participating |  |  |
|  | students, contact telephone numbers, student medical information |  |  |
|  | and relevant health information of supervisors |  |  |
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| **7** | **Brief students and supervisors** |  |  |
|  | Students and supervisors have been/will be fully briefed on |  |  |
|  | responsibilities and obligations |  |  |
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| **8** | **Retain excursion records** |  |  |
|  | Relevant excursion details will be retained |  |  |
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| **9** | **Gain approvals** |  |  |
|  | * The additional documentation required for interstate/ |  |  |
|  | international travel has been provided |  |  |
|  | * Appropriate approvals will be gained |  |  |
| **10** | **Costing** |  |  |
|  | Proper costing for the excursion has been prepared & approved by Business Manager prior to bookings being made. |  |  |

Teacher-in-charge Date

HOLA/PC…………………………… Date

*I am satisfied that the management plan for this excursion meets the requirements of the Excursions: Off School Site Activities. I approve this excursion.*

Principal/DP Date ……….

**Emergency Response Plan**

Activity: Attend a bus tour of KCGM looking at mine rehabilitation

Venue: KCGM

The Teacher-in-Charge, Supervisors and HOLA/PC will hold updated medical forms and contact details.

* Sufficient staff will be allocated so that a teacher can accompany the students to the venue.
* At the excursion venues, students will be given clear boundaries and expectations that will not exceed their ability.
* The Teacher-in-Charge and Supervisors have a mobile phone and will phone for assistance if required.
  + - School 9092 3100
    - Police 9021 9777
    - Hospital 9080 5888
    - Emergency 000
    - CKB 9021 9600
    - Dan 0417934763
* Fire Exits and a meeting place will be identified.
* Emergency signal – three short whistle blasts – all to leave the venue and proceed to the meeting place. Students will be aware of the Emergency signal.
* Attendance will be taken to ensure all students have been accounted for by the Teacher-in-charge and Supervisors.