

CHECKLIST FOR EXCURSION MANAGEMENT PLAN: THE NEXT STEP YEAR 6 CONFERENCE 14 SEPTEMBER 2017

PURPOSE OF THE EXCURSION

The conference is to support the students in transitioning to high school and the various changes that accompany that. There will be a focus on making good choices in all areas of life, such as health and well-being, education, financial management, and social interaction.

1. ASSESS THE RISKS

1.1 Assess the environment

The conference will be held at the Karratha Leisureplex. Various areas around the complex will be utilised for workshops and as well as the main oval area attached to KSHS. The venue is suitable for the event. Students will be supervised at all times.

1.2 Assess transport arrangements

Students will be transported to and from the venue by Fortescue Bus Company. This will be arranged by the event coordinator Bella Gordon.

1.3 Assess the students' capacity

Excursion activities are suitable for the students' capacity. Provision will be made for any student with special needs. Individual schools will inform the organiser of any special needs or dietary requirements. Up to date information regarding student health care maintenance and/or intensive health care needs will be obtained and managed by individual schools.

1.4 Assess the capabilities of the 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. A first aid kit will be carried by the organiser; staff from each school will take responsibility for their students, but all staff will assume duty of care for all students.
- monitor weather and environmental conditions before and during activities
- monitor the physical well being of the students

1.5 Assess the involvement external providers

Competence of external providers is established.

Speakers attending who are not Department of Education employees will be required to complete a confidential declaration. Staff from the primary schools will be present at all sessions.

Staff responsibilities of the school and venue have been established.

External providers hold the appropriate level of public liability insurance.

2. ESTABLISH SUPERVISION STRATEGIES

Supervision strategies have been established.

Each school will send adequate staff to cover their student quota and will be responsible for their own group made up of students from all schools. All staff present will provide general supervision and duty of care to all students.

3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Systems for identifying excursion participants have been established.

Students will wear their school uniforms and will have a name badge.

4. PROVIDE INFORMATION AND SEEK CONSENT

Parents/guardians of student participants will be provided with full details of the excursion.

Student participation is subject to receipt of the signed consent form.

5. DEVELOP COMMUNICATION STRATEGIES

Appropriate methods of communication, including emergency signals, have been developed.

Emergency exits and signals will be discussed at the beginning of the event. Communication signals (hand up for general use, whistle for emergency) will be established at the beginning of the event.

In the event of an emergency, the Karratha Senior High School Emergency Management Plan will be followed under the direction of KSHS staff.

Telephone contact can be made through Karratha Senior High School on 08 9187 8000 with first contact Bella Gordon – event coordinator.

6. COMPLETE EMERGENCY RESPONSE PLANNING

An appropriate emergency response plan has been developed or obtained. The staff member from each school will have a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

7. BRIEF STUDENTS AND SUPERVISORS

Students and supervisors will be fully briefed on responsibilities and obligations at a school level prior to the excursion. Written documentation will be forwarded to all supervisors.

At the start of the conference, general housekeeping time will be used to address emergency actions and responsibilities of students.

8. RETAIN EXCURSION RECORDS

Relevant excursion details will be retained at individual schools. A copy will be held with KSHS for the event.

9. GAIN APPROVALS

Appropriate approvals will be gained by individual schools.

<p>Teacher-in-charge _____ Date _____ <i>Event organiser, Bella Gordon</i></p>
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<p><i>I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this excursion.</i></p>

<p>Principal _____ Date _____</p>



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Dear Parents / Caregivers,

Year 6 students from all local primary schools are invited to attend The Next Step Year 6 Conference 2017. This is a conference focussing on the changes that students will face as they transition from primary school to high school, and will involve a range of speakers and activities. The event is being organised as part of the Year Network initiative, which is sponsored by the Woodside operated North West Shelf Project – Karratha Education Initiative.

DATE Thursday 14th September 2017

WHAT TO BRING Due to the sponsorship, there is no cost to students. Transport and lunch will be provided. Students need to bring a water bottle and hat. Students are required to wear their school uniform.

LOCATION Karratha Leisureplex, Dampier Road Karratha

TRANSPORT Students will be transported in buses to and from the venue from their school.

ITINERARY Arrive at Karratha Leisureplex at 08:45am; leave to return to school at 1.45pm.

STUDENT CONTACT ARRANGEMENTS DURING EXCURSION

If you need to contact your child during the excursion, please phone Karratha Senior High School on 9187 8000.

SUPERVISION Each participating school will provide supervision during the conference.

STAFF ACTION IN CASE OF ACCIDENT OR ILLNESS ON THE EXCURSION

The staff will follow the procedures of Karratha Senior High School in the case of an emergency. Medical assistance will be accessed for your child if necessary.

MEDIA Students will be photographed throughout the day, for school newsletters, media articles and acknowledgement of sponsorship. If you have objections to this, please indicate on the consent form.

Please complete the attached consent and health care forms, and return them to the school by **Friday 1 September 2017**. If you have any queries, please do not hesitate to contact me.

Yours truly,

Jennifer McMahon

Principal

North West Shelf Venture



25 years of world class energy



Excursions: Off School Site Services

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education and Training employees.

PARENT/GUARDIAN CONSENT FORM

CONSENT FORM FOR THE NEXT STEP YEAR 6 CONFERENCE TO BE SIGNED AND RETURNED TO THE SCHOOL BY FRIDAY 1 SEPTEMBER 2017.

Contact Information

 Home:	 Work:	 Mobile:
Other:		
<p>I have read and understood the information regarding The Next Step Conference to be held Thursday 14 September 2017 at Karratha Leisureplex hosted by Karratha Senior High School and give my consent for my son/daughter _____ to attend.</p> <p>I give permission for my child to be in photos and videos. Yes / No (<i>please circle</i>)</p> <p>I give permission for my child to be interviewed and recorded by Media. Yes / No (<i>please circle</i>)</p> <p>As lunch is provided, please tick below with your child's preference.</p> <p><input type="radio"/> Chicken & Salad <input type="radio"/> Ham & Cheese <input type="radio"/> Will provide own</p> <p>Please add information if your child has any dietary needs/ restrictions:</p>		
<p>Signature of parent/guardian: _____ Date _____</p>		

NOTE:

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Parents/guardians should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent.

The school camp/excursions insurance policy applies for approved camps/excursions involving an overnight stay. The policy covers students to a maximum of \$10,000 for medical and ancillary expenses where Medicare or private health insurance does not cover these costs.

Parents are required to inform the organisers well before the scheduled excursion departure of any change to their child's health and fitness so that appropriate supervision may be arranged. Where it is considered necessary, school staff will arrange medical assessment and treatment for students.

Excursions: Off School Site Activities

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STUDENT HEALTH FORM

STRICTLY CONFIDENTIAL

This information, that is required for each student participating on the excursion, will assist the school and supervising teachers in the preparation and planning of an excursion.

STUDENT DETAILS

Student's name: _____

Date of birth: _____

Parent/guardian's full name: _____

Address: _____

Postcode: _____

Telephone no. – home: _____

– work: _____

– mobile: _____

Name of family doctor: _____

Telephone no: _____

Medical details

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the excursion

Yes

No

If "yes", please give details:

Is your child allergic to:

Penicillin

(Please give details)

Any other drug

Any food

Other

Date of last tetanus vaccination: _____

Medication

Parents/guardians are requested to make arrangements with the teacher-in-charge for the safekeeping and handling of prescribed medications prior to the excursion.

Is your child presently taking tablets and/or other forms of prescribed medication?

Yes

No

Does your child self-administer the medication?

Yes

No

If "yes", state name of medication, dosage and frequency of use:

Does your child have a current Health Care Authorisation Plan at school?

Yes

No

Other information

Please provide any other information about your child which will enable the organisers of the excursion to provide better care for your child.