


Last Edited: May 2021	 EXCURSION MANAGEMENT PLAN STATE TEAM EXPERIENCE		
SSWA Team:	AFL 12s BOYS		
Excursion to:	South West Tour (Busselton and Bunbury)	No. of students attending	23
Departure date and time:	Sunday 25 th July 2.00pm	Is any activity in the excursion water-based?	Yes/No
Return date: and time:	Friday 30 th July, 2.00pm		
Excursion leader:	Alex McLennan		
Documents attached:	Names, addresses (home and away) and contact details of students, supervisors and emergency contact	<input checked="" type="checkbox"/>	
	Up-to-date student health care plans and information	<input checked="" type="checkbox"/>	
	Parent/Carer/Guardian consent forms	<input checked="" type="checkbox"/>	
	Detailed itinerary and accommodation details	<input checked="" type="checkbox"/>	
	Copy of insurance certificate(s)	<input checked="" type="checkbox"/>	
	Additional documents (please list) <i>All documents are held by SSWA.</i>		
Educational purpose of excursion The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-10 Western Australian Curriculum and/or senior secondary WACE courses / programs.			
Details: The event is an extension of the school sport program allowing selected students an opportunity to compete at an elite level. Included in the program is an educational experience where students can appreciate part of the local history and culture.			

Educational benefit of excursion

The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done in the classroom/school environment.



Details:

As a result of this excursion it is expected that students will develop:

- Skills and understanding necessary for them to compete at the next level
- Leadership skills that enable them to participate in a team environment
- Awareness of social and cultural differences

Venue/site for the excursion

The venue or site for the excursion is suitable for the student group.



Details:

Busselton

Bunbury

Training Venues – Busselton / Bunbury TBC

Busselton Jetty

Dunsborough Caves

Risk assessment

The risk management plan covers proposed alternative arrangements in circumstances where part of the excursion or any activities scheduled for the excursion are unable to proceed.



Details:

The risk assessment considers and documents:

- the number of students, their age range, and the students' experience, capacity and behaviour;
- the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;
- the method of transport to the excursion venue and all activities;
- issues that might arise due to the length of time of the excursion and/or possible weather events;
- additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with *Outdoor Education and Recreation Activities for Public Schools Policy (2019)*;
- additional risks and supervisory requirements associated with land-based recreational activities;
- any medical or behavioural conditions that need to be managed; and
- any special clothing or required items that should be taken on the excursion by students and supervisors.

Approvals

All approvals as required, and from principals of any other schools attended by participating students, have been obtained. (Forms attached)



Details:

See Team Acceptance Form (TAF)

Students' capacity

Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information and as attested to by the principal of any other participating school.



Details:

Team members have been selected as sporting representatives according to the published team selection policy, their skill level and attitude, and have been identified as the best students available to represent the State. Information relating to the team member's health is required from parents. Students' fitness and health is monitored throughout training and competition and if there are any concerns, medical attention is sought.

DAY	DATE	ACTIVITY
1	Sun 25 July	Travel to Busselton
2	Mon 26 July	Training session and/or Match plus Excursion
	Tues 27 July	School clinic (Dunsborough PS) plus Match
3	Wed 28 July	Drive to Bunbury plus a Match
4	Thu 29 July	Match plus Excursion
5	Fri 30 July	Return to Perth

Supervisory team

An appropriately qualified supervisor, a suitable supervisory team, supervision strategies and a system for identifying excursion participants, have been established.

Supervision strategies have been established with the supervisory team.

Systems for identifying excursion participants have been established.



Details:

The supervisory team has been appointed because of their expertise in their particular sport as well as being familiar with Department of Education and SSWA rules and guidelines for a touring team. All Team Officials who are teachers are registered with the TRB with WWCCs. Officials who are not teachers have a WWCC. Officials are made aware that they are required to be on duty for the duration of the excursion. For Swimming and Diving, appropriate recognised qualifications are held as described in the Recreation and Outdoor Ed Activities in Public School Procedures. Gender balance is taken into account when appointing officials.

Position	First Name	Surname	Email	Number
Asst Coach	Sam	Cavicchio	Samuel.Cavicchio@education.wa.edu.au	0417 952 637
Tour Leader	Alex	McLennan	Alex.McLennan@education.wa.edu.au	0438 937 078
Coach	Michael	Barton	mbarton@stmarks.wa.edu.au	0438 117 260
Manager	Matt	Baseden	Matt.Baseden@education.wa.edu.au	0431 296 853
Physiotherapist	Thomas	Lowndes	thomas@empowerphysio.com.au	0413 779 423

Communication strategy

An appropriate communication strategy has been established and communicated to all those attending the excursion.

Details:

Team members will have contact numbers for all coaches and managers Throughout the tour, daily meetings will occur to communicate details of the day activities. Officials will have regular meetings to discuss issues and plan events. Officials will be contactable through mobile phones.

Briefing students and supervisors

All relevant information about respective responsibilities and obligations has been communicated to students and supervisors. The excursion leader has confirmed, in writing, during the consent seeking process, that parents/carers/guardians are fully aware of all supervisory arrangements throughout the excursion.

Details:

SSWA conducts a formal coach/manager's meeting to communicate policy, rules and guidelines for involvement in the program.

All officials are presented with copies of the appropriate documentation and information is available on the SSWA website.

Team members are provided with a Players Information Booklet that explains expectations and responsibilities for involvement in the tour.

Transport arrangements

Arrangements have been made for the safe transport of excursion participants. All travel arrangements have been made in adherence to the Official Travel Policy.

Details:

Team members may be transported during the experience using hire vehicles driven by the team officials who have the appropriate driver's license to operate the vehicle. Details regarding transport arrangements are indicated to parents. If a student needs to leave the excursion due to injury or any other reason, parental approval for any arrangements will be sought. Full travel Insurance is sourced for teams that travel to regional areas for the duration of the excursion.

<p>Intrastate air travel A record of intrastate air travel has been kept.</p>	<input type="checkbox"/>
<p>Details: N/A</p>	
<p>Accommodation Safe and secure accommodation arrangements have been made.</p>	<input checked="" type="checkbox"/>
<p>Details: Busselton Accommodation - TBC Bunbury Accommodation - TBC</p>	
<p>Students who are billeted Host families have completed an <i>Undertaking to Provide a Billet</i> form. Risk management processes are in place for students who are billeted. Records are kept including name, address, contacts of homesteads use on billet, which may be requested on notice.</p>	<input type="checkbox"/>
<p>Details: SSWA policy does not allow billeting of students.</p>	
<p>Emergency response planning An emergency response plan (including full contact details for supervising staff) has been developed, provided to and retained by the principal of the school.</p>	<input checked="" type="checkbox"/>
<p>Details: SSWA retains copies of all tour documentation. Officials have copies of relevant medical and contact information for team members. Officials will ascertain and apply the emergency response plan of the venues. In the case of an accident or medical emergency officials will assess the situation. Where appropriate parents will be contacted for instruction. If an accident or emergency is deemed of a serious nature, officials will arrange medical assessment and treatment and contact parents as soon as possible.</p>	
<p>There are clear procedures to be followed in the event a student's participation in the excursion is terminated.</p>	<input checked="" type="checkbox"/>
<p>Working with children checks There is a valid WWCC for each supervisor/adult travelling on the excursion, where required.</p>	<input checked="" type="checkbox"/>
<p>Detailed cost of excursion The excursion has been properly costed, with details of staff costs including expenses and</p>	<input checked="" type="checkbox"/>

teacher relief.
The excursion has been properly costed.
Parents/carers/guardians have been informed of all fundraising provisions.
Parents/carers/guardians have been informed that any fundraising monies will remain with the school in case of cancellation.

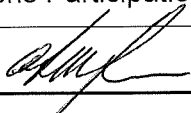
Anticipated cost of staff participation = \$2000

Expenses: _____

Teacher relief: _____

Other: _____

Waivers No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.	<input checked="" type="checkbox"/>
External providers Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established. All documents have been sighted and attached.	<input checked="" type="checkbox"/>
Details: SSWA officials will retain responsibility for health care. All venues on the formal itinerary have been assessed as suitable by SSWA. Any venues visited on a spontaneous basis (such as shopping centres, tourist venues, restaurants etc.) will be assessed by tour officials when attending such venues.	

All documents have been retained and appropriately stored.	<input checked="" type="checkbox"/>
Information to parents/carers/guardians for their consent to participate	
Parents/carers/guardians have been provided with full details of the excursion and have provided signed, and informed consent to participate.	<input checked="" type="checkbox"/>
Students who are over 18 years of age have been provided with full details of the excursion and have signed an Excursions Participation Agreement, (if applicable).	<input type="checkbox"/>
Authorised Excursion Leader _____  _____	Date <u>27/5/21</u>
I confirm that all sections of the <i>Proposal for Local Area Excursions with Overnight Stay Including Camps</i> have been completed in accordance with the <i>Excursions in Public School Procedures</i> and <i>Local Area Excursions with Overnight Stay Including Camps Planning and Risk mitigation document</i> .	
Principal _____	Date _____