



EXCURSION MANAGEMENT PLAN

Last Edited:
4/06/2025

SSWA is contracted by the Department of Education through a Grant Agreement to provide sport experiences and opportunities for all students in WA schools.

The Grant Agreement with the Department of Education requires SSWA to:

- Maintain appropriate insurances in relation to the provision of the service
- Ensure that compulsory criminal record checks have been completed on all volunteers and employees
- Conduct off school site activities in accordance with the DoE *Excursions in Public Schools Procedures*

SSWA Team	Hockey 15's	
Excursions to:	Canberra, ACT	
No of Students	32	
Water based activities	No	
Departure Date	Saturday 2 nd August 2025	
Return Date:	Saturday 9 th August 2025	
Tour Leader	Robyn Newman	
Documents Held by SSWA	Names, addresses (home and away) and contact details of students, supervisors and emergency contact	☒
	Up-to-date student health care plans and information	☒
	Parent/Carer/Guardian consent forms [Team Acceptance Form]	☒
	Detailed itinerary and accommodation details [see below]	☒
	Copy of insurance certificate(s)	☒

1. 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.

2. 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

3. Venue/site for the excursion

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



Details:

	Name of Venue	Address	Phone No
Event Venues			

4. 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.



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.					
5. Approvals All approvals as required, and from principals of any other schools attended by participating students, have been obtained.					☒
Details: All approval forms are held by SSWA					
6. Students' capacity Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information.					☒
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.					
7. 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. Each state team will have a minimum of one adult to ten team members. Larger teams may be allocated additional officials. A minimum of three officials travel with each team. Mixed gender teams will have mixed gender supervision. Students will generally be under the direct supervision of team officials. However, there may be occasions such as visiting a shopping centre or in accommodation settings where this may not be possible. On such occasions specific strategies including remaining in small groups, mobile phone contact, check points and room checks will be implemented.					
	Position	First	Surname	Email	Number
1	Tour Leader	Robyn	Newman	robyn.newman@education.wa.edu.au	
2	Boys Coach	Andrew	Blee	andrew.blee@education.wa.edu.au	0415 918 315
3	Boys Manager	lisa	Blee	lisa.blee@education.wa.edu.au	0419 969 857
4	Girls Coach	Joanne	Sgro	Joanne.sgro@education.wa.edu.au	0417 935 296
5	Girls Manager	Jenny	Pendlebury	jennifer.pendlebury@education.wa.edu.au	0415 695 540
8. Communication strategy An appropriate communication strategy has been established and communicated to all those attending the excursion					☒
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.					
9. 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.					☒
10. 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: Home Championship. Transport not required					
11. Intrastate air travel A record of intrastate air travel has been kept.					☒
Not applicable					
12. Accommodation Safe and secure accommodation arrangements have been made. Home Championship – all students will be staying in their own homes.					☒
13. 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.	
SSWA policy does not allow billeting of students.	
14. 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.	☒
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.	
15. There are clear procedures to be followed in the event a student's participation in the excursion is terminated.	☒
16. Working with children checks There is a valid WWCC for each supervisor/adult travelling on the excursion, where required.	☒
17. Detailed cost of excursion The excursion has been properly costed, with details of staff costs including expenses and teacher relief. <i>The excursion has been properly costed.</i> <i>Parents/carers/guardians have been informed of all fundraising provisions.</i>	☒
18. Anticipated cost of staff participation All staff expenses including Teacher Relief are covered by School Sport WA	
19. Insurance cover Travel insurance for students has been arranged through School Sport WA and information has been provided to parents/carers/guardians. All documents have been retained and appropriately stored.	
Details: SSWA has a standard insurance policy to cover all participants in their State Teams	
20. Waivers <i>No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.</i>	☒
21. 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 available on the SSWA website.	☒
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.	
22. All documents have been retained and appropriately stored.	☒
23. 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. Information provided to parents is available at www.schoolsportwa.com.au . A formal parent information meeting is conducted prior to final team confirmation. A team Presentation Evening is also conducted to provide last minute information. Parents of team members have been provided with full details of the tour, including travel arrangements, itinerary, contact details and medical coverage. Parents have given signed written permission for the student to attend as well as insurance information relating to their child.	☒
24. Students who are over 18 years of age have been provided with full details of the excursion and have signed an Excursions Participation Agreement, <i>(if applicable)</i> .	☒

Tour / Competition Schedule

DAY	DATE	ACTIVITY
1	Saturday 2 nd August	Teams Arrive Pre-Championship Meeting Official Opening Ceremony Official Hub Opening and food and entertainment
2	Sunday 3 rd August	Day 1 Competition
3	Monday 4 th August	Day 2 Competition Combined Officials Professional Development and Recognition Event
4	Tuesday 5 th August	Day 3 Competition Combined Championship Team Experience Hub Fiesta
5	Wednesday 6 th August	Rest Day
6	Thursday 7 th August	Day 5 Competition
7	Friday 8 th August	Day 6 Competition Post Championship Meeting
8	Saturday 9 th August	Day 7 Competition (Finals) Closing Ceremony All Australian Photos Teams depart