

#### **EXCURSION MANAGEMENT PLAN**

Last Edited: 22/01/2024

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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	Netball 15's	
Excursions to:	Gold Coast, Qld	
No of Students	12	
Water based activities	NA	
Departure Date	Friday 26 July 2024	
Return Date:	Saturday 3 August 2024	
Tour Leader	Carrie Harris	
	Names, addresses (home and away) and contact details of students, supervisors and emergency contact	$\square$
Decuments Held by SSWA	Up-to-date student health care plans and information	
Documents Held by SSWA	Parent/Carer/Guardian consent forms [Team Acceptance Form]	
	Detailed itinerary and accommodation details [see below]	V
	Copy of insurance certificate(s)	V

1	Educational	nurnose 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

supervisors.

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

Details:

	Name of Venue	Address	Phone No
	Gold Coast Sport and Leisure Centre	296 Nerang Boraodbeach Rd, Carrara	(07) 5581 1548
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

e risk	assessment considers and documents:
	the number of students, their age range, and the students' experience, capacity and behaviour;
Ц	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

5. A						
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					
	Students' capa		ficia by COVIA			
Par	Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information.					V
Det	ails: Team mei	mbers have I		as sporting representatives according to the pub		
				and have been identified as the best students av		
				e team member's health is required from parents ining and competition and if there are any conce		
	ntion is sought		inoughout ita	and competition and it there are any conce	orrio, modicai	
7. 8	Supervisory To	eam				$\overline{\mathbf{V}}$
				ple supervisory team, supervision strategies and		
				en established. Supervision strategies have beens for identifying excursion participants have be		
	ablished.	ic supervisor	y team. Cyster	ns for identifying execusion participants have be		
				inted because of their expertise in their particula		
				and SSWA rules and guidelines for a touring		
				h the TRB with WWCCs. Officials who are not are required to be on duty for the duration of th		
				ed qualifications are held as described in the		
				edures. Gender balance is taken into account		
offic	cials.					_
				e adult to ten team members. Larger teams r		
	der supervisio		of three official	als travel with each team. Mixed gender teams	s will nave mi	xea
_			r the direct sup	pervision of team officials. However, there may be	e occasions s	uch
as v	isiting a shopp	ing centre o	in accommod	ation settings where this may not be possible. Or	n such occasi	ions
			maining in sma	all groups, mobile phone contact, check points a	and room che	ecks
Will	be implemente	ed.				
	Position	First	Surname	Email	Number	
1	Tour Leader				rtumbo.	
11.		Carrie .	l Harris	Carrie harris30@outlook.com	0475 635 47	R I
2		Carrie Brianna	Harris Murray	Carrie.harris30@outlook.com  Brianna harber@education wa edu au	0475 635 478	
2	Coach	Brianna	Murray	Brianna.barber@education.wa.edu.au	0430 104 87	3
4	Coach Ass/Coach	Brianna Reechelle	Murray Guadagnino	Brianna.barber@education.wa.edu.au  Reechelle.guadagnino@educationwa.edu.au		3
4 5	Coach Ass/Coach Sp/Trainer	Brianna Reechelle Suzi	Murray	Brianna.barber@education.wa.edu.au	0430 104 87	3
4 5 <b>8. 0</b>	Coach Ass/Coach Sp/Trainer Communicatio	Brianna Reechelle Suzi n strategy	Murray Guadagnino Giblett	Brianna.barber@education.wa.edu.au  Reechelle.guadagnino@educationwa.edu.au  Suzi.giblett@education.wa.edu.au	0430 104 873 0404 168 120	3
4 5 <b>8. 0</b> An	Coach Ass/Coach Sp/Trainer Communicatio	Brianna Reechelle Suzi n strategy	Murray Guadagnino Giblett	Brianna.barber@education.wa.edu.au  Reechelle.guadagnino@educationwa.edu.au	0430 104 873 0404 168 120	3
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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.	nto
In the case of an accident or medical emergency officials will assess the situation. Where appropriate parer	
will be contacted for instruction. If an accident or emergency is deemed of a serious nature, officials will arrange and the street and contact paragraph as a serious nature.	ige
medical assessment and treatment and contact parents as soon as possible.	
terminated.	$\overline{\mathbf{A}}$
	V
There is a valid WWCC for each supervisor/adult travelling on the excursion, where required.  17. Detailed cost of excursion	.7í
The excursion has been properly costed, with details of staff costs including expenses and teacher relief.	
The excursion has been properly costed.	
Parents/carers/guardians have been informed of all fundraising provisions.	
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	
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appropriately stored.	
Details: SSWA has a standard insurance policy to cover all participants in their State Teams  20. Waivers	$\overline{\square}$
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No waivers have been or will be signed, that absolve venues/external providers from liability for negligent	
acts or omissions.  21. External providers	$\overline{\mathbf{A}}$
	V
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	200
assessed as suitable by SSWA. Any venues visited on a spontaneous basis (such as shopping centres, tour	
	1151
venues, restaurants etc.) will be assessed by tour officials when attending such venues.	$\overline{\square}$
	V
23. Information to parents/carers/guardians for their consent to participate	
	$\square$
and informed consent to participate.	
Information provided to parents is available at <a href="https://www.schoolsportwa.com.au">www.schoolsportwa.com.au</a> .	
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.	
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signed an Excursions Participation Agreement, (if applicable).	

# **Competition Schedule**

DAY	DATE	ACTIVITY
1	Saturday 27 July	Teams Arrive Pre-Championship Meeting Combined Opening Ceremony Official Hub Opening food and entertainment
2	Sunday 28 July	Day 1 of Competition
3	Monday 29 July	Day 2 of Competition  Combined Officials Professional Development & Recognition Event
4	Tuesday 30 July	Day 3 of Competition  Combined Championship Team Experience  Hub Fiesta
5	Wednesday 31 July	Day 4 of Competition
6	Thursday 1 August	Day 5 of Competition  Post Championship Meeting
7	Friday 2 August	Day 6 of Competition (Finals)  Closing Ceremony  All Australian Photos  Teams Depart