

EXCURSION MANAGEMENT PLAN

Last Edited: 07/02/25

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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	Pizzey Cup Tennis	
Excursions to:	Bendigo, VIC	
No of Students	16	
Water based activities	Yes	
Departure Date	Friday 2 May 202	
Return Date:	Sunday 11 May 2025	
Tour Leader	Andrea Rundle	
	Names, addresses (home and away) and contact details of students, supervisors and emergency contact	Ø
Decuments Hold by SSWA	Up-to-date student health care plans and information	
Documents Held by SSWA	Parent/Carer/Guardian consent forms [Team Acceptance Form]	V
	Detailed itinerary and accommodation details [see below]	V
	Copy of insurance certificate(s)	V

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
	Bendigo Regional Tennis Centre	21-26 Nolan Street, Bendigo, VIC, 3550	(03) 5442 5744
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;
ш	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							
	• •						Ø
	have been obtained.						
	ils: All approv		are held by	/ SSWA			1
	udents' capa		. 41	:			
	Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information.						V
				elected as sport	ting representatives according to the pu	ublished team	
selec	tion policy, th	neir skill l	evel and at	titude, and have	e been identified as the best students a	vailable to	
					member's health is required from parer		
	ss and nealth tion is sought		orea throug	nout training ar	nd competition and if there are any con	cerns, medica	I
	pervisory Te						$\overline{\mathbf{V}}$
An ap	opropriately q	qualified s			ervisory team, supervision strategies ar		
					blished. Supervision strategies have be		
	olished with th olished.	ne super\	visory team	. Systems for ic	dentifying excursion participants have b	een	
		visorv te	am has bee	en appointed be	ecause of their expertise in their particu	lar sport as we	ll as
					SWA rules and guidelines for a tourir		
					RB with WWCCs. Officials who are no		
					uired to be on duty for the duration of		
					lifications are held as described in the Gender balance is taken into account		
officia		11100 111 1	abile colle	or r roocaares.	Center Balance is taken into decoding	t which appoin	itiiig
					to ten team members. Larger teams		
			num of thre	ee officials trav	el with each team. Mixed gender tean	ns will have m	ixed
	er supervision		ınder the di	rect supervision	of team officials. However, there may	he occasions	such
		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							ions
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13. Students who are billeted	V		
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	$\overline{\mathbf{A}}$		
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 pare			
will be contacted for instruction. If an accident or emergency is deemed of a serious nature, officials will arrange to the contacted for instruction.	nge		
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	V		
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			
appropriately stored.			
Details: SSWA has a standard insurance policy to cover all participants in their State Teams	1		
20. Waivers	v		
No waivers have been or will be signed, that absolve venues/external providers from liability for negligent			
acts or omissions.	V		
21. External providers	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.			
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Details: SSWA officials will retain responsibility for health care. All venues on the formal itinerary have be			
assessed as suitable by SSWA. Any venues visited on a spontaneous basis (such as shopping centres, tou venues, restaurants etc.) will be assessed by tour officials when attending such venues.	11151		
	V		
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,	Ø		
and informed consent to participate.	V		
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	$\overline{\mathbf{Q}}$		
signed an Excursions Participation Agreement, (if applicable).			
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Tour / Competition Schedule

DAY	DATE	ACTIVITY
1	Sat 3 May	Teams Arrive, Pre-Championship Meeting, Opening Ceremony,
2	Sun 4 May	Day 1 Competition
3	Mon 5 May	Day 2 Competition
4	Tues 6 May	Day 3 Competition
5	Wed 7 May	Day 4 Competition, WA Team Experience (TBC)
6	Thurs 8 May	Day 5 Competition, Players/Coaches/Managers Social Night
7	Fri 9 May	Day 6 Competition, Post Championship Meeting
8	Sat 10 May	Day 7 Competition, Closing Ceremony, Teams Depart