



## EXCURSION MANAGEMENT PLAN

Last Edited:  
07/02/25

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*

<b>SSWA Team</b>	Pizzey Cup Tennis	
<b>Excursions to:</b>	Bendigo, VIC	
<b>No of Students</b>	16	
<b>Water based activities</b>	Yes	
<b>Departure Date</b>	Friday 2 May 2025	
<b>Return Date:</b>	Sunday 11 May 2025	
<b>Tour Leader</b>	Andrea Rundle	
<b>Documents Held by SSWA</b>	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 [Team Acceptance Form]	<input checked="" type="checkbox"/>
	Detailed itinerary and accommodation details [see below]	<input checked="" type="checkbox"/>
	Copy of insurance certificate(s)	<input checked="" type="checkbox"/>

<b>1. Educational purpose of excursion</b>	<input checked="" type="checkbox"/>																	
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.																		
<b>2. Educational benefit of excursion</b>	<input checked="" type="checkbox"/>																	
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: <ul style="list-style-type: none"> <li>• Skills and understanding necessary for them to compete at the next level</li> <li>• Leadership skills that enable them to participate in a team environment</li> <li>• Awareness of social and cultural differences</li> </ul>																		
<b>3. Venue/site for the excursion</b>	<input checked="" type="checkbox"/>																	
The venue or site for the excursion is suitable for the student group																		
Details:																		
	<table border="1"> <thead> <tr> <th></th> <th>Name of Venue</th> <th>Address</th> <th>Phone No</th> </tr> </thead> <tbody> <tr> <td rowspan="4"><b>Event Venues</b></td> <td>Bendigo Regional Tennis Centre</td> <td>21-26 Nolan Street, Bendigo, VIC, 3550</td> <td>(03) 5442 5744</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name of Venue	Address	Phone No	<b>Event Venues</b>	Bendigo Regional Tennis Centre	21-26 Nolan Street, Bendigo, VIC, 3550	(03) 5442 5744									
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<b>4. Risk Assessment</b>	<input checked="" type="checkbox"/>																	
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.																		
<b>The risk assessment considers and documents:</b>																		
<ul style="list-style-type: none"> <li><input type="checkbox"/> the number of students, their age range, and the students' experience, capacity and behaviour;</li> <li><input type="checkbox"/> the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;</li> <li><input type="checkbox"/> the method of transport to the excursion venue and all activities;</li> <li><input type="checkbox"/> issues that might arise due to the length of time of the excursion and/or possible weather events;</li> <li><input type="checkbox"/> additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with <i>Outdoor Education and Recreation Activities for Public Schools Policy (2019)</i>;</li> <li><input type="checkbox"/> additional risks and supervisory requirements associated with land-based recreational activities;</li> </ul>																		

<input type="checkbox"/> any medical or behavioural conditions that need to be managed; and <input type="checkbox"/> any special clothing or required items that should be taken on the excursion by students and supervisors.																									
<b>5. Approvals</b> All approvals as required, and from principals of any other schools attended by participating students, have been obtained.	<input checked="" type="checkbox"/>																								
Details: All approval forms are held by SSWA																									
<b>6. Students' capacity</b> Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information.	<input checked="" type="checkbox"/>																								
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.																									
<b>7. Supervisory Team</b> 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.	<input checked="" type="checkbox"/>																								
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.																									
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<b>8. Communication strategy</b> An appropriate communication strategy has been established and communicated to all those attending the excursion	<input checked="" type="checkbox"/>																								
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.																									
<b>9. Briefing students and supervisors</b> 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.	<input checked="" type="checkbox"/>																								
<b>10. Transport arrangements</b> Arrangements have been made for the safe transport of excursion participants. All travel arrangements have been made in adherence to the Official Travel Policy.	<input checked="" type="checkbox"/>																								
Details: Team members will 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 experience 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.																									
<b>11. Interstate air travel</b> A record of interstate air travel has been kept.	<input checked="" type="checkbox"/>																								
All travel arrangements have been made in adherence to the official travel policy.																									
<b>12. Accommodation</b> Safe and secure accommodation arrangements have been made.	<input checked="" type="checkbox"/>																								

<p><b>13. Students who are billeted</b>  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 checked="" type="checkbox"/>
SSWA policy does not allow billeting of students.	
<p><b>14. Emergency response planning</b>  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><b>15.</b> 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><b>16. Working with children checks</b>  There is a valid WWCC for each supervisor/adult travelling on the excursion, where required.</p>	<input checked="" type="checkbox"/>
<p><b>17. Detailed cost of excursion</b>  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></p>	<input checked="" type="checkbox"/>
<p><b>18. Anticipated cost of staff participation</b>  All staff expenses including Teacher Relief are covered by School Sport WA</p>	
<p><b>19. Insurance cover</b>  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.</p>	
<p>Details: SSWA has a standard insurance policy to cover all participants in their State Teams</p>	
<p><b>20. Waivers</b>  <i>No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.</i></p>	<input checked="" type="checkbox"/>
<p><b>21. External providers</b>  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.</p>	<input checked="" type="checkbox"/>
<p>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.</p>	
<p><b>22.</b> All documents have been retained and appropriately stored.</p>	<input checked="" type="checkbox"/>
<p><b>23. Information to parents/carers/guardians for their consent to participate</b></p>	
<p>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 <a href="http://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.</p>	<input checked="" type="checkbox"/>
<p><b>24.</b> 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>.</p>	<input checked="" type="checkbox"/>

## 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