



Department of
Education

Recreation and Outdoor Education Activities for Public Schools Procedures

Effective date: 1 January 2021

Version: 2.4

Last update date: 9 June 2023

These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

Table of contents

1. Policy supported	3
2. Scope	3
3. Procedures	3
3.1 Implementation	3
3.2 All recreation and outdoor education activities	3
4. Definitions	6
5. Related documents	11
6. Contact information	14
7. History of changes	14
8. Appendices	17
9. More information	18
Procedure review date	18
Procedure last updated	18

These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

1. Policy supported

Duty of Care for Public School Students Policy

2. Scope

These Procedures apply to all Department site managers and to Department employees in public schools who have been nominated to take charge of a recreation and/or outdoor education activity.

3. Procedures

3.1 Implementation

The Department site manager must confirm that all the requirements in the 2021 Recreation and Outdoor Education Activities for Public School Procedures are implemented on 1 January 2021

3.2 All recreation and outdoor education activities

The Department site manager must:

- nominate a Department employee to take charge of any recreation and/or outdoor education activities undertaken by students;
- endorse the required Proposal for Excursion form (Excursions in Public Schools Procedures, staff only) if the recreation or outdoor education activity is held off the school site;
- before endorsing a recreation or outdoor education activity, confirm that:
 - it has a clear educational purpose;
 - high risk activities and locations with potential environmental or safety risks have not been included;
 - all recreation and outdoor activities comply with Appendix A: General Requirements

for all and recreation and outdoor education activities; and

- all relevant activity specific documents have been addressed:
 - Abseiling and Climbing
 - Bushwalking
 - Camping
 - Caving
 - Cycling, Cycle Touring and Mountain Biking
 - Horse Riding
 - Orienteering, Rogaining and Navigation
 - Paddling
 - Power Boating
 - Ropes Courses and Bouldering
 - Sailing and Sail Boarding
 - Scuba Diving
 - Snorkelling
 - Surf Riding
 - Swimming and Water Based Activities

The nominated Department teacher-in-charge must:

- plan and conduct recreation and outdoor education activities in accordance with Appendix A: General Requirements for all and recreation and outdoor education activities and the requirements contained in the following activity specific documents:
 - Abseiling and Climbing
 - Bushwalking
 - Camping
 - Caving
 - Cycling, Cycle Touring and Mountain Biking
 - Horse Riding
 - Orienteering, Rogaining and Navigation

- [Paddling](#)
 - [Power Boating](#)
 - [Ropes Courses and Bouldering](#)
 - [Sailing and Sail Boarding](#)
 - [Scuba Diving](#)
 - [Snorkelling](#)
 - [Surf Riding](#)
 - [Swimming and Water Based Activities](#)
- complete a Proposal for Excursion form ([Excursions in Public Schools Procedures, staff only](#)) where the recreation or outdoor activity is held off the school site, and submit to their site manager for endorsement; and
 - confirm that an appropriate duty of care, including the provision of adequate supervision, is provided to students who are not engaged in activities.

Guidance

Recreation and outdoor education activities conducted off the school site are classified as an excursion.

Examples of prohibited high risk activities include, but are not limited to, bungee jumping, sky diving, para/hang gliding and shooting. For onsite and offsite recreation and outdoor education activities not addressed specifically in these procedures, schools should develop a Risk Management Plan and Emergency Response Plan (see [A.14](#) and [Appendix B: Risk Management Plan](#) and [Appendix C: Emergency Response Plan](#)). Activities should have a curriculum purpose. If you are unsure about the nature of the activity, please contact Curriculum Support on 9402 6128.

Examples of potential environmental or safety risks include, but are not limited to: lightning flashes or strikes; storms; if strong or severe winds or waves are forecast; strong tidal areas; shark or bush fire alerts; known estuarine crocodile habitats; or in locations of potential risk, such as the Wittenoom township or locations near the Wittenoom mining area.

The Department of Education has duty of care responsibilities that apply to all recreation and outdoor education activities. These are detailed in Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures. However, some recreation and/or outdoor activities by their nature have very specific requirements because of risk considerations associated with minimum qualifications/competencies for the supervisory team and teacher to student supervisory requirements or standards set by industries which are contained in separate supporting activity specific documents. The general requirements and the specific activity requirements for all recreation and outdoor education activities are to be read in conjunction with each other.

4. Definitions

Activity

Any activity identified within the Recreation and Outdoor Education Activities for Public School Procedures.

Approved provider

An Approved provider is an entity listed on the current Approved Provider Register for public school excursions (excluding interstate and international excursions).

Assistant supervisor

Assists the qualified supervisor and or Department teacher-in-charge. May or may not have relevant qualification or experience.

Bush fire

Fire in natural areas, may be controlled or uncontrolled.

Briefing

Informing someone thoroughly, especially in preparation for an activity or task, sometime prior to actually undertaking the activity or task.

Challenge by choice

The student is empowered to decide whether to participate in an activity. The leader and others in a group are expected to respect anyone's right to sit out or to opt for a personalised level of engagement.

Competence/competencies

Ability to apply knowledge and skills to achieve expected results.

Context

The group of conditions, circumstances and facts that form the setting for an activity.

Currency

From the present or the very recent past. Currency provides assurance that the evidence (e.g. qualifications, certificates, log book experience) provided is recent enough to show that the activity supervisor is competent at the time of making a decision.

Custodians

Those who are responsible for looking after places and sometimes the stories and ceremonies linked to these places (Aboriginal Heritage Commission, 2002).

Department teacher-in-charge

A member of staff employed by the Department of Education and authorised by the Department site manager to be in charge of a recreation and/or outdoor education activity.

Department site manager

Any officer who has executive responsibility for the overall management of any Department site.

Duty of care

A duty imposed by law to take reasonable care to minimise the risk of harm to persons who are under the care of the activity provider.

Emergency position - indicating radio beacon (EPIRB)

Tracking transmitter which aids in the detection and location of boats, aircraft and people in distress.

Emergency response

A systematic response to an incident that threatens safety, health and/or welfare.

Excursion

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that has an educational purpose; is organised or managed by a member of staff employed by the Department of Education or a representative of an Approved Provider; involves any associated costs being paid directly to the school, not to a third party; is insured by the Department of Education; and has gained the appropriate approval(s).

External provider

A business or individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity; or a staff member of a TAFE college or a University who delivers an educational program, or part thereof, to students.

Fire danger period

A designated time of the year, as specified by the Department of Fire and Emergency Services, when there is a heightened bushfire risk.

Flash flooding

Flooding in a localised area with a rapid onset, usually as the result of relatively short intense bursts of rainfall.

Group

A number of participants, supervisors and/or assistant supervisors, located, gathered or classed together for the purpose of completing a part or whole of an activity.

Guide

A supervisor capable of leading activities but who does not necessarily possess the skills to provide developmental instruction.

Guidelines

Advice and examples of good practice for implementing policy. Guidelines are not mandated.

Hazards

A potential source of harm. These can be physical (e.g. a cliff or moving water), technological (e.g. incorrect white water equipment) or an intentional agent (e.g. work practices such as manual handling).

Indirect supervision

Where a nominated person responsible for supervising others during all or part of the activity is in the vicinity but unable to intervene immediately.

Land manager

The party that has legal responsibility for managing a particular environment. This may include the power to restrict access or place conditions and/or requirements on access. Includes managers of rivers, waterways and other bodies of water (also see land owner).

Line of sight

An unobstructed line that stretches between your eye and the intended object(s).

Land owner

The party that owns and has legal responsibility for managing a particular environment (also see land manager).

Minimum impact principles

A set of guidelines based around minimising the impact on natural environments.

Organisation

A person, group of persons or legal entity organised for a particular purpose that provides an activity for either commercial (for profit) or non-commercial (not-for-profit or community group) purposes (see also provider).

Outdoor education activity

Any experiential student learning activity in, through or about the outdoors; conducted on or off the site of the school at which the student is enrolled, that is organised or managed by a member of staff who is employed by the Department of Education and has gained the appropriate approval.

Participant

A person who undertakes an activity and is not a leader or assistant leader for the activity.

Procedures

Detailed specification of steps and processes that are mandated through system wide management. Contravention of a procedure may constitute a breach of discipline pursuant to section 80 of the Public Sector Act 1994.

Process

A systematic application of management policies, procedures and practices, in a series of actions or steps taken in order to achieve a particular end.

Qualified supervisor

Has the qualifications, skill, experience and technical knowledge to instruct the activity.

Recreation activity

An activity of leisure in which people participate for enjoyment.

Remote or isolated areas

Includes any location where medical emergency assistance is more than one hour away by road and/or air.

Supervisor

Assists the qualified supervisor. They may or may not have relevant qualifications or knowledge.

Supervisory team

Anyone who has accepted the responsibility to act in a supervisory role at the planned activity.

Teacher-in-charge

The member of the teaching staff who is authorised by the Department of Education to manage the school activity.

Venue

The building, grounds and/or facilities, external to the school, where planned activities occur during an excursion

5. Related documents

Relevant legislation

[Children and Community Services Amendment \(Reporting Sexual Abuse of Children\) Act 2008](#)

[Disability Discrimination Act 1992 \(Commonwealth\)](#)

[Equal Opportunity Act 1984](#)

[Occupational Safety and Health Act 1984 \(WA\)](#)

[Occupational Safety and Health Regulations 1996 \(WA\)](#)

[Public Sector Management Act 1994 \(WA\)](#)

[School Curriculum and Standards Authority Act 1997 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

[Sex Discrimination Act 1984 \(Commonwealth\)](#)

[State Records Act 2000 \(WA\)](#)

[Teacher Registration Act 2012 \(WA\)](#)

[The School Education Act Employees' \(Teachers and Administrators\) General Agreement 2017 \(WA\)](#)

[Volunteers and Food and Other Donors \(Protection from Liability\) Act 2002 \(WA\)](#)

[Working with Children \(Criminal Record Checking\) Act 2004 \(WA\)](#)

[Working with Children \(Criminal Record Checking\) Regulations 2005 \(WA\)](#)

Related Department policies

[Child Protection in Department of Education Sites](#)

[Criminal History Screening for Department of Education Sites](#)

[Curriculum, Assessment and Reporting in Public Schools](#)

[Equal Opportunity, Discrimination and Harassment](#)

[Incident Management on Department of Education Sites](#)

[Occupational Safety and Health](#)

[Research Conducted on Department of Education Sites by External Parties](#)

[Risk and Business Continuity Management](#)

[Staff Conduct and Discipline](#)

[Student Attendance in Public Schools](#)

[Student Behaviour in Public Schools](#)

[Student Health Care in Public Schools](#)

[Students Online in Public Schools](#)

[Visitors and Intruders on Public School Premises](#)

[Working with Children Checks in Department of Education Sites](#)

Other documents

[Disability Standards for Education](#)

[First Aid in the Workplace](#) (staff only)

[Keeping our Workplace Safe Resources](#) (staff only)

[Insurance and Claims Information](#) (staff only)

[Physical Contact with Students](#) (staff only)

[Records Management](#) (staff only)

[School Curriculum and Standards Authority: K-10 Curriculum and Assessment Outline](#)

[School Curriculum and Standards Authority Western Australian Certificate of Education \(WACE\) Manual: General information for senior secondary schooling](#)

6. Contact information

Policy manager:

Manager, Curriculum Priorities

Statewide Services Centre

Policy contact:

T: (08) 9402 6217

7. History of changes

Effective date	1 January 2019
Last update date	
Procedure version no.	1.0

Notes	These new procedures support the Duty of Care for Public School Students policy that replaces the Outdoor Education and Recreation Activities for Public Schools, Duty of Care VET for School Students Attending TAFEWA Colleges from Public Schools and Workplace Learning for Public School policies. Endorsed by the Director General at Corporate Executive on 9 August 2018.
Effective date	1 January 2019
Last update date	28 November 2018
Procedure version no.	1.1
Notes	Director General at Corporate Executive endorsed a transition period to be added to the Outdoor Education Activities for Public Schools Procedures on 28 November 2018.
Effective date	1 January 2021
Last update date Procedure version no.	2.0
Notes	Revised procedures endorsed by A/Director General on 9 July 2020 D20/0350265.
Effective date	1 January 2021
Last update date	31 March 2021
Procedure version no.	2.1
Notes	Minor change to reword Excursion Definition. D21/0172483
Effective date	1 January 2021
Last update date	27 May 2021
Procedure version no.	2.2
Notes	Minor change to guidance 3.2. D21/0281556

Effective date	1 January 2021
Last update date	18 July 2022
Procedure version no.	2.3
Notes	Minor changes D22/0539184

Effective date	1 January 2021
Last update date	9 June 2023
Procedure version no.	2.4
Notes	Minor update to contact details Pg 6 D23/1215797

8. Appendices

Appendix A: [General Requirements](#) (PDF file - 174.9kB)

Appendix B: [Risk management plan](#) (PDF file - 146.7kB)

Appendix C: [Emergency response plan](#) (PDF file - 136kB)

Appendix D: [External provider checklists](#) (PDF file - 80.9kB)

Appendix E: [Abseiling and Climbing](#) (PDF file - 154.5kB)

Appendix F: [Bushwalking](#) (PDF file - 200.7kB)

Appendix G: [Camping](#) (PDF file - 115.3kB)

Appendix H: [Caving](#) (PDF file - 154.7kB)

Appendix I: [Cycling, Cycle Touring and Mountain Biking](#) (PDF file - 339.2kB)

Appendix J: [Horse Riding](#) (PDF file - 275.4kB)

Appendix K: [Orienteering, Rogaining and Navigation](#) (PDF file - 162kB)

Appendix L: [Paddling](#) (PDF file - 246.7kB)

Appendix M: [Power Boating](#) (PDF file - 182kB)

Appendix N: [Ropes Courses and Bouldering](#) (PDF file - 181.8kB)

Appendix O: [Sailing and Sail Boarding](#) (PDF file - 149.1kB)

Appendix P: [Scuba Diving](#) (PDF file - 165.1kB)

Appendix Q: [Snorkelling](#) (PDF file - 171.2kB)

Appendix R: [Surf Riding](#) (PDF file - 165.8kB)

Appendix S: [Swimming and Water Based Activities](#) (PDF file - 263.9kB)

9. More information

Supporting content

Procedure

[Excursions in Public Schools Procedures](#)

Policy

[Duty of Care for Public School Students Policy](#)

Procedure review date

1 January 2024

Procedure last updated

9 June 2023
