



Department of
Education

Recreation and Outdoor Education Activities for Public Schools procedures

Effective date: 21 July 2025

Version: 3.2

Last update date: 21 July 2025

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

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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 2025 Recreation and Outdoor Education Activities for Public School procedures are implemented on 21 July 2025.

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 Excursion Proposal (Excursions in Public Schools procedures) if the recreation and/or outdoor education activity is held off the school site
- before endorsing a recreation and/or outdoor education activity, confirm that
 - it has a clear educational purpose
 - high risk activities and locations with potential safety or environmental risks have not been included
 - all recreation and outdoor activities comply with Appendix A: General Requirements
 - requirements of relevant CEO Instructions are adhered to

- all relevant activity specific requirements have been addressed
 - Abseiling and Climbing
 - Bushwalking
 - Camping
 - Caving
 - Cycling, Cycle Touring and Mountain Biking
 - Equine Activities
 - 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/or outdoor education activities in accordance with Appendix A: General Requirements which apply to all recreation and/or outdoor education activities and the mandated requirements in the activity-specific documents
- complete a relevant Excursion Proposal (Excursions in Public Schools procedures) where the recreation and/or outdoor activity is held off the school site, and submit to their Site Manager for approval (Section A.1. in Appendix A: General Requirements)
- ensure that requirements of relevant CEO Instructions are adhered to
- confirm that an appropriate duty of care, including the provision of adequate supervision, is provided to students who are not engaged in activities.

For onsite and offsite recreation and outdoor education activities, not addressed specifically in these procedures (i.e. there is no activity-specific document), the Department Teacher-in-charge must meet the mandated requirements in Appendix A: General Requirements. If you are unsure about the nature of the proposed activity, please contact your education regional office.

Guidance

High risk activities are those that pose an inherent and increased risk of injury, illness or harm to the participant. Examples of prohibited high risk activities include, but are not limited to:

- bungee jumping
- sky diving
- paragliding/hangliding
- shooting.

Snow sports and activities carry inherent risks and can be considered high risk activities. Often there is a requirement that a waiver is signed on entry to the resort. Section 10.2 of [Appendix A: General Requirements](#), details the mandated requirement that waivers are not signed.

Examples of potential environmental or safety risks include, but are not limited to:

- lightning flashes or strikes
- storms
- strong or severe winds
- storm surges or severe waves
- strong tidal areas
- shark alerts and known estuarine crocodile habitats
- bush fire alerts and/or very high temperatures
- locations of potential risk, such as the Wittenoom township.

4. Definitions

Activity

Any activity to which these procedures apply.

Approved provider

An entity that has been through the formal procurement process and is listed on the current Excursions in Public Schools Procedures Approved Provider Register (excluding interstate and international excursions).

Assistant supervisor

Assists the Qualified Supervisor and Department Teacher-in-charge. At a minimum, they must have recent and relevant experience in the activity, at the level being offered to the students.

Bush fire

Fire in natural areas, may be controlled or uncontrolled.

Briefing

Informing a person or group of people thoroughly, especially in preparation for an activity, prior to undertaking the activity or a section of the activity.

Challenge by choice

When 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 choose a personalised level of engagement.

Competence

Ability to apply knowledge and skills to achieve expected results.

Competencies

Gained through formal education or training. Specific skills and knowledge, which are required to perform a particular job or task.

Context

The group of conditions, circumstances and facts that inform planning of a recreation and outdoor education activity.

Currency

Currency provides assurance that the evidence (for example, qualifications, certificates, log-book experience) is relevant, and recent enough to show that the supervisor is competent to make point-in-time decisions related to the proposed activity.

Custodians

Those who are responsible for looking after places and the knowledge, stories and ceremonies linked to these places.

Department teacher-in-charge

A member of the teaching staff employed by the Department of Education (or an Approved Provider) and is to manage the proposed activity.

Department site manager

Any officer who has executive responsibility for the overall management of any Department site (i.e. principal).

Duty of care

A duty imposed by law to take reasonable care to minimise the risk of harm that can reasonably be foreseen when students are involved in all school activities, whether on or off the Department site.

Emergency position - indicating radio beacon (EPIRB)

The process of continuously observing, assessing and mitigating risks and hazards, in a changing environment.

Emergency response

A systematic planned response to any 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
- has gained the appropriate approval(s).

External provider

A business, entity or individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity.

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

Hazards

A potential source or situation with the potential for harm.

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.

Landowner/manager/leaseholder

The party that owns and/or 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.

Line of sight

A straight line along which an observer has unobstructed vision.

Minimum impact principles

Also referred to as Leave-no-trace Principles, they guide minimising the impact on natural environments.

Participant

Students who undertake an 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 Management Act 1994*.

Process

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

Qualified supervisor

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

Recreation and outdoor education activity

Any experiential student learning activity 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 (or an Approved Provider) and has gained the appropriate approval.

Remote or isolated areas

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

Supervisory team

Adults who have accepted the responsibility to act in a supervisory role at the proposed activity. Can include (but is not limited to) teachers, education assistants, external providers and parents.

Venue

The environment, where the proposed recreation and/or outdoor education activities occur. May also be referred to as location, area or site.

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

Work Health and Safety Act 2020 (WA)

Work Health and Safety (General) Regulations 2022 (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 2021 (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](#)

[Work Health and Safety](#)

[Records Management](#)

[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](#)

[Support gender diverse students \(staff only\)](#)

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

[Keeping our Workplace Safe Guidelines \(staff only\)](#)

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

[Manage appropriate physical contact with students \(staff only\)](#)

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

[School Curriculum and Standards Authority: The Western Australian Certificate of Education \(The WACE\)](#)

6. Contact information

Policy manager:

Manager, Curriculum Priorities
Statewide Services Centre

Policy contact:

Telephone: (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
Effective date	1 January 2021
Last update date	23 May 2024
Procedure version no.	2.5
Notes	Minor update to Relevant legislation D24/0365042
Effective date	21 July 2025
Last update date Procedure version no.	3.0
Notes	Revised procedures endorsed by Director General on 22 January 2025 - D25/0136995
Effective date	21 July 2025
Last update date	21 July 2025
Procedure version no.	3.1
Notes	Minor change to Decision Making Flowchart Page 11 (Approval D25/0171772)
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Notes

Minor change, additional information
Appendix E Page 9, 'Participant must wear',
dot point 3. (Approval D25/0606768)

8. Appendices

Appendix A: [General Requirements](#) (PDF file - 311.2kB)

Appendix B: [Risk management plan](#) (PDF file - 267.4kB)

Appendix C: [Emergency response plan](#) (PDF file - 367.6kB)

Appendix D: [External provider checklists](#) (PDF file - 263.5kB)

Appendix E: [Abseiling and Climbing](#) (PDF file - 339kB)

Appendix F: [Bushwalking](#) (PDF file - 382.3kB)

Appendix G: [Camping](#) (PDF file - 319.4kB)

Appendix H: [Caving](#) (PDF file - 355.3kB)

Appendix I: [Cycling, Cycle Touring and Mountain Biking](#) (PDF file - 334.4kB)

Appendix J: [Equine Activities](#) (PDF file - 371.1kB)

Appendix K: [Orienteering, Rogaining and Navigation](#) (PDF file - 369.8kB)

Appendix L: [Paddling](#) (PDF file - 457.5kB)

Appendix M: [Power Boating](#) (PDF file - 343.1kB)

Appendix N: [Ropes Courses and Bouldering](#) (PDF file - 404.3kB)

Appendix O: [Sailing and Sail Boarding](#) (PDF file - 370.5kB)

Appendix P: [Scuba Diving](#) (PDF file - 375.2kB)

Appendix Q: [Snorkelling](#) (PDF file - 360.1kB)

Appendix R: [Surf Riding](#) (PDF file - 378kB)

Appendix S: [Swimming and Water Based Activities](#) (PDF file - 513kB)

9. More information

Supporting content

Policy

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

Procedure

[Excursions in Public Schools Procedures](#)

Procedure review date

21 July 2028

Procedure last updated

21 July 2025
