



The Coastal Environment Centre has a number of responsibilities as a host venue for school excursions. The Coastal Environment Centre is part of Northern Beaches Council and operates under the Council's Risk Management and WHS policies. It is of utmost importance to Northern Beaches Council to provide a safe environment for all its workers, visitors and the wider community.

Risk Management

The Coastal Environment Centre has adopted its own Risk Management Plan tailored to their environment and education programs for school excursions.

Our Risk Management Plan at the CEC involves the identification, measurement, control and minimization of risks which we encounter at the CEC premises and out in the field where most of our excursions are held.

Risk Assessment

The Department of Education and Training has an excursion policy that lists the requirements for the conduct of excursions by schools and unit departments. The CEC has completed a risk assessment for the environment which students will be exposed to which will help teachers in their planning, and performing their own excursion risk assessment. (Refer to attached Risk Assessment version 1.1 2012) Teachers are welcome to visit the site prior to their excursion to familiarise themselves with the environment and to help in identifying risks and impacts to their students.

Please note independent schools and any other education body are bound by their own safety and risk policies.

The Duty of Care

CEC educators are committed to providing the safest environment for children to learn about our coast and to experience coastal activities. Under the DET Excursion policy 5.1 the duty of care owed to the students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or individuals associated with external organisations.

Please note independent schools and any other education body are bound by their own duty of care policies but their policy should reflect the above point: Delegation of Duty or Care.

Safety Induction

CEC staff will provide schools with a safety induction at the start of every program and keep students and adults informed during the program of the hazards / safety risks for the particular activity they are about to commence.

Personal Protective Equipment for the Environment you are visiting

Schools are responsible for ensuring students are wearing covered shoes and appropriate clothing to protect them from the elements. All participants are responsible for applying sunscreen. The CEC educators carry sunscreen for participants to reapply when necessary. (refer to excursion checklist). CEC Educators are responsible for their own application of sunscreen, hats, first aid, name badges and uniform (appropriate to weather conditions).

DET Ratio Guidelines*

School Level	Recommended Ratio	Example (for a class of 30)
Kindergarten – Year 2	1 : 5 (1 adult for 5 students)	1 CEC Ed + 1 Teacher + 5 Adults
Year 3 – 6	1 : 10 (1 adult for 10 students)	1 CEC Ed + Teacher + 2 Adults
Year 7-10	1 : 15 (1 adult for 15 students)	1 CEC Ed + 1 Teacher
Year 11 – 12	1 : 15 (1 adult for 15 students)	1 CEC Ed + 1 Teacher

*As per NSW DET student administration document relating to excursions [clause 4.2.1](#).

Reporting of Incidents and Injuries

Any incidents that occur while in the care of the CEC need to be reported and signed off by the teacher in charge. All incidents and injuries are recorded and investigated as per Northern Beaches Council's incident reporting procedure.

CEC Fieldtrip Report

Must be completed for all excursions by the lead educator at the end of the day and returned to the CEC Administration Officer within 24 hours.

First Aid procedures

All CEC educators carry first aid kits and will administer minor first aid if the teacher in charge gives approval. This only includes washing a wound with water and applying a bandaid. In the case of a more serious injury the teacher in charge will be responsible for making any decisions requiring first aid or medical attention. The CEC lead educator will support the teacher and be led by his/ her directions.

Medical Emergency

In a medical emergency the teacher in charge will be responsible for deciding if an ambulance should be called. The CEC lead educator always carries a mobile phone with all emergency numbers pre-programmed. At all times the CEC educators will support the teacher in charge and be led by his/her directions.

Emergency Evacuation

In the case of an emergency where evacuation is deemed necessary the CEC educators will communicate with the teacher in charge to arrange the safest possible point for the group to assemble.

Cancellation of an Excursion

CEC educators have the authority to cancel an excursion at any given time if they believe the environment is unsafe to continue.

In the case of unruly behaviour which jeopardises the safety of fellow students, teachers or members of the public, a CEC Educator has the right to end the excursion and escort students and teachers to the safest point for collection by the bus.

Incursions

Educators must receive, and have read, a copy of the school's risk management plan prior to arriving at the venue.