EXCURSIONS POLICY

RATIONALE

St Aloysius Catholic College is committed to the provision of educationally valid excursions. An excursion is defined as any activity that takes place beyond the school grounds. The College excursion program enables students to further their learning and social skills development in a non-school setting. Excursions will be prepared, managed, supervised and monitored in a way that ensures the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of the excursion.

The College will ensure that no activity will be included as an essential part of the curriculum unless every child in the class or school group has the opportunity to participate.

PURPOSE

1. To reinforce, complement and extend learning opportunities beyond the classroom.
2. To offer a balanced and enriched curriculum that promotes the spiritual, moral, cultural and physical development of students and to prepare them for opportunities and experiences of adult life.
3. To assist in the development of knowledge, understanding and appreciation of the local and wider community.
4. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place within the wider community.
5. To provide a range of first-hand experiences for the students.
6. To assist in the development of skills such as observation, recording and reporting.

PRIORITIES AND PROCEDURES

1. Teachers present formal written notification of intended excursions to the Principal, who approves all excursions.
2. The Principal and staff will determine the schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and are thoroughly planned and conducted in a manner that complies with duty of care requirements.
3. Excursions will comply with legislative and regulatory requirements.
4. Excursions will be planned and conducted using risk management principles. Records will be kept of risk management processes for each excursion.
5. Contingency arrangements and emergency procedures are included in the planning of each excursion.
6. Staff involved in planning excursions have the requisite skills and experience for the excursion.
7. Staff, students and others involved in the excursions are fully briefed before the excursion is undertaken.
8. An appropriately designated teacher-in-charge will co-ordinate each excursion.
9. Each excursion will be supervised using student/staff ratio guidelines as listed in the CAMP/EXCURSION PLANNING BOOKLET. Other persons accompanying school groups are not permitted to undertake sole responsibility for supervision of the students.
10. Supervisory roles and responsibilities are clearly allocated and understood by staff, students and others involved in the excursion.
11. Where possible, preliminary inspection of the excursion site will be undertaken.
12. The qualifications and licensing of and safety precautions taken by outside persons or agencies used as part of an excursion are carefully checked.
13. A levy for excursions is included in the general levy for each class. The College will endeavour to minimise expense to parents. Students will not be excluded from excursions for financial reasons.
14. Parents/guardians will be advised in writing well in advance when proposed excursions will take place and if any additional costs will be incurred.
15. Written permission will be obtained from parents at the beginning of each school year before students participate in excursions. Indemnity statements will not be sought.
16. Students who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a student is to lose his/her invitation to participate in an excursion due to inappropriate behaviour at school. The decision to exclude a student will be made by the Principal in consultation with teachers and parents/guardians.
17. Any student not involved in an excursion due to the lack of parental or Principal’s consent will be required to attend school and be purposefully occupied.
18. After consultation with the Principal, the teacher-in-charge of the excursion will contact controlling authorities of the places to be visited and ensure that the required procedures are followed.
19. Transport arrangements will be made with the safety of the participants in mind. The type of transport to be used for excursions will be dependent upon the nature of each particular excursion being undertaken. However, travel by bus is preferred.
20. Travel in private cars is permitted provided that written parental permission is obtained for each child travelling by car. Each child travelling by car is restrained in a correctly fitted seat belt. Children under the age of 8 years do not travel in the front seats of vehicles.
21. Bookings for buses will be undertaken by the teacher-in-charge, who will advise the Principal and office staff in writing of the relevant details of the proposed excursion. These details must include the itinerary, times of departure and arrival at specific locations and any specific requirements. Such details will be recorded on an excursion form designated for this purpose.
22. Teachers will ensure that students do not depart from the main party. If students are separated into groups, they will be closely supervised and kept within the teachers’ sight and within a limited area.
23. There will be no departure from the stated itinerary unless there is some extraordinary or compelling reason to do so.
24. Parents/guardians may be invited to accompany excursions where their children are in attendance. When deciding who will be asked to attend, teachers will take into account:
   a. Parents/guardians are required to provide satisfactory National Police Record Checks prior to their participation on excursions. The College will pay the cost of these checks.
   b. Any valuable skills the parents/guardians have to offer e.g. first aid.
   c. The need to include both male and female parents/guardians.
   d. The special needs of particular students.
   e. Parents accompanying excursions may be required to pay costs associated with the excursion.
25. A first aid kit containing appropriate equipment will be taken on excursions.
26. Any incident occurring on an excursion is fully investigated and recorded.
27. The College provides insurance to cover the excursion.
28. Excursions will be postponed or cancelled if the weather, conditions or other factors create potential risks.

PRINCIPAL’S COMMITMENT
The Principal is responsible for ensuring that:
1. The objectives of this policy are incorporated into College procedures.
2. Staff and students are consulted on health and safety matters relating to excursions.
3. Action is taken to ensure that excursions are conducted safely and without risk to health.

STAFF COMMITMENT
Staff are responsible for:
1. Planning and conducting excursions with regard to the health and safety of all participants.
2. Co-operating with measures introduced to protect the health and safety of people on excursions.
3. Reporting any accident, incident or near miss that occurs on an excursion.

EVALUATION
This policy will be reviewed as part of the College’s policy review cycle.

Implemented: July 2007
Amended: July 2010