

ST EUPHEMIA COLLEGE

K-12



EXCURSION POLICY

2014

1. Policy Statement

Learning experiences occur in and out of School premises. This Policy relates to the management of such activities that occur at School (incursions) and away from School (excursions).

2. Applicability

This Policy applies to all staff, students, parents and caregivers of St Euphemia College.

3. Context/Rationale

Excursions/Incursions can provide valuable teaching and learning experiences that can supplement teaching and learning programs conducted at the School. All excursions/incursions initiated, organised and supervised by the staff of St Euphemia College must be approved by the Principal or Delegated Authority.

Excursion/Incursion planning needs to be inclusive and provide opportunities for all students to participate. Excursions/Incursions away from the School can have potential risks. All organising teachers must prepare a thorough risk assessment during the planning process for all excursions/incursions. This risk assessment must be conveyed to the students prior to the activity taking place.

The duty of care owed to the students for the duration of the excursion cannot be delegated from the School to the parents, caregivers, volunteers or employees of external organisations. Staff are obligated to report to the Principal/Delegated Authority any risks of harm to students throughout any part of the activity.

4. Roles and Responsibilities

Responsibility of the Principal/Delegated Authority

The Principal/Delegated Authority is expected to:

- determine the educational value of the activity and give approval or non approval
- communicate the requirements of this Policy to all staff members
- manage and supervise accountancy requirements for all public monies
- ensure adequate supervision for the activity
- privately manage any reason for student non attendance eg financial hardship, illnesses.

Role of the Event Planner/Organising Teacher

The Event Planner/Organising Teacher is expected to:

- inform the Principal/Delegated Authority of the proposed excursion and complete an excursion application form for approval
- complete the prepared checklist relating to the activity
- ascertain the availability of risk assessments from the venue for excursions and complete a risk assessment form and risk management plan and discuss it with the Principal/Delegated Authority
- carry out risk assessment for incursions
- convey potential risks to students
- issue students with medical forms for overnight excursions
- take student emergency contact details to the excursion
- organise a permission note

- organise safe transport in consultation with the Principal/Delegated Authority
- ensure that supervisory roles and responsibilities of all teachers attending and/or volunteers are clearly allocated and understood
- ensure that all necessary equipment is taken on excursions (including first-aid kit and other safety equipment)
- ensure that they are always contactable whilst away on the excursion via mobile phone
- be familiar with meeting points and emergency procedures at venues outside the School
- to arrange school work and supervision for students not attending excursions
- be prepared to alter plans or cease the excursion in the event of danger or changed conditions, such as inclement weather.

Role of Supervising Teachers

Supervising teachers are expected to:

- ensure that behavioural standards are enforced
- implement control systems to ensure that students are supervised at all times during excursions/incursions
- ensure that students have been given general information about the aims of the excursion, correct uniform and necessary equipment
- discuss potential risks to students
- explain the steps that should be taken should a student feel unsafe, unwell or uncomfortable at any time during the excursion
- ensure that students are never left unattended during excursions
- be familiar with meeting points and emergency procedures
- liaise with volunteers prior to and during the excursion and ensure that they are always contactable whilst on the excursion via mobile phone.

Role of the Supervising Parents, Caregivers and Volunteers

All Supervising Parents, Caregivers or Volunteers are expected to:

- follow through with their responsibilities as briefed by the organising/supervising teacher
- communicate with the supervising teachers throughout the excursion
- ensure that they are always contactable whilst on the excursion via mobile phone
- be familiar with meeting points.

Role of the Students

Students are expected to:

- return signed permission notes to their teachers
- wear appropriate school uniform and carry the necessary materials
- follow directions and safety instructions including emergency procedures
- behave appropriately at all times
- remain with their class teachers or allocated group at all times.

5. Monitoring, Evaluation and Reporting Requirements

The Principal/Delegated Authority is required to monitor the School's compliance with this Policy. Debriefing sessions following excursions provide an opportunity to identify successful practices as well as areas for improvement.

6. Policy Review

This Policy will be reviewed as required.