

**Holy Family Primary School
GOWRIE**



EXCURSION

Policy



Excursion Policy

Related Policies

CE Child Protection Policy
CE Excursion Policy
CE Legal Responsibilities and Authority
CE Sport and Physical Activity Safety Policy
CE and HF Sun Smart Policy
HF Dispensing of Medication
HF Supervision of students

Purpose

This policy outlines requirements for the conduct of excursions and out of school activities.

Excursions are an integral part of the teaching and learning cycle. At Holy Family School our children will be given opportunities to participate in a variety of excursions, which are organised to broaden and enhance the curriculum, "...Our goal is to achieve excellent teaching/learning experiences and provide unique opportunities for children to develop academically, socially and / or culturally." (Holy Family Mission Statement)

Policy

Excursions offer students the opportunity to participate in education related experiences outside the normal school environment. While there is recognition of the advantages of these experiences, it is important that all safety issues are carefully considered when organizing such an excursion. When determining initial arrangements, it is important to consider the cost to the students and to ensure that no student is disadvantaged through an inability to meet the financial requirements.

This policy applies to all members of school staff and other accompanying adults on school organised and System approved excursions or sports visits, for the duration of the activity from the time of departure from the school until students have been collected by their parents/guardians or have left the school premises. The policy applies to the appropriateness of behaviour of participants while in accommodation during the excursion visit.

Definitions

Excursion - An educational activity by students, under the supervision of a teacher, outside normal school precincts.

Excursion Coordinator - The teacher nominated by the Principal to organise the excursion and to have ultimate responsibility and therefore authority while the activity is in progress.

Legal **duty of care** - Teachers take all reasonable measures to ensure the safety of any school student under their care. This duty of care arises whenever a student/teacher relationship exists.

Parent(s) - Inclusive of those with parental responsibility and guardians.

Informed consent - Parents give agreement to their child participating in an activity after they have been made aware of the details of the activity and associated costs involved.

Accompanying adults - Teachers, school administrative staff, parents, activity leaders and community members who have completed a Working With Vulnerable People card (WWVP).

Procedures

The teachers of Holy Family School agree to:

- Supervise and care for all the students under their care.
- Plan and integrate excursion experiences across a variety of curriculum areas.
- Work collaboratively within grade groups to plan and organise excursions.
- Inform the Principal and seek permission when planning short excursions around the school area.
- Ensure that all consent forms are organised for the excursion, if necessary CEO is notified for overnight excursion. (*Refer to CEO policy guidelines*)
- Use the '*Excursion checklist*' to check details.
- Complete Risk Management Assessment Procedures. (*Appendix 1*)
- Ensure copies of the excursion notes are left at the Front Office.
- Organise that a teacher with First Aid be included in the excursion.
- Plan activities to be completed after / during the excursion.
- Evaluate the excursion experience and note changes or recommendations for future planning.
- Obtain explicit consent from parents/guardian for Water Excursions. The Principal must ensure that there is a safe ratio of adults/students. A teacher with current First Aid Certificate must accompany the group. (*Refer to CEO policy*).

Points for Consideration

- Do the children need to be organised into groups?
- List the children travelling by car and ensure that the driver has a current WWVP card and provides a copy of their driver's licence and current vehicle insurance
- Maps for parents who are providing help with transport
- Arrangements for recess and lunch
- Specialist lessons on that day Library/Music/Library etc.
- Students requiring medication

Excursion Checklist

The Excursion Coordinator:

- Completes an excursion risk management assessment plan (*Appendix 1*) and gives this to the Principal with the excursion information sheet (*Appendix 2*) at least three weeks prior to the excursion.
- When approval has been given by the Principal, sends out information and consent forms (*Appendix 3*) to parents. Ensures that a copy of this note is given to the Front Office. The note must include an emergency contact number for the day.
- Provides relevant staff (as listed on the Excursion Information Sheet) with a copy of the Excursion Information Sheet. (*Appendix 2*)
- Organises and books transport. Ensures students and parents are aware of supervision and transport arrangements and have signed permission for students to travel by private vehicle.
- Notifies the School Bursar if you require a cheque, giving at least a week's notice.
- Organises First Aid and Asthma Emergency Kits. Holds a current CPR qualification. At least one supervising staff member or 10% of accompanying staff (whichever is the greater) must hold a Senior First Aid Qualification when accompanying a Category C or Category D excursion.
- Ensures volunteer drivers provide copies of their current registration / insurance and driver's licence if private transport is to be used. (*Appendix 4*)

Supervising Teachers:

- Check the medication cupboard in the Office for any individual child's medication that must be taken on the excursion. Sign the medication out in the appropriate book in Front Office. Copies of medical forms and emergency contacts must be carried on excursions.
- Organise volunteers – check they all have a current WWVP card.
- Organise duty swaps well in advance and write these changes on the whiteboard weekly calendar.

- Not allow students to leave the excursion group without permission of the designated supervising adult in charge.

Consent Forms

Wherever a school endorsed activity takes place outside the school premises or outside normal school hours, consent forms must be obtained from the parent or guardian of each student. Signed consent forms are one indication, in a court action for negligence, that a teacher has planned an activity carefully. A Signed consent form also shows that the parent or guardian was aware of the nature of the activity and consented to the child's participation in the activity.

Details provided on the consent form must include:

- Planned activities;
- Destination and contact details;
- Name/s of supervising teacher/s;
- Method of transport; and
- Departure and return times.

If a student fails to return a permission note, the teacher can refuse to let the student take part in the activity or excursion. However, attempts should be made to contact parents by telephone and seek verbal permission. In cases where a verbal permission is obtained the permission must be documented. The school forwards a permission note to the parent/guardian for return to the school.

All excursions fall into the following categories:

	Category A	Category B	Category C	Category D
Description	Movement, generally on foot in the vicinity of the school	School organized local excursions which involve day travel other than Category A	Day excursions participating outside the local area other than Category A or B	Excursions which include overnight accommodation
Example	Local Shop, Library, Park, Oval	Sporting Competitions, Day Excursions to Zoo, Parliament House, etc	Representative Sporting Competitions, School Leaders Duties etc.	School Camp, Sport & REC Birrigai, Duke of Edinburgh .
Approval	Principal or delegate	Principal or delegate	Principal or delegate. CEO Application Form. 4 weeks notice where possible	Principal or delegate. CEO Application Form. 4 weeks' notice. For overseas excursion at least 4 months prior to departure.

	Category A	Category B	Category C	Category D
Refer to Guidelines for the safe conduct of sport and physical activity in schools for supervision details.				
Minimum Supervision Ratios	1 teacher per class Principal should determine this ratio according to the nature of specific activities	Principal should determine this ratio according to nature of specific activities. Minimum of 1 teacher per class.	Minimum 1 teacher	1:20 2 teachers minimum. Principal should determine this ratio according to gender balance and nature of specific activities
Consent / Medical Sample Forms	Annual School Consent Form	Detailed School based Consent Form	CEO Medical Information and Consent Form.	CEO Medical Information Consent Form
First Aid	First Aid Kit Mobile Phone CPR Trained	First Aid Kit Mobile Phone CPR Trained	First Aid Kit Mobile Phone CPR Trained Senior First Aid trained (at least 1 staff member)	First Aid Kit Mobile Phone CPR Trained Senior First Aid trained (at least 1 staff member)

References

Nil

Forms

Excursion Risk Assessment
Excursion Information Sheet
Excursion Consent form

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	June 2014
School Contact Officer:	Anne-Marie Marek

**Archdiocese of Canberra and Goulburn
CATHOLIC EDUCATION OFFICE
PO Box 3317, MANUKA ACT 2603**

**Excursion Risk Management Plan
Transport/Accommodation/ Activities**

School: Holy Family Primary School

Excursion:

Date:

<p><u>ACTIVITY</u> List the type of:</p> <ul style="list-style-type: none"> • Transport • Accommodation • Activity being undertaken 	<p><u>RISKS</u> List dangers, hazards, problems that may occur during this part of the excursion.</p>	<p><u>MANAGEMENT PLAN</u> List steps undertaken to minimize chances of endangering participants.</p>
<p>Eg. Swimming at beach</p>	<p>Students get into difficulty in the surf</p>	<p>Decision is made by qualified lifesaver on whether conditions are safe for swimming. Qualified lifesaver selects and patrols appropriate safe place for swimming and clearly defined boundaries. Ration 1:30 lifesaver to student ratio is maintained Students with permission notes indicating non or poor swimmers are not to enter the water.</p>



EXCURSION INFORMATION SHEET

AIMS OF EXCURSION:

LINKS TO CURRICULUM:

ACTIVITIES DURING EXCURSION:

Grade: _____

Teachers: _____

Excursion to: _____

Date of Excursion: _____

Times ETD _____

ETD _____

Transport: _____

Cost per student: _____

Excursion coordinator: _____

Date: _____

Principal: _____

Date: _____

Please photocopy and give the above information to:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> School Secretary | <input type="checkbox"/> Music |
| <input type="checkbox"/> Learning Support Team | <input type="checkbox"/> Indonesian |
| <input type="checkbox"/> Library | <input type="checkbox"/> Canteen |

Ensure that a risk management assessment sheet has been completed and handed into the Principal with this form.



Holy Family Primary School
Castelton Cres
Gowrie ACT 2904
Phone: (02) 6292 1222

HOLY FAMILY PRIMARY SCHOOL EXCURSION

Grade:

Excursion purpose:

Venue:

Day and Date:

Transport:

Time of Departure:

Time of Return:

Supervising Teachers:

What to bring:

What to wear:

Lunch arrangements:

Parent help:

Consent Form

As a parent/guardian of _____ in roll class _____ I
give my consent for him/her to travel by _____ and participate in the
excursion to _____ on _____.

Signed _____ Parent/Guardian

Emergency Contact on the day _____

Medical Information (eg Asthma, Allergy etc)

Parent Help

I, _____ am available to help on the day.

Phone No: _____ WWVP card number _____

PLEASE RETURN CONSENT FORM BY _____



Permission for Private Transport

I can help with transport and can legally carry _____ passengers.

- I hold a current drivers licence and have provided a copy of my vehicle registration and insurance policy.

- I hold a current WWVP card.

Signed _____ Date _____