



Excursion Policy

Related Policies

First Aid Policy
Dispensing Medication Policy
Child Protection Policy
Sun protection Policy
Student Welfare and Management Policy
Code of Conduct Policy

Purpose

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

At St Thomas, an excursion levy is paid as part of student's school fees and covers local day excursions and incursions such as visiting performers and sporting programs such as sport clinics, dance classes and gymnastics lessons. Year 5 and 6 multi-day camps fall outside this scope and costs need to be recovered separately.

A teacher's duty of care towards students exists wherever there is a teacher-student relationship. This is true not only during normal school routine, but also during camps and on excursions. The following code 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 code applies to the appropriateness of behaviour of participants while in accommodation during the excursion visit.

Definitions

- An *excursion* is an educational activity by students, under the supervision of a teacher, outside normal school precincts.
- *Excursion Coordinator* refers to 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* requires that teachers should take all reasonable measures to ensure the safety of any school student under their care. This duty of care will arise whenever a student/teacher relationship exists.
- *Parent(s)* is inclusive of those with parental responsibility and guardians.
- *Informed consent* means that 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* include teachers, school administrative staff, parents, activity leaders and community members who have current registration with Section 41 Working With Vulnerable People (Background Checking) ACT 2011

Procedures

The Principal

It is the responsibility of the principal to ensure that:

- The excursion has appropriate educational outcomes.
- Approval for the conduct of excursions is given by the Principal or their delegate and that no Level 1 banned (*Appendix B*) activities are approved.
- All relevant documentation is forwarded to the CEO for approval of category C and D (*Appendix C*) excursions including Application Form LR1, Excursion Program and Risk Management Plan.
- All participating teaching staff know and comply with the requirements of the *CEO Excursions Policy* and other relevant policies, supervision requirements and safety procedures. Special reference should be made to *NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools*.
- Accompanying adults are advised of their responsibilities and have current WWVP registration.
- All requirements for planning and accounting for monies are met.
- Before the planned excursion is undertaken, precautions are taken in relation to the safety and supervision of the participants and a risk assessment is carried out. Where an excursion is to a regular venue only, one risk assessment will need to be lodged with the CEO annually on the approved *OHS Risk Management Pro-forma* contained in the CEO policy.
- Arrangements are made for any student unable to participate in an excursion by having alternative activities and/or strategies available.
- The school holds copies of all medical forms, emergency contacts and procedures, and contingency plans.

- Where students are to be billeted, the families agree to this and have contact details for the host families. For the duration of the students' home stay, students must have the telephone contact details of the supervising teacher who must be contactable at all times.
- All teaching staff are aware that if they arrange activities without ensuring relevant policies are followed, they could be individually liable in the event of an accident.
- Staff must be advised that they may not be covered by workers' compensation if they are injured while involved in an activity that has not been officially approved.
- Where private or hire vehicles are used, ensure the owner and/or driver has appropriate comprehensive insurance cover, driver's license and registration. Copies of these should be supplied to the school.
- Learner drivers and Provisional drivers should not transport other students on school related activities.

The Excursion Coordinator

It is the responsibility of the Excursion Coordinator to:

- Know the requirements of the *Excursions Policy*, and where necessary have conformed to the *NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools*.
- Ensure that the costs of the excursion are covered either by the school excursion levy or collected directly from students and parents.
- Plan carefully and investigate the excursion thoroughly.
- Obtain the approval of the Principal when planning an excursion by submitting a St Thomas the Apostle Excursion planner (*Appendix A*) for approval and a Risk Assessment form.
- Ensure child/teacher ratio's are adequate for the excursion. (*Appendix C*)
- Provide the School Secretary with copies of all details and correspondence to parents.
- Ensure that the excursion is noted on the school term calendar.
- Ensure that students and parents are aware of supervision and transport arrangements and have signed permission for students to travel by private vehicle.
- Inform the School Secretary at least two weeks prior if bus bookings are required.
- Ensure that where travel is by bus, only accredited bus companies are used. Seatbelts must be worn on buses and coaches when they are available. Where possible, buses hired should have seatbelts, particularly for long distance travel.
- Ensure CEO first aid requirements are adhered to and a first aid kit is carried.
- Additional adults should accompany excursions when extra care is considered necessary for the safety and welfare of students. Ensure that all accompanying adults are appropriately qualified and/or experienced and are advised of their responsibilities in accordance to relevant CEO and school policies.
- Ensure that staff and accompanying adults act with due care to carry out their duties and are made aware that they must not drink alcohol while they have a continuing responsibility for students, as on all school excursions.

- Gain informed consent by ensuring that parental information, medical and consent forms are issued, completed and returned prior to the excursion except where a Category A (*Appendix C*) excursion is being undertaken and the school has collected annual minor excursion permission notes. Copies of medical forms and emergency contacts must be carried on excursions.
- Where students are to be accommodated with billets, refer to *NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools* .
- For overnight excursions, ensure that girls and boys are accommodated in separate rooms and there is adequate gender supervision.
- If the excursion or activity involves interaction with organizations in NSW the excursion coordinator must make enquiries to ensure that staff members from those organisations involved with the students on the excursion have been appropriately screened in accordance with NSW Child Protection legislation.
- For Category C and D (*Appendix C*) excursions complete Application Form LR1, Outline of Excursion Program, Risk Management Plan (*CEO Website*) and forward to Principal for approval.

Supervising Teachers

All supervising teachers must:

- Arrange substitute playground duty.
- Notify teachers of classes affected by student absences.
- Ensure that students from your class not attending an excursion are supervised and have work provided.
- Ensure that a class list is marked at each stage of the excursion.
- Provide students and adult participants with the opportunity to understand fully their rights, responsibilities, roles and duties.
- Communicate to all participants the details of the supervision arrangements and appropriate standard of behaviour required to ensure the safety and welfare of students and adults in attendance.
- Not allow students to leave the excursion group without permission of the designated supervising adult in charge. This would involve knowledge of the itinerary of the students, appropriate supervision arrangements, and the arrangements for the return of the student to the excursion group.

It is the responsibility of all school staff to exercise their duty of care throughout an excursion and ensure that CEO and school policies are followed.

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. It 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 should include:

- Planned activities
- Destination and contact details
- Name/s of supervising teacher/s
- Method of transport
- 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 case where a verbal permission is obtained, the school should ensure that a written permission is forwarded by the parent/guardian.

Waiver Forms

Students of St Thomas the Apostle regularly participate in sporting competitions or excursions which are run by external organisations and take place on premises owned by external organisations. These organisations often require the student or parent to sign a document or as a condition of ticket purchase, whereby the student waives or releases any claim arising out of personal injury or damage of any kind suffered in participating in the event, including loss or damage caused by the negligence of the event organiser or event host.

St Thomas the Apostle and the CEO wishes to ensure that the parents/students understand the effect of these waivers and releases so that they can make their own informed decision as to whether or not to allow each student to participate. To this end all consent forms for such events must include the following:

'An external organisation involved in an activity (such as an event organiser or event host) may require you or your child to sign a document as a condition of participation. Such documents often contain provisions (such as a waiver, release or indemnity provisions) that remove or limit rights which your child or you may otherwise have had relating to any personal injury, damage or loss of any kind suffered, whether arising from negligence or otherwise.'

We strongly recommend that you read and consider any such document carefully and take advice on the effect of such document and any insurance you should consider obtaining.'

Teachers should bring to the attention of the Principal any request by event or excursion organisers, to sign liability waivers. In cases where schools are asked by event or excursion organisers to seek liability waivers from parents they must ensure that the consent forms have the above statement included and that the parent/guardian signs the consent form and that the school is not party to these waivers or indemnities.

References

NSWDET guidelines for the Safe Conduct of Sport and Physical Activity

<http://www.sports.det.nsw.edu.au/spguide/introduce.htm>

CEO Excursion Policy <http://www.ceo.cg.catholic.edu.au/policies/excursions.htm>

Forms

Appendix A *St Thomas Excursion Planner*

Appendix B *Level 1,2,3 Activities*

Appendix C *Excursion Categories*

The following forms are available online at

<http://www.ceo.cg.catholic.edu.au/policies/excursions.htm>

- LRI Application for Excursion Approval
- Risk Management for Excursions
<https://intranet.cg.catholic.edu.au/StaffServices/Forms/>
- Sample consent for category A,B,C and D excursions

Working With Vulnerable People documentation available at www.ors.act.gov.au

Approved by:	Principal
Issuing Group:	St. Thomas the Apostle Primary School
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Supersedes Policy Dated:	None
Policy Last Updated:	2013
Review Date:	2016

Appendix A

St Thomas the Apostle Primary School Excursion Planner

Class(es) Attending _____

Date/s of Excursion _____

Departure Time:_____ Departure Time Venue:_____ ETASchool_____

Intended Destination

Excursion Type- Category _____

Cost of Excursion _____

List of adults attending (if known)

Purpose of excursion and expected educational outcomes

(Teacher signature)

(Principal signature)

Check list

Give to Front Office to:

- Prepare Permission Note home
- Order Bus

Excursion Coordinator to:

- Complete risk assessment (if required – see CEO policy)
- Note school calendar

Appendix B

LEVEL 1	LEVEL 2	LEVEL 3
Banned Activities	Activities requiring specialist instructors	Activities for general inclusion
Boxing	Abseiling	All minor games
Bungy Jumping	Archery	Major games
Break Dancing	Bush walking - overnight	Physical activity
Hang gliding	Canoeing/kayaking (placid water)	Athletics
Mountain bike riding – in rugged terrain	Diving	Australian Rules
Outdoor rock climbing	Fencing	Basketball
Canoeing/Kayaking (white water)	Horse riding	Cross Country
Rock Fishing	Ice Skating	Hockey
Rodeo	Indoor rock climbing	Netball
Scuba Diving	Martial arts	Soccer
Tobogganing	Orienteering	Tennis
Weight Lifting (different to weight training)	Rope climbing courses	Rugby League
	Rowing	Rugby Union
	Sail boarding, Sailing	Swimming – still water
	Skateboard riding	
	Skating	
	Snorkelling	
	Snowsports *	
	Surfboard riding	
	Swimming - surf	
	Wave ski and Body boarding	
	Weight training	

Sport and Activity Category List

Level 1 activities are banned and therefore not to be approved by the Principal. Guidelines for the safe conduct of these can be found in the "*NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools*".

Appendix C

Schools in the Archdiocese of Canberra and Goulburn should adhere to the following guidelines when planning and conducting excursions.

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 organised 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 PLUS CEO <u>Application Form LR/1</u> 4 weeks notice where possible	Principal or delegate PLUS CEO <u>Application Form LR/1, LR3</u> , 4 weeks notice For overseas excursion at least 4 months prior to departure

Refer to *Guidelines for the safe conduct of sport and physical activity in schools* for supervision details.

<p>Minimum Supervision Ratios</p> <p>In all cases, Principal should determine this ratio according to the nature of specific activities</p>	<p>1 teacher per class</p>	<p>Principal should determine this ratio according to nature of specific activities.</p> <p>Minimum of 1 teacher per class.</p>	<p>Minimum 1 teacher</p>	<p>1:20</p> <p>2 teachers minimum.</p> <p>Principal should determine this ratio according to gender balance and nature of specific activities</p>
<p>Consent / Medical Sample Forms</p>	<p>Annual School Consent Form</p>	<p>Detailed School based Consent Form (<u>Appendix A</u>)</p>	<p>CEO Consent Form (See CEO Policy)</p>	<p>CEO Consent Form (See CEO Policy)</p>
<p>First Aid</p>	<p>First Aid Kit</p> <p>Mobile Phone</p> <p>CPR Trained</p>	<p>First Aid Kit</p> <p>Mobile Phone</p> <p>CPR Trained</p>	<p>First Aid Kit</p> <p>Mobile Phone</p> <p>CPR Trained</p> <p>Intermediate First Aid</p>	<p>First Aid Kit</p> <p>Mobile Phone</p> <p>CPR Trained</p> <p>Intermediate First Aid</p>