EXCURSION POLICY

RATIONALE:
Excursions are an integral part of the teaching process. At St Bede’s Primary School, students will be given the opportunity to participate in a variety of excursions to enhance the students’ experiences while working on a particular unit of work, or as a form of cultural enrichment.

GOALS:
At St Bede’s Primary School we aim to:
- organise excursions which complement and enhance the teaching program of each class and a wide range of experiences across all areas of the curriculum;
- cater for different learning styles through the range of activities excursions provide;
- host one in-school performance per term utilising visiting performers covering various aspects of the curriculum;
- ensure that all excursions are well organised, planned, implemented and evaluated.

IMPLEMENTATION:

OVERVIEW
- Teachers have a special duty of care to students on excursions. This duty exists both during normal and outside of normal school hours.
- Activities chosen for school excursions must be appropriate for the age, experience and capacity of the participating students.
- Careful supervision during out of hours activities is paramount, as such excursion activities often involve certain risks.
- Provision may need to be made for students with special needs.
- Public transport is used whenever possible.
- Adequate transport must be provided for the number of people involved in the excursion.
- Teachers, parents or other approved persons providing transport to or from the excursion must have an appropriate license and a registered vehicle. Copies of the Driver’s Licence, insurance records and registration papers of all adults providing transportation are to be filed in the office.
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ORGANISATION
For all excursions, parents are asked to complete an Excursion Permission Form allowing their children to attend an excursion. Students are not permitted to attend excursions without completion of this form which must be returned to the school. It is the school’s responsibility to ensure that parents are informed of all excursions through the newsletter, permission notes and term calendar. Parents who do not wish for their child to attend a specific excursion must inform the school in writing prior to the planned event. The costs of excursions are included in the school fees each term. Specific permission forms are sent home for all overnight excursions or those involving water.

Teachers should have a clear knowledge of the location of the excursion and, if possible, visit any unfamiliar location beforehand. The First Aid qualifications of teachers involved with the excursion should be current. It is desirable that parents in attendance hold current First Aid qualifications depending on the nature and venue of the activity. Supervising parent(s) should be briefed on school protocols and expectations in relation to Duty of Care issues.

PRIOR TO THE EXCURSION
1. Teachers discuss proposed excursions with the Principal outlining outcomes of the excursion, anticipated costs, and suggested dates.
2. Complete excursion details are provided to the school secretary, who will then make travel arrangements and include details of the excursion on the calendar.
3. The school secretary, Learning Support Teacher, LOTE/Music teacher, librarian and other relevant members of staff should be informed of the impending excursion.
4. Teachers should check the recommended teacher/student ratio as outlined by the CEO. (Refer to CEO Policy and Procedures Manual).
5. Teachers must consider First Aid and procedures in the case of an emergency.
6. Contingency plans must be available in the event of inclement weather or some other change in the excursion environment.
7. Relevant medical knowledge of students obtained should be taken on the excursion.
8. The contents of the First Aid Kit should be checked and the kit taken to the venue.
9. Duty swaps should be organised in advance and the Assistant Principal must be notified. Changes are to be noted on the whiteboard in the staffroom.
10. Ensure the school's mobile phone is charged.
11. Check all accompanying adults have completed the Prohibited Employment Declaration (PED) and are aware of their Duty of Care.

STEPS TO BE TAKEN DURING THE EXCURSION
1. Individual students have access to proper restraining seat belts and wear them in the car.
2. Adequate supervision ratio is maintained at all times.

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3. The First Aid Kit is carried at all times.
4. The school mobile phone is operational and carried at all times.
5. The pre-arranged procedure for First Aid or other emergencies is followed.
6. Students are actively supervised even when a particular activity is being conducted by a trained person who is not a teacher.
7. The Principal is promptly informed in the case of a student being involved in an accident.
8. Relevant accident documentation is to be completed promptly after an accident.
9. Copies of medical forms and emergency contact details are carried on excursions.
10. Accompanying adults must have completed the Prohibited Employment Declaration (PED)

OVERNIGHT EXCURSIONS
It is essential that:
• at least one teacher has CPR training;
• detailed medical information has been obtained from parents prior to any overnight excursion;
• mixed groups be supervised by at least one male and one female adult;
• that CEO permission be obtained for all overnight excursions. Applications should be made on the appropriate form and submitted to the CEO well in advance (4 weeks). Risk management is to be included.
Parental permission has been obtained for all overnight excursions. Parents are required to complete Consent Form for Overnight Excursions.

WATER ACTIVITIES
It is essential that:
• at least one teacher has CPR training;
• provision on the Consent Form must be made for parents to advise and give information about the student’s ability to swim;
• students are closely supervised at all times when in or near the water;
• parental permission must be obtained for all excursions involving water. Parents are required to complete Consent Form for Excursions

FURTHER INFORMATION:
Further information and excursion proformas can be found on the CEO intranet.

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