



MARIAN CATHOLIC COLLEGE KENTHURST

EXCURSION POLICY

Date of Publication: April 2022

Date to be Reviewed: 2023

Direction

Marian Catholic College's excursion programme enables students to enrich their learning in social skills development in a non-school setting. Excursions complement, and are an integral part of the educational programme offered at our school. An excursion is defined as any school activity beyond the school grounds. Likewise incursions offer the same educational scope and are held within the school site.

Purpose

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school or in the case of an incursion, inside the school.
- To further develop social skills such as co-operation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Responsibilities and Expectations

- The CEDP and school's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal and their nominee will ensure that full records are maintained regarding the camp/excursion/incursion.
- The principal or their nominee will ensure that adequate pre excursion/incursion planning and preparation of students take place.
- Satisfactory arrangements will be made for continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The College calendar must be checked to ensure proposed excursion dates do not conflict with or impact on other school activities and/or assessment tasks.
- Satisfactory arrangements are made for staff replacement and duty swaps for those staff members away on the excursion.
- If the weather is unfavourable, the teacher in charge will be in consultation with the principal to decide whether the excursion will go ahead. After a decision is made the office staff will be informed promptly to assist with the anticipated phone enquiries.
- Satisfactory arrangements and time are made for eating and toilet breaks.
- Prior to a camp, excursion or incursion, the approval of the principal will be obtained.
- In some circumstances, students who have not demonstrated appropriate behaviour will not be permitted to participate in camps, excursions/incursions.
- Students should be dressed in full school or sport uniform for the excursion or offsite activity, unless otherwise approved by the relevant Leader of Learning or Assistant Principal.
- If the mode of transport is a private vehicle for part or all of the excursion, the drivers must be fully registered, insured, licensed and have approved safety belts on all seats. Parents must take full responsibility when giving permission for their child to travel by private transport.
- Teachers in their first year of service are not to be given sole responsibility for the supervision of students on an excursion.
- At least one staff member with accredited Emergency Care and CPR must be present on all school excursions (CEDP Policy).
- Staff may be provided with the schools mobile phone for communication purposes on any excursion (CEDP Policy).
- Where possible there needs to be both gender staff members or parents on any excursion to assist with supervision and gender balance.

Programme

- Prior to conducting the camp, excursion/incursion the CEDP requirements and guidelines relating to camps, excursions/incursions will be strictly observed.
- Consideration in planning should include:
 - a) Safety, Emergency and risk management, including bushfires.
 - b) Student preparation.
 - c) Student medical information.
 - d) Safety guidelines for Education outdoors.
 - The principal or their nominee will ensure that full records are submitted for approval well in advance of the activity date.
 - In approving a camp, excursion/incursion the principal or their nominee should consider:
 - a) The contribution of the activity to the school curriculum.
 - b) The adequacy of planning, preparation and organisation in relation to the school policy and the guidelines set out by the CEDP.
 - c) Information provided by the venues and organisations that specialise in the activity proposed.
 - d) Appropriateness of the venue.
 - e) The provisions made for the safety and welfare of students and staff.
 - f) The experience and competence of staff relevant to the activities being undertaken.
 - g) The adequacy of student supervision.
 - h) The high risk nature of some activities.
 - i) Emergency procedures and safety measures.
 - j) Staff student ratios
 - k) Student experience
- Students not attending camp, excursions/incursions will be supervised and have an appropriate learning programme provided by a teacher.

Teacher Responsibility

- A designated “Teacher in Charge” will coordinate each excursion/incursion and camp.
- The teacher in charge will provide the Administration office with a final student list as well as emailing a copy to all staff.
- In the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative programme available for students not attending the activity.
- All students must have returned a signed permission note and payment to be able to attend the excursion/incursion or camp. Copies of completed permission notes and medical information

must be carried by excursion staff at all times. Originals will be kept at the school and medical information is read by staff before the excursion.

- A First Aid Kit will be provided by the school and collected by the teacher in charge prior to the activity.
- The teacher in charge will communicate the anticipated return time with the Administration Office. In the case where the excursions are returning out of school hours, parents will be informed prior to students leaving for the excursion, that they may ring the office with updated anticipated return time.
- All students are required to meet the College Uniform and Grooming expectations if going off site for an excursion or school activity. Teachers must ensure that every student meets these expectations prior to leaving school. No student is to attend an excursion or offsite activity if they are not in full school uniform and appropriately groomed.
- Parents and other approved adults may be invited to assist in the delivery of excursions.
- Disciplinary measures apply to students on camps and excursions/incursions consistent with the school's Student Management Policy and Wellbeing Policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or the nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised;

- a) Of the circumstances associated with the decision to send the student home.
 - b) Of the time when the parent/carers may collect the student from the camp or excursion.
 - c) c) Of the anticipated time that the student will arrive home.
 - d) d) Of any costs associated with the students' return which will be the responsibility of the parents/carers.
- The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.
 - All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
 - On days of extreme fire danger or total fire ban, the principal or nominee may need to cancel an excursion on short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
 - Risk Assessment documentation must be completed prior to approval.
 - Excursion groups will be equipped with contact lists, mobile telephone and first aid kits to be used in emergency situations.

Policy review by principal annually.

