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# EXCURSION POLICY

## 1.0 Definition & Purpose

The term 'excursion' when used in this document relates to a learning experience external to the school site, conducted under the auspices of the school and approved by the Principal. Excursions are undertaken by all classes at *Our Lady of the Way School* to extend students learning experiences, explore and develop language skills, reinforce information, knowledge and concepts relating to units of study and enhance pastoral care.

Excursions provide opportunities for the students to share information and knowledge they already have, explore new information and knowledge, compare this to what they already know and reflect upon the new information and knowledge by way of questioning and critical thinking.

An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days, weeks or months requiring overnight or long term accommodation.

## 2.0 Rationale

At *Our Lady of the Way School* we believe that:

- excursions provide valuable learning experiences which are not normally available in the school setting;
- excursions should be well planned in advance, preceded by classroom lessons and followed up by meaningful activities when students return to school;
- at least one teacher from school with appropriate CPR and/or first aid qualifications should accompany students on excursions;
- the number of teachers attending excursions should maximise the safety and well being of all students;
- activities undertaken by students on excursions should have maximum educational benefit and minimal risks;
- all students attend excursions regardless of family's financial position.

## 3.0 Aims

- 3.1 Provide well planned and meaningful excursions that enhance teaching and learning throughout the school.
- 3.2 Teachers to conduct relevant classroom lessons before excursions are undertaken and followed up with associated activities when students return to school.

- 3.3 Provide enough teachers to accompany students on excursions in order to comply with systemic and legislative safety requirements.
- 3.4 Gain parents' permission and keep them fully informed about all aspects of proposed excursions.

#### **4.0 Implementation**

- 4.1 Teachers check the syllabus and select excursions that will enhance the set curriculum.
- 4.2 A venue and safety risk assessment must be completed to show that the excursion is safe in nature and location. If possible, a visit to the venue to identify any potential hazards should be organised prior to the excursion taking place. If this is not possible, detailed advice must be obtained from an appropriate source. Outside organisations e.g. retreat centres, sporting venues etc must provide their risk assessment and give evidence that they have fulfilled all child protection measures. It is the responsibility of the school to obtain these documents.
- 4.3 Teachers submit a completed *Excursion-Incursion-Special Event Planning Form*, which must be signed off firstly by the stage coordinator and then approved by the Principal/delegate. Office staff then book the excursion and/or transport where necessary. A cover letter for parents is drafted by teachers and issued with the schools *Excursion Permission Note*. Permission notes must be signed by parents/carers and returned to school before students are permitted to attend excursions. In rare cases, verbal permission may be sought but this must be approved by the Principal.
- 4.4 Parents are given adequate information about the excursion. This should include a general statement about the reason for the excursion, the venue, mode of transport, expected time of departure from school and expected time of arrival back at school, number of adults attending who will act as supervisors during the excursion, eating arrangements, clothing requirements, and any specific information that is unique to the excursion.
- 4.5 The cost of excursion must be affordable and reasonable for all families. Parents pay for all excursions or arrange to meet with the Principal in case of financial hardship.
- 4.6 Teachers are released to attend excursions. Playground duties will be covered if necessary.
- 4.7 Teachers in their first year of service are not to be given sole responsibility for the supervision of students on an excursion.
- 4.8 Supervisors may include parents or other adults but only under the direction of a teacher. Parents/adults other than teachers must be authorised by the Principal as a fit and proper person for that position. In determining the level of supervision required, the Principal will take account of:
- the number of students involved
  - the maturity of the students
  - the anticipated behaviour of the students
  - the nature of the activities planned for the excursion
  - first aid requirements
  - the risk assessment of venue.

- 4.9 Parents/adults supervisors must have completed the appropriate Child Protection screening before they can attend and excursion and clearly be made aware of their responsibilities.
- 4.10 A teacher (or other adult authorised by the Principal) with accredited elementary first aid/CPR training must be present on all excursions.
- 4.11 For excursions involving water activities and for overnight excursions, a teacher (or other adult authorised by the Principal) with a current qualification in Cardiopulmonary Resuscitation (CPR) must accompany the students. (See attached sheet regarding excursions where water is involved)
- 4.12 Provision will be made for students with special health and/or medication needs and will be cared for by a designated teacher.
- 4.13 Teachers are responsible for collection of required medication, asthma spacer, etc and stocked first-aid kit.
- 4.14 All buses must have seat belts for excursions of long distances or when high speed is available e.g. over 100kph. Please check with the principal/delegate for clarification.
- 4.15 On an overnight excursion there must be a supervisor of the same gender as the students participating.
- 4.16 The school's mobile phone will be taken by the teacher supervising, on all excursions. Teachers should take a copy of students' phone numbers from the class roll in case of an emergency.
- 4.17 The Principal may deem it necessary to exclude a student if their past behaviour provided reasonable grounds to believe that the presence of that student on an excursion would be likely to present a risk to the safety of other students, staff and/or members of the public or significant harm to the good name of the school.
- 4.18 Students will be asked to research/prepare selected topics in preparation for excursions and/or complete related activities after the excursion.

## **5.0 Excursions With Water Activities**

- 5.1 Parents must be advised in writing about any planned water activities.
- 5.2 A consent form must be received from the parents.
- 5.3 Parental permission must be expressly given for any swimming activities
- 5.4 Parents should indicate whether their child is a strong, average, below average or non-swimmer. This will not affect the supervision and non-swimmers will be identified and strictly monitored.
- 5.5 Some special requirements may be required for some students, e.g. flotation devices.
- 5.6 Immediately before the commencement of any water activity, the prevailing condition

must be examined by the supervising teacher for any possible dangers.

- 5.7 For water or near water excursions, at least one adult staff member in attendance at all times must have a current qualification in First Aid and CPR.

### **6.0 Budget**

A budget will be provided for the professional development of staff, the acquisition of resources and to cover any losses created from any financial hardships.

### **7.0 Evaluation**

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this program.

# EXCURSION PLANNING PROCEDURES

## BOOKING AND COSTING

1. Teachers to discuss excursion proposal with their Stage Coordinator.
2. Teachers to liaise with the Stage Coordinator to:
  - select an appropriate date for the excursion
  - discuss staffing arrangements and supervision for the excursion.
3. Teachers to download Excursion notes from the Whole School Program folder on M drive and complete the following forms:
  - ***Excursion-Incursion-Special Event Planning form***
  - ***Excursion Permission Note***
  - ***Risk Assessment {to be handed to the stage coordinator}***
4. Office Staff will complete all costing and booking of venues, transport etc. for the excursions in consultation with the Principal.
5. A generic Risk Assessment Report for the excursion venue must be obtained and a thorough risk assessment must be completed for each activity undertaken. A generic risk assessment will not suffice.
6. All forms, including the Risk Assessment Report, are to be handed to the Principal for final approval. Copies of the completed forms are to be given to the school secretary for school records.

## Information Letter & Permission Slip

- 1) Once the excursion is approved by the Principal, the Permission Form is sent home with the students.
- 2) Permission Forms are to be returned to School by the due date.
- 3) Permission Forms, which contain parent emergency contact numbers, are held by teachers for the excursion.



# Excursion Permission Note



Excursion: \_\_\_\_\_

Date: \_\_\_\_\_ Cost:  Covered by Activity fee OR  \$ \_\_\_\_\_

I understand that the children will be travelling by: Bus Train Car Walking  
*(delete those not needed)*

I give permission for my child: \_\_\_\_\_ in class: \_\_\_\_\_ to attend this excursion. Please find enclosed \$ \_\_\_\_\_ to cover the cost of the excursion.

## Medical Details

Does your child have any medical condition, which you feel that teachers should be aware of?

Please list any allergies and the symptoms.

Does your child need to take medication during the excursion? *(Details needed by the Teacher)*

Is there any other matter regarding your child's welfare and enjoyment of the excursion which you would feel the teacher should know?

Any special Dietary Requirements *(for overnight excursions)* e.g. allergies; sensitivities; Intolerances etc.

My child's swimming ability is: (please circle)  
**Very competent**                      **Still developing**                      **Unable to swim**

## Parent/Carers Contact Details

During this excursion I may be contacted on:  
Mother's Home/Work/Mobile Phone No's: \_\_\_\_\_  
Father's Home/Work/Mobile Phone No's: \_\_\_\_\_  
Emergency Name and Phone No: \_\_\_\_\_

## Emergency

In the event of an emergency I give the teachers of *Our Lady of the Way School* permission to seek medical attention for my child. I understand that I will be notified as soon as possible.

\_\_\_\_\_  
*Parent/Guardian signature*                      \_\_\_\_\_  
*Name – please print*  
Date: \_\_\_\_\_



# ***OUR LADY OF THE WAY, EMU PLAINS*** **EXCUSION RISK ASSESSMENT TEMPLATE**



Venue Name:

Location:

Name of the Organisation:

Address:

Phone:

Web:

Fax:

Insurance: Is there a Public Liability concern? Y/ N

Activity	Age & Skills	Staff Accreditation	Potential Risks	Control Strategies

Equipment	Is equipment to be used in good order and condition?

Other Requirements	
Clothing	
Footwear	
Sun Protection	
Food & water	
Other	

Provided Supervision Services	Activities
Briefings	
Guided Tours	
Life Savers	

Child Protection Questions	Yes/No
Is the organisation registered with a NSW approved screening authority?	
Have all paid staff undergone employment screening?	
Has the venue provided screening numbers for all staff or a statement declaring this fact?	

General Questions	Yes/No
Is the access to the venue safe?	
Is the access from the venue safe?	
Are disabled toilets available?	
Are emergency procedures in place at the venue?	
Are staff trained in First Aid/ CPR/Emergency Care?	
Are licensed personnel used for construction & maintenance?	
Are first aid kits available for each activity?	
Does the venue have a qualified first aid officer?	
Is there a first aid room?	

Name of the Teacher-Leader:

Signature of the Teacher-Leader:

Date:





# EXCURSION-INCURSION-SPECIAL EVENT-PLANNING

Complete this form – Discuss with Assistant Principal/Principal- Hand to Finance Secretary with written quote.

## EDUCATIONAL RATIONALE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person(s) organising event: \_\_\_\_\_

**Whole School Event**       **Stage Event**       **Grade Event**

**Class/es:** \_\_\_\_\_

**Date of Excursion/Incursion/SE:** \_\_\_\_\_

**Itinerary: Please attach if necessary**

**Venue:** .....

**Number of Students:** .....

**Names of Teachers attending: (Excursion)**

1) ..... 2) .....

3) ..... 4) .....

Number of Parents attending \_\_\_\_\_ (Excursion)

## **TRANSPORT**

**Bus**       **Coach with seatbelts**       **N/A**

No of Buses ..... Leave School ..... Return to school by .....

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **CHEQUES REQUIRED:**

**DATE REQUIRED:** \_\_\_\_\_ **(AT LEAST 7 DAYS PRIOR TO EXCURSION)**

SUPPLIER	AMOUNT

## TEACHER'S COPY

### When planning an excursion:

- Be mindful of the cost and frequency of school visits, excursions and incursions.
- Discuss with the Principal any concerns regarding children unable to attend an excursion due to financial difficulties. No child is to be excluded from an excursion due to financial difficulties.
- Teachers in their first year of service are not to be given sole responsibility for organisation and supervision of school excursions.

The following details should be contained in an Information/Permission Note:

- (a) Rationale of excursion
- (b) Location/s (address and phone number if overnight)
- (c) Date
- (d) Time of departure and arrival back at school.
- (e) Cost (if not included in the activity fee)
- (f) Clothing recommendation: school tracksuits/sports uniform or school uniform.
- (g) What to bring
- (h) Mode of transport
- (i) Recess (in a plastic bag), pens, pencils etc.
- (j) Date to return the permission slips and money (***One week prior*** to excursion/incursion)
- (k) Special instructions-re: spending money, cameras, bags etc.
- (l) Names of teachers going on the excursion

### CHECKLIST: One week before

- Has the venue been booked and confirmed
- Has an information/permission letter been sent home?
- Has your Stage Co-ordinator been consulted?
- Do you require the school camera/video?
- Is the first aid box required?
- Do you have sunscreen, mobile, sun shade(s), school banner?
- Do you have medical forms/medication?
- Do you need any cheques?
- Have you swapped duty?

# Excursion-Incursion-Special Event Organising Checklist

Program/Event: \_\_\_\_\_ Organiser: \_\_\_\_\_

<b>Long Term Planning</b>	<b>Notes</b>	<b>Who</b>	<b>Completed</b>
Calendar/date check			
Discuss with grade teachers			
Discuss with Co-ordinator			
Costing sheet			
Buses booked			
Car travel arrangements			
Special guests invited			
Letter to parents/permission slip			
RAT (Risk Assessment Tool) completed			
<b>Preparation for the day/event</b>	<b>Notes</b>	<b>Who</b>	<b>Completed</b>
Any children with special medication needs or considerations			
Catering - Food for guests/visitors – Canteen notified			
Playground duty – changes, swaps, closures or 'free' person asked			
Venue, centre, hall, library, playground space booked			
Additional staffing – Teacher(s) or TA(s)			
Parent helpers (Males?)			
Petty cash or cheque needed?			
Equipment needed/ Chairs/ Tables/ seating arrangements			
Bell time changes?			
Student sign-out sheets required?			
Camera/Video camera			
First aid kit, sick bags, plastic bags			
Organise for any staff and/or student jobs to be covered by children from another grade or a staff member			
Back up Plan – Wet Weather			
<b>Follow up after the event</b>	<b>Notes</b>	<b>Who</b>	<b>Completed</b>
Newsletter report			
Media release – local media (e.g. Leonay Gazette) and CEO			
Receipts/invoices			
Pack up/clear away/ return all items			
Participation certificates			
Staff evaluation sheet/chart'/On-Line survey			
Place photos on the 'M' Drive			
Send notices for Skoolbag and Face Book			

# **Excursion-Incursion-Special Event**

## **Evaluation**

*Please include in your program*

**CLASS/ES** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

***Did the excursion achieve its outcomes? (Explain)***

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***Was the venue suitable? (Positive & negatives)***

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***Was the transport suitable? (Explain)***

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***Value per dollar?***

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***Useful contacts: (Names/phone numbers).***

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***Any suggestions for next time???***

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