



# EXCURSION POLICY

## PREAMBLE:

The following policy has been developed to rationalise excursions and other out of class activities with a view to minimising disruption to teaching and learning time and cost to parents and students.

1. Application:       Excursion application forms are available from the Assistant Principal(A.P.). These forms are to be completed and signed by the KLA Coordinator before being returned to the A.P. This document will include a risk assessment component. The risk assessment component is available online and can be emailed to AP who will store it in Excursions folder on google drive.
  
2. Guidelines:
  - ❖ A staff – student ratio of 1:25 (Pending risk assessment)
  - ❖ 1 excursion per subject per year. (1 X Preliminary, 1 x HSC)
  - ❖ Excursion to be entered into diary and excursion register by AP.
  - ❖ Mandated fieldwork the only exceptions.
  - ❖ Relationship between excursion and Syllabus outcomes to be identified on application form.
  - ❖ Excursions to occur on days that the class is held.
  - ❖ HSC Study Days to be accessed outside of school time.
  - ❖ Cost of excursion to be included in school fee accounts



Student Safety in Schools  
Policy Guidelines  
Catholic Education Commission, New South Wales

## **Excursions**

Teachers have a special duty of care to students on excursions. This duty exists both during normal, and outside of normal school hours.

Excursions which include potentially dangerous activities should not be conducted without full consultation with, and approval of the Principal. Those which involve inherently dangerous activities (e.g. abseiling, white water rafting) should not be conducted at all.

Activities chosen for school excursions must be suitable for children of the age, experience and capacity of those participating.

Careful supervision during out of school activities is paramount, as such excursion activities often involve unusual risks.

Provision may need to be made for students with special needs.

### **Before the Excursion :**

The supervising teacher(s) should:

- provide full details of the activity proposed to the Assistant Principal including a Risk assessment and obtain the necessary approval to conduct the excursion
- provide complete excursion details to parents/guardians and ensure that permission notes are obtained
- have a good knowledge of the location of the excursion and visit any unfamiliar location beforehand, if possible
- ensure that appropriate pre-excursion planning and travel arrangements have been detailed
- ensure that the qualifications of all teachers/adults (First Aid/special activities) involved with the excursion have been checked and are current
- ensure that special training of teachers/supervisors has occurred in preparation for the development of specific student skills
- ensure that First Aid and other emergency procedures (including the notification of parents) are drawn up
- give appropriate demonstrations and warnings
- ensure that contingency plans are available in the event of inclement weather or some other change in the excursion environment
- ensure that relevant medical knowledge of students has been obtained to be taken on the excursion
- check the contents of the First Aid kit
- ensure that all children are properly matched to the excursion activity, that is, that they are of the appropriate age, experience and capacity to safely undertake the activity.

### **During the Excursion ...**

The supervising teacher(s) should:

- ensure that an adequate supervision ratio is maintained at all times, based on careful assessment of factors such as the age/gender of students and nature of activity
- follow the pre-arranged procedure for First Aid or other emergency
- actively supervise students even when a particular activity is being conducted by a trained person who is not a teacher
- promptly inform the Principal/AP after a student has been involved in an accident
- promptly complete any relevant accident documentation after an accident.

### **Travel Arrangements ...**

The supervising teacher(s) should ensure that:

- permission notes, including details of travel arrangements, have been signed by parents/guardians
- copies only of permission notes are taken on the excursion
- public transport is used whenever possible
- adequate transport is provided for the number of people involved in the excursion
- all normal safety rules apply
- a teacher, parent or other approved person providing transport to or from the excursion is appropriately licensed and the car registered [It should be noted that such a driver may be sued for negligence in the case of an accident].

### **Special Arrangements ...**

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.

Water Activities (including excursions near water) ...

It is essential that:

- at least one teacher has CPR training
- students are closely supervised at all times when in or near water.

Students unable to attend ...

It is essential that:

- adequate teacher supervision is available at school.

### **Work Health and Safety Risk Assessment ...**

Before submitting the excursion form an WHS Risk Assessment form for the excursion you wish to run must be completed. This “Detailed Risk Assessment form’ can be located by:

- Logging on to google drive
- Access either the College’s Own WHS site

- o <https://sites.google.com/a/syd.catholic.edu.au/whs-group-de-la-salle-cronulla/?pli=1>
- o Under the tab Resources find 'Detailed Risk form.docx' and download
- o Make a copy and use for your excursion and share with me

OR

- o In google drive search for 'Detailed Risk Assessment form.docx'
  - o Make a copy and use for your excursion and share with me
- I will then upload these to our College's WHS site and keep in a google doc folder **Staff Info - 2015 - Excursions** for staff to use as examples.

See your KLA Co-ordinator if you are encountering difficulties.

DE LA SALLE CATHOLIC COLLEGE, CRONULLA



*Excursion Application & Planning Form.*

1.	Excursion Name:	
2.	Proposed Date	
3.	KLA / Course	
4.	Reason for Excursion	
5.	Is the excursion a mandatory requirement of the course?	
6.	Organising Teacher	
7.	Other staff attending	
8.	KLA Coordinator Signature	
9.	Number of students	
10	Venue	

11	Contact Person	
12	Address	
13	Phone Number	
14	Depart from school: time	
15	Arrive at venue: time	
16	Depart from venue: time	
17	Return to school: time	
18	Alternate dismissal arrangements	
19	Details of Emergency procedures	
20	Contingency plan for wet weather	
21	Details of demonstrations and warnings for students	
22	Copy of student medical details obtained	
23	Check of first aid kit carried out	
24	Staff member responsible for taking the first aid kit on the excursion	
25	Supervision schedule for activities and breaks	
26	Details of any concerns as to the appropriate age, experience and capacity of students to safely undertake the activity.	

27	Arrangements for students unable to attend	
28	Permission note approved (attach a copy)	
29	Date permission notes are due	
30	Teacher responsible for taking permission notes on the excursion	
31	Cost per student	
32	Date by when student payment to the school is due	
33	Uniform – if not full school uniform give reasons	

NB: Please attach any documentation to this form if there is insufficient space provided.

# De La Salle Senior College, Cronulla.



## Excursion Planning

Please work through the following check list and ensure that the relevant communications are completed as the event draws near.

### Initial Planning:

- Check the term calendar, school diary, assessment schedule and excursion log in Assistant Principal's office for date claim.
- Complete application form & Risk Assessment form and return/share to Assistant Principal.
- Verify costing for the excursion with Shirley Lynn (make sure all costs have been included; ie: teacher transport etc, unless staff are paying their own way or the department budget is to be debited)
- Provide a copy of the excursion letter to AP.
- Provide a copy of the excursion letter to the relevant Year Coordinator

### One week prior:

- Provide a copy of the excursion letter to staff in the front office to allow them to field simple telephone enquiries
- Notify the canteen of the details of the excursion specifically the number of students who will be absent.
- Give final staff and other details to Assistant Principal. This would include details for students not attending.

### The day before the event:

- Provide a list of participating students to:**

- \* Front Office
- \* Roll Call Classes Pigeon Holes
- \* Library
- \* Notice Board in staff centre.

On the day:

- Collect school mobile phone, Medical Register and First Aid Kit from office.
- Inform students of contact number (if needed). School Mobile Number is 0421479022.
- Phone the front office and confirm attendances/absences and any variations from original details.