



## POLICIES

# Leschenault Catholic Primary School

**Topic: Excursions**

**Policy No: 2-B4**

**Policy Area: Education**

**Updated: 2016**

**Date of Review: 2018**

### Rationale

- The purpose of an excursion is to enhance the educational programme offered by the school.

### Definitions

'School excursions' are defined as activities generally conducted for educational and/or religious purposes. 'Excursions' would normally involve single-day trips.

'Educational program' shall be as defined by the School Education Act (1999) Clause 4 Definitions, 'educational program'.

'Integral' to the educational program shall mean a component that is compulsory for all students (e.g. a class/year level Retreat).

'Incidental' to the educational program shall mean a component that is optional for students (A voluntary overseas excursion).

### Scope

This policy applies to Leschenault Catholic Primary School.

### Principles

1. School excursions shall be designed to enhance the educational programme offered by the school and approved by the Principal.
2. Maximum emphasis must be placed on the safety and well-being of all the participants.
3. A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.
4. Supervising teachers have a duty of care under common law to take all reasonable steps to avoid acts or omissions to remove inherent dangers.
5. Needs of students and their families will be considered when sending students on excursions.
6. All classes are encouraged to facilitate educational and life experience opportunities in controlled environments outside the school.
7. The school excursion is an extension of the school. The same codes of conduct expected during school hours are expected of all students, staff and supervisors for the duration of the excursion.
8. All excursions will adhere to the school Sun Smart Policy.
9. Behaviour Management, Bullying and Harassment, Child Protection and other school policies and processes shall continue to be applicable. Appropriate modifications shall be made to the consequences for unacceptable behaviour and staff, students and families shall be advised of these prior to the excursion.
10. The financial burden on families of sending a student on an excursion should be considered. Provision shall be made by the school so that no student is prevented

from attending an excursion that is an integral part of the educational program, on financial grounds.

### **Procedures**

1. The Principal shall approve all excursions. An excursion proposal must be handed to the Principal for approval at least three weeks before the excursion. The completed checklist must be handed in a day before.
2. Students shall not be allowed to attend a school excursion unless written permission is granted by the parents/guardians. The permission note shall outline details such as the method of transport and the activities to be undertaken at the excursion. An exemption to this procedure may occur when direct contact is made by the teacher with parents to verify students have permission to go on the excursion. Verbal permission should be followed by a written note (email, text message) on the day.
3. Excursions form part of a school's curriculum programme and therefore shall normally be attended by students. Care shall be taken to protect the right of parents to decide whether or not to send their children to school excursions. On the day of the excursion if written permission is not granted, refer matter to Principal.
4. Adult/student ratio is dependent on activity, environment, types of hazards, abilities and ages of students. This is to be negotiated and approved by the Principal. Refer to Safety checklist before planning excursion. Outdoor pursuits that are non-aquatic to have a supervision ratio of not less than – 1:15 (early childhood ratios as per the NQS of 1:10 at least shall be adhered to). This may be varied with agreement by the Principal after consideration of the nature of the excursion.
5. Where a student does not attend a school excursion the school shall provide an alternative educational program.
6. A medical kit, including all medical requirements of participants, shall be kept within close proximity at all times.
7. An operational mobile phone is to accompany each excursion group. Where an excursion is being conducted in an area outside mobile phone range, a vehicle other than the bus is to be taken on the excursion.
8. Students shall be transported to and from excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
9. A Bus Company being contracted to transport students outside of the designated company used by the school must be approved by the principal.
10. All drivers shall have a current and appropriate driver's licence and be responsible, experienced drivers.
11. Adult supervisors involved in the excursions are to be briefed and instructed on their responsibilities. If responsible for a group they are to ensure children remain in eye-sight at all times. Parents accompanying the excursion and assisting with supervision are not permitted to bring siblings.
12. Parents need to provide written consent to remove their child prior to returning to school.
13. Appropriate lines of communication are to be established with the group and where more than one teacher is accompanying the group, one is to be designated as the teacher-in-charge.
14. Head counts must be conducted before leaving on the excursion, at regular intervals during the excursion and before returning to school.
  - If a student is missing, students are to be gathered into a supervised, confined area and the whereabouts of the missing student is to be established before any further activity is undertaken or before the group leaves the excursion venue.
  - If attempts to locate the student prove to be unsuccessful the Principal is to be contacted for advice on how to proceed before further action is taken.
15. For Aquatic Activities:

- All water activities are to be supervised by teachers/instructors who have an up to date Royal Life Saving Society Bronze Medallion or equivalent.
  - Following guides to be used for Supervision Ratios
    - Open water environment - 1:8
    - Closed water environment - 1:32
    - Swimming and Water Safety instructors – 1:16
    - Competitive Swimming Carnivals – 1:32
    - Aquatic excursions – 1:12
  - A roll check must be taken before students enter and after students leave the water.
16. Where conditions adversely change, the teacher-in-charge must re-evaluate the continuance of the activity.
17. While instructors and other groups may be employed or contracted to provide specialist instruction and conduct activities, duty of care remains with the teacher.
18. Where an incident related to student discipline, safety, or any serious consequence occurred, a report shall be submitted to the Principal by the teacher in charge of the excursion.

