



Excursion Policy

Rational:

At St. Richard's Primary School, we believe that learning should be meaningful and relevant and that students need to be actively engaged in the learning process. Excursions/Incursions and Camps are learning experiences that can enhance the students' understanding of curriculum through hands on activities and the opportunity to participate communally in a variety of educational, social and physical experiences.

School camps and excursions/incursions are an integral part of the educational program of the school. They reinforce and extend student learning opportunities beyond the classroom and reinforce the valuable and powerful learning that takes places in the real world. School camps and excursions/incursions at St. Richard's Primary School, aim to provide opportunities that develop deeper learning, confidence, resilience, independence, responsibility, as well as a sense of community. Excursions/Incursions and Camps at St. Richard's will be financed through disbursement of funds collected through school levies.

Implementation:

This policy is written in compliance with the School Camps & Excursions – Guidelines for Catholic Schools (2006). The Principal shall approve all Excursions/Incursions and Camps (see Appendix).

As school camps, excursions/incursions form part of a school's curriculum program, all students are expected to attend. Where parents have an issue regarding the attendance of their child/children, these issues will need to be discussed with the Principal (the right of parents and carers to decide whether or not to send their child/children to school camps will be respected).

Before the Camp/Excursion/Incursion

- 1.1 The designated staff member responsible for each camp experience will ensure that all camps, bus arrangements and activities comply with the Catholic Education Melbourne guidelines.
- 1.2 Staff and camp supervisors are to be aware that a duty of care exists at all times and a teacher-student relationship exists throughout the camp or excursion. Educational Support Officers may be required to support students with additional needs at the camp, excursion/incursion experience. This will be decided in consultation with the Principal.
- 1.3 In determining the student-adult ratio for school camps and excursions, the following factors are to be considered: the types of activities, the location of the school camp or excursion, the age and additional needs of the students, the camp or excursion facilities, gender balance for the supervision of male and female students and dormitory arrangements. A student/adult ratio should be no greater than 1:10. Where possible, both male and female staff should attend camps.
- 1.4 A permission slip and health form must be signed and completed by the child's parent/guardian before he/she is allowed to attend the camp or excursion.
- 1.5 The 'Student Activity Locator' on the CEVN website will be completed by Administration staff

when all the documentation has been finalised.

- 1.6 The decision for a student not to attend a camp experience will be made by the Principal, in consultation with the classroom teacher and/or the parent/guardian.
- 1.7 Students shall be transported to and from the camp or excursion in a safe and proper manner. All vehicles used shall be in a roadworthy condition. The Principal shall ensure that the drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of students. All drivers should have a current and appropriate driver's licence and comprehensive insurance. At least one car will be available for use in case of emergency on all off-site camp experiences.
- 1.8 A Risk Assessment form will be completed by the staff member in charge of the camp/excursion experience.

During the Camp /Excursion/Incursion

- 2.1 On all camps and excursions, a medical kit, appropriate to the circumstances, shall be kept within close proximity at all times.
- 2.2 While on camp, duty of care responsibilities exists at all times. Therefore, staff and supervisors will not use any intoxicating substances at any time during the camp or excursion.
- 2.3 A designated staff member (Camp/Excursion Co-ordinator) will be contactable at all times during the camp/excursion experience. The Co-ordinator will communicate with the Principal as required and when appropriate the anticipated return time to school.
- 2.4 At least one staff members will carry their mobile phone on his/her person at all times.
- 2.5 The form will be taken to offsite camp and excursion experiences with all appropriate medical information & relevant information to students partaking in an activity.

At the conclusion of the Camp/Excursion/Incursion Experience

- 3.1 There will be an evaluation of the camp/excursion experience to determine the effectiveness and appropriateness of the venue and activities in accordance with student learning.
- 3.2 Any further reports will be submitted to the Principal within 10 working days (i.e. 4.2)

In the event of an accident or medical attention

- 4.1 Completed Medical Forms will be carried by staff at all times. Subsequently forms will be retained by the school.

The 'Confidential Medical Information Form' should include such information as:

- a) Any known medical conditions e.g. asthma
- b) Any medication that is required and specific written instructions for administration of the medication.
- c) Any allergies
- d) Any medical condition that may prevent a student from participating in a particular activity
- e) Dietary needs
- f) Emergency contact details (Specific instructions need to be obtained from parents for the administration of medication).

- 4.2 If the injured person shows any symptoms of a severe nature and/or the medical attention required is beyond their skill set, an ambulance will be called.
- 4.3 In the event of medical attention being required, due care will be taken and the staff member in charge will notify parents/guardians as soon as practicable.
- 4.4 In the situation where an ambulance is called both parents will be contacted by the staff member in charge or by a representative from school as soon as practicable.
- 4.5 An accountability report will be made and submitted to the Principal within 10 working days. The Principal will then take appropriate actions based on the report e.g. further communication with parents/guardians, any action with external groups or businesses and a review of all policies and procedures where applicable.

Responsibilities:

The Principal will;

- Consider the financial burden on families of sending students to camps or excursions.
- Ensure the student centred learning needs to take place in a safe and secure environment. Our duty of care is to ensure that all students and staff are protected from risks to their health and safety.
- Ensure the staff member in charge will have relevant and updated qualifications of First Aid Training.
- Ensure the minimum ratio of adults to students on off-site camp experience is 1:10. The minimum ratio of adults on the bus travelling to and from the camp or excursion experience is 1:20.
- In consultation with the Camp/Excursion Co-ordinator make the final decision about sending any student home for any behaviour which is considered unacceptable.

Teachers will;

- Plan School camps and excursions that are designed to enhance the educational program offered by the school.
- Exemplify the same code of conduct for the duration of the excursion/camp of which is expected during school hours from all staff.

Students will;

- Not bring any digital devices, mobile phones on camps or excursions.
- Exemplify the same code of conduct for the duration of the excursion/camp of which is expected during school hours of all students.

Parents will;

- Have a current 'Working with Children' check if they are required to attend the camp or excursion experience in a supervisory capacity.
- Collect their child from the camp or excursion experience if the child exhibits behaviour that is considered unacceptable and any costs incurred will be the responsibility of the parent/guardian.

Evaluation

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified by the School Advisory Board on 04.09.2019
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ST RICHARD'S EXCURSION/INCURSION PLANNING FORM

CLASS/ES ATTENDING	TEACHER/S ATTENDING
DATE OF EXCURSION	TEACHER IN CHARGE
DESTINATION/VENUE – Please include address and contact numbers for venues.	TIME/S OF EXCURSION
RELEVANT AREA OF CURRICULUM	REASON FOR EXCURSION/ INCURSION
TRANSPORTATION METHOD	TRANSPORTATION COST
COST PER CHILD	TOTAL COST
NUMBER OF PARENT HELPERS	NAMES OF PARENT HELPERSPHONE NUMBERS
ADULT: STUDENT RATIO	MOBILE PHONE NUMBERS OF TEACHERS
1:	
TEACHERS' SIGNATURES	
PRINCIPAL'S /DEPUTY PRINCIPAL SIGNATURE (this needs to be signed off before the permission form is sent home to parents and before students are recorded on SAL (Student Activity Locator) by School Office.	