

NAZARETH CATHOLIC SCHOOL GROVEDALE

Excursion Policy

Gospel Values

Justice
Compassion
Love

Truth
Reconciliation
Integrity

Respect
Understanding
Acceptance

Dignity
Cooperation
Tolerance

Openness
Care
Honesty

Excursion Policy

Rationale:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

Aims:

- To reinforce, complement and extend 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.

Implementation:

Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.

- The Principal is responsible for the approval of all excursions.
- A designated 'Teacher in Charge' will coordinate each day excursion.

Prior to the commencement of any detailed planning relating to a proposed day excursion, the teacher in charge and other key members must meet with the Principal, to present the Principal with a planning summary, to discuss the proposed activity, and to seek 'in principle' support for the event.

If the Principal's approval is granted, detailed planning should commence.

- Childsafe documentation – Activity Risk Assessment - form must be completed and signed by Principal.

When presenting information to the Principal, organising staff must consider the following: -

- What is the purpose of the excursion and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
- Is an appropriately trained member of staff able to provide first aid?
- Have supervisory adults who are not registered teachers completed a Working with Children Check?
- Is the location of staff and students throughout the excursion including during travel known?
- Is a record of telephone contacts for supervising excursion staff available?

- Is a record of the names and family contacts for all students and staff available?
- Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?
- If day excursions include adventure activities organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- The School requires that students only travel on buses that are accredited by the Department of Infrastructure, Public Transport Safety Victoria and drivers hold appropriate accreditation.
- The Principal requires that a report be prepared after each day excursion, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- Classroom teachers will be given the first option to attend excursions.
- The school will ensure teachers have a mobile phone and a first-aid kit for all day excursions.
- Copies of completed Permission forms, and signed "Confidential Medical Information" forms must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents of children may be invited to attend a class excursion during the year.

When deciding on which parents will attend, the Teacher in Charge will take into account –

- Any valuable skills the parents have to offer. eg. bus licence, first aid etc
- The need to include both male and female parents.
- The special needs of particular students.
- Do parents have a Working with Children Check
- Parents selected to assist with day excursions may be required to pay their excursion costs.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.

Date: 2 March 2018

Next policy review: March 2021