



Learning Today, Leading Tomorrow

Excursion Policy & Procedures

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	<p>The purpose of this Policy is:</p> <ul style="list-style-type: none"> • To foster children and young people’s wellbeing and safety in a safe and supportive environment. • To provide educators with appropriate strategies and procedures to use when determining risks or hazards during incursions, excursions and general activities provided for children and young people. 	
<p>Scope:</p>	<p>This document is for Wisdom College staff and volunteers who are involved in the planning and participation in school excursions.</p>	
<p>Status:</p>	<p>Approved</p>	<p>Supersedes:</p>
<p>Authorised by:</p>	<p>School Governing Body</p>	<p>Date of Authorisation: 1st March 2021</p>
<p>References:</p> <p>Related Policies</p>	<p>Child Protection Policy 2022</p> <p>Work Health and Safety Policy 2022</p> <p>Child Risk Management Strategy 2022</p>	
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Policy Statement

At Wisdom College excursions are undertaken as an integral part of the educational program of the College and provide students the opportunity to further develop their knowledge and understanding of the curriculum and provide them with real life experiences. Excursions are carefully planned and potential risks are identified and managed accordingly. Excursions will only be conducted to venues after a risk assessment and excursion request form have been completed and the level of risk has been determined as appropriate for the children attending.

Rationale

Principles

1. College excursions are part of the educational program offered by Wisdom College.
2. The principal shall ensure that maximum emphasis is placed on the safety and well-being of all the participants. Child Protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.
3. Staff and volunteers on excursions shall ensure the highest standards of child safety are implemented. This includes and is not limited to familiarising themselves with the Child Protection Policy Statement and Procedures as well as any legal requirements of the jurisdiction(s) in which they are travelling. Appropriate training will be provided for any adult participants who require it.
4. College excursions are to be regarded as an extension of the College. The same code of conduct expected during College hours is expected of all students, staff and supervisors for the duration of the excursion.
5. A duty of care exists at all times, as a teacher/student relationship exists throughout the excursion.
6. The principal, in planning College excursions with staff, shall make provision for the individual needs of students and their families.
7. Behaviour Management, Bullying and Harassment, Child Protection and other College 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.
8. The principal shall consider the financial burden on families of sending students to excursions. Provision shall be made by the College so that no student is prevented from attending excursions that are an integral part of the educational program, on financial grounds.
9. On interstate or overseas excursions, staff shall be notified of and shall follow any local mandatory reporting requirements in relation to Child Protection.

Definitions

Excursion

An excursion is defined as any school-related activity by students, under the supervision of a teacher/s, directly related to the curriculum of the school.

Organising Teacher

The organising teacher is the teacher responsible for the conduct of the excursion/incursion and the oversight of all administrative and safety arrangements, regardless of the extent to which any part of the duties in these two areas is delegated to others. The designated organising teacher remains in charge even if a more senior staff is assigned to the excursion/incursion team.

Duty of Care

Legal Duty of Care requires that accompanying adults take all reasonable measures to ensure the health and safety of any school student in their care. This duty of care will arise whenever a student/school relationship exists. Primary responsibility remains with the teacher in charge.

Parent

In this policy parents are any person (including carer) having parental responsibility for the child. (Under the Children and Young People Act 1999 Working with Vulnerable People Act 2011).

Consent

Informed consent means that parents give written agreement to their child participating in an excursion after they have been made aware of the supervision details and the risks and associated costs involved.

Aims

- To reinforce, complement and extend the 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.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Guidelines for Action

Teachers have a special duty of care to students on excursions. This duty exists both during and outside of normal school hours. It is therefore essential to ensure that all excursions are well prepared,

ed and monitored in a way that ensures the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of the excursion. Provision may need to be made for students with special needs.

Step One: Application for Excursion Approval

- Fill in the 'Excursion request form' AND 'Excursion Risk Assessment'
 - A risk assessment must be carried out for an excursion before permission is sought. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising those risks.
 - The risk assessment must consider the proposed route and destination for the excursion, any water hazards and risks associated with water based activities, the method of transport, the number of adults and children involved in the excursion, given the risk/s posed, the number of teachers or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety (e.g. life-saving skills), the proposed activities, the likely length of time of the excursion and the items that should be taken on the excursion (e.g. a mobile phone and a list of emergency contact numbers for children on the excursion).
- Excursion Request and Risk Assessment must be submitted to the Year Level Coordinator and Principal for approval.
- [Risk Assessment Form](#)

Step Two: Arrange transportation

- On approval of the excursion, pass the forms to the Administration Staff to arrange the transport.

Step Three: Activity Consent Forms

- Teacher organising the excursion must prepare the activity consent form using the template provided. [Excursion Consent Form](#)
- All activity details must be clearly listed on the form including departure and arrival times. Parents must be fully aware of what activities students will be undertaking during the excursion.
- Signed forms must be returned before a student can attend the excursion.
- All consent forms must be scanned and uploaded onto the school drive.

Step Four: Supervision of students

- Teacher must organise adequate supervision for the excursion including teaching staff and parent volunteers (see Teacher Student Ratios section)

Step Five: Plan the excursion day

- Make sure student groups and supervising people are arranged prior to the excursion.

1 supervising person a list of students whom they will be supervising, instructions for the supervision including taking roll call and what to do in an emergency, itinerary, map (if required) and contact details of all adults on the excursion.

- Each student should have a name tag which includes the contact details of the teacher in case a student is lost or there is an emergency. This can be a card they put in their pocket or on a lanyard.

Step Six: Collect first aid kit from the office

- Teachers must collect the first aid kit from the school administration, including any medication required for students on the excursion including epipen and asthma medication.
- Any used items in the first aid kit must be noted and given to the office staff so it can be restocked in the kit.

Teacher Student Ratios

The number of teachers to accompany the students for each excursion is to be determined by the principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.

Principals determining the number of teachers required for an excursion should be guided by class sizes. Fewer students per teacher will be necessary for some excursions such as bushwalking. Particular aquatic and outdoor recreation activities have specific teacher/instructor to student ratios.

There must be sufficient numbers of appropriate, responsible adults, including Learning and Support teachers and School Learning Support Officers, to ensure and assist with adequate supervision. Other adults assisting with the excursion may include parents, volunteers, specialist instructors and venue staff. Students on excursion must be subject to direct adult supervision and should not be allowed to 'go off on their own'.

Overnight excursions

On overnight and extended excursions, supervisory and accommodation arrangements are to be such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made. In particular, sleeping and washing arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, for sleeping and supervisory arrangements every attempt must be made to ensure that there is no inappropriate behaviour including sexual contact by or between students.

First Aid on Excursions

Appropriate first aid equipment must be taken on school excursions and at least one staff member must have approved first aid qualifications. Additionally, as required by the department's First Aid Procedures, the first aid kit for schools must include a general use adrenaline auto injector (i.e. EpiPen®) and an ASCIA action plan general use for the adrenaline auto injector. Staff members on the excursion must

phylaxis training.

Staff planning excursions involving students with health care needs including those diagnosed with a medical condition that may require an emergency response will consider issues such as administration of prescribed and emergency medication (e.g. adrenaline auto injector, asthma reliever medication) health care procedures and emergency response plans. They will also consider information about disabilities, including special learning needs, that may impact on overall management of the student's health condition on the excursion.

Particular care should be taken where casual staff attend and/or replace regular staff members on excursions. Among other things, they must be briefed about any student with particular health care needs and the role they may have in supporting those needs. They must also be briefed on any student who is the subject of a risk management plan and should complete any relevant training, including the school's annual child protection training, first aide training and anaphylaxis training prior to participation in a school excursion.

Parents, caregivers and volunteers

The school's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or individuals associated with external organisations.

Parents or caregivers will frequently volunteer to assist in excursions. The number of parents or caregivers who might be of assistance will vary according to circumstances.

The principal must be satisfied that there are sufficient teachers to maintain adequate control of the whole excursion. Teachers retain the ultimate responsibility for supervision.

In most circumstances parents, caregivers and volunteers who assist on excursions should not have to pay to attend.

Parents, caregivers and volunteers must be appropriately briefed on safety and behaviour measures, including student health conditions that may require an emergency response, prior to the excursion to ensure competency. The student and his or her parents must be advised that this is being done.

Principals must ensure that all parents, caregivers or volunteers accompanying school excursions complete a [Working with Children Check – Declaration for volunteers and contractors](#) prior to the excursion, in terms of the department's [Working with Children Check Policy](#).