

# ST AGNES' PRIMARY SCHOOL

## EXCURSION POLICY 2006

### **PHILOSOPHICAL BASIS**

***"An educational excursion is an integral part of the school's curriculum and specifically of the child's learning program and must be justified on this basis"***. All teachers participating in an excursion owe a duty of care to the students for the duration of the excursion.

### **MANDATORY PROVISIONS:**

- All excursions must be an integral part of the current class or school program and be directly related to current curriculum statements. Students will be expected to participate as part of fulfilling the curriculum, pastoral requires of the educational program.
- All educational excursions, irrespective of duration must first have the approval of the school principal prior to the implementation of an excursion program.
- Parents must be provided with full details of the excursion, in writing, including details of dates and venues, costs, appropriate dress, method of transport, type of supervision, programmed activities and accommodation. This should be given at least 6 weeks prior to excursion. A copy of this letter must be given to the principal and the office. Only children who have returned a signed permission note and medical form (for overnight excursion), will be able to participate in an excursion. Families experience difficulties with payment should be referred to principal.
- The school fully considers the Occupation Health and Safety implications when taking students off the school site and any necessary details are included in the parent/carer information consent form.
- Refunds will not generally be made after funds have been committed to an excursion.
- The school aims to keep the costs of these experiences to a minimum and no student should miss out as a result of financial hardships. Parents/carers are asked to contact the Principal to discuss this on a confidential case by case basis.
- It is an expectation that all children will be co-operative and follow instructions promptly on an excursion. Failure to do so could place the student, other students or staff at risk of injury. As a consequence careful consideration needs to be given to the special supervision requirements of children who have a demonstrated history of non-compliance or misbehaviour. If, after consultation with excursion co-ordinator, Principal and child's parents appropriate supervision cannot be arranged for these children, the principal will decline permission for them to attend the excursion.
- Parental involvement in an excursion must be approved by the principal, who will be guided by the nature and duration of the excursion. All parents helpers must be inserviced and must have already submitted a child protection declaration form at the office.
- All teachers attending an excursion must possess basic first aid qualifications (9EAR) and for overnight excursions at least one staff member must have current CPR qualifications.
- Ratios of children/supervising adults are dependent on the type of excursion. Risk assessment needs to be made by the teacher in charge of excursion, e.g. age of students, where you are going, method of transport, behaviour of children.
- If any accident or illness occurs (either on excursion or at school) the parent/carer, (or if unavailable a nominated emergency contact), will be informed as soon as possible.
- This school provides personal and accident insurance coverage to students for accidents that may occur during school time or on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd Website: [www.ccinsuranceces.com/au/church\\_ins/school-care.asp](http://www.ccinsuranceces.com/au/church_ins/school-care.asp).