



McAuley Catholic Central School

Excursion Policy

EXCURSION POLICY

Related Policies

Catholic Education Archdiocese of Canberra Goulburn Excursions Policy
Child Protection
Legal Responsibilities and Authority
Medical Welfare of Students
Sport and Physical Activity Safety
Sun Smart
Supervision of Students
Work Health and Safety Act.
McAuley Excursion Refund Policy

Purpose

This policy outlines school requirements for the conduct of excursions and out of school activities. It is mandated that all excursions must follow the policy guidelines of the, Catholic Education (CE) Archdiocese of Canberra Goulburn Excursions Policy prior to planning any excursion.

<https://intranet.cg.catholic.edu.au/formandpolicies/layouts/15/WopiFrame.aspx?sourcedoc=/formandpolicies/Lists/Policies%202015/Attachments/66/Excursions%20Policy.pdf&action=default>

Policy

Excursions offer students the opportunity to participate in education related experiences outside the normal school environment. While there is recognition of the advantages of these experiences, it is important that all safety issues are carefully considered when organising such an excursion. When determining initial arrangements, it is important to consider the cost to the students and to ensure that no student is disadvantaged through an inability to meet the financial requirements. A teacher's duty of care towards students exists wherever there is a teacher-student relationship. This is inclusive during normal school routine, but also during camps and on excursions. If a foreseeable injury occurs as a result of a breach of this duty of care, a teacher may be sued for negligence.

This policy applies to all members of school staff and other accompanying adults on school organised and System approved excursions or sports visits, for the duration of the activity from the time of departure from the school until students have been collected by their parents/guardians or have left the school premises. The policy applies to the appropriateness of behaviour of participants while in accommodation/ venue during the excursion visit.

Definitions

- **Excursion** - An educational activity by students, under the supervision of a teacher, outside normal school precincts
- **Excursion Coordinator** - The teacher nominated by the Principal to organise the excursion and to have ultimate responsibility and therefore authority while the activity is in progress
- **Legal duty of care** - Teachers take all reasonable measures to ensure the safety of any school student under their care. This duty of care arises whenever a student/teacher relationship exists
- **Parent(s)** - Inclusive of those with parental responsibility and guardians
- **Informed consent** - Parents give agreement to their child participating in an activity after they have been made aware of the details of the activity and associated costs involved
- **Accompanying adults** - Teachers, school administrative staff, parents, activity leaders and community members who have completed a Working with Vulnerable People Card (ACT) or Working with Children Check (NSW)

Procedures

1. Responsibilities

The Principal ensures:

- That the CE policy mandatory guidelines are adhered to
- The excursion has appropriate educational outcomes
- The excursion adheres to allowable activities and not banned Level 1 activities as scheduled in the CE excursion policy

Excursion Coordinator ensures:

- That the CE policy mandatory guidelines are adhered to.
- Excursions involving non permitted approved activities may render the supervising teacher liable
- Category C (out of area) and D (overnight accommodation) excursions require the following forms to be completed: Application Form (CE form) an Outline of Excursion Program, Risk Management Plan (CE form) These forms are forwarded to the CE office(at least 4 weeks prior to excursion if possible) and Principal for approval.
- All requirements for planning and accounting for monies are met
- Where private or hire vehicles are used, ensure the owner and/or driver has appropriate comprehensive insurance cover, driver's license and registration. Copies of these should be supplied to the school
- Where private or hire vehicles are used ensure that the seatbelt provision of the vehicle is not exceeded
- Learner drivers and Provisional drivers are not to transport other students on school related activities.
- Note to parents informs, activities undertaken, venue, relevant times, transport and cost. Consent is signed by a parent or guardian and returned to the school.
- Accompanying adults are advised of their responsibilities and provide the details of their Working with Children Check (NSW) for verification. The Catholic Education Working with Children Check Policy is currently under review and will be available to schools in Term 4 2015.
- Until the CE policy is finalised parents transporting students on a one off situation and who have not completed their Working With Children Check their name details of the one of situation will need to be emailed to advise CE officers Agata Pukiewicz or Anthony Plunkett and current procedures in obtaining registration, licence documents and completing the volunteer form will be followed.
- Excursion parental consent letter, outline of the excursion, travel group arrangements (if a number of vehicles transporting students) and supervising teachers/ parents contact numbers are forwarded to the relevant primary or secondary office prior to the excursion.
- Travel / venue arrangements are booked.
- Excursion details are uploaded to the school calendar with details listed.
- Copies of the documentation for the excursion are saved in the following filepath for future reference: (*filepath:T:\Excursions*)

Supervising Teacher/s Ensures:

- The supervision teachers of the excursion have ensured all CE mandatory guidelines are adhered to
- All participating teaching staff know and comply with the requirements of the CE Excursions Policy and other relevant policies, supervision requirements and safety procedures. Special reference should be made to NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools (<http://www.sports.det.nsw.edu.au/spguide>)

- It is the responsibility of all school staff to exercise their duty of care throughout an excursion and ensure that CEO and school policies are followed.
- Meet with the additional supervising assistants and explain policies and behavioural, safety expectations of the excursion.
- Arrangements are made for any student unable to participate in an excursion by having alternative activities and supervision at school.
- Emergency contact numbers for parents, relevant medical information are taken on the excursion.
- A mobile phone is taken by the supervising teacher on the excursion and the contact number provided to either secondary / primary secretary.
- All teaching staff members are aware that if they arrange activities without ensuring relevant policies are followed, they could be individually liable in the event of an accident
- Staff are advised that they may not be covered by workers' compensation if they are injured while involved in an activity that has not been officially approved
- CE and school First Aid policies are adhered to and a First Aid Kit, Asthma Kit and EpiPen (if an anaphylactic student is attending) are to be taken on the excursion.
- Current CPR qualifications of at least one supervising staff member or 10% of accompanying staff (whichever is the greater) must hold a Senior First Aid Qualification when accompanying a Category C or Category D

2. Consent Forms

All school endorsed activities taking place outside the school premises or outside normal school hours, consent forms must be obtained from the parent / guardian of each student attending. Signed consent forms are one indication, in a court action for negligence, that a teacher has planned an activity carefully. A signed consent form also shows that the parent or guardian was aware of the nature of the activity and consented to the child's participation in the activity.

Details provided on the consent form must include:

- Planned activities
- Destination and contact details
- Name/s of supervising teacher/s
- Method of transport
- Departure and return times

If a student fails to return a permission note, the teacher can refuse to let the student take part in the activity or excursion. However, attempts should be made to contact parents by telephone and seek verbal permission. In cases where a verbal permission is obtained the permission must be documented. The school forwards a permission note to the parent/guardian for return to the school.

3. Waiver Forms

The school adheres to the CE Policy referring to Waivers in the CE Excursions Policy.

4. Excursion Categories

All excursion activities incur risk. To minimise risk and ensure the correct documentation, approval and activity type and supervision ratios are adhered to.

All teachers organising an activity must refer to the Excursion table outlining Category A, (Local On foot Excursion) Category B (local excursion involving day travel) Category C (Day excursions out of local area) or Category D (Excursions involving overnight accommodation) .

5. Sport and Activity Category List

Activities listed and the specialist instruction requirements must be adhered to as tabled in the sport and category list in the CE policy.

Level 1 activity is banned and therefore must not be approved by the Principal. Guidelines for the safe conduct of level 2 and 3 activities can be found in the *NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools*.

6. Snow sports

Statistics show that 60% of snowboarders who get injured are beginners compared to 34% of already skiers. Therefore it is vital that extra precautions are taken should your school be organising a snow sport activity. The *NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity In Schools* must be considered but the following are amendments to those guidelines that our Archdiocesan schools must adhere to:

All requirements for snow equipment, students and supervising teachers as listed in the CE policy regarding snow sports and must be understood and adhered to when planning and implementing snow sport activities.

References

NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity

<http://www.sports.det.nsw.edu.au/spguide>

Alpine Responsibility Code

<http://www.skipatrol.org.au/alpine-responsibility-code>

7. School Students Ensure

- That their behaviour is appropriate and conducive to their own personal safety and the safety of others whilst on the excursion.
- That they abide by all relevant safety instructions, directions and procedures as informed by supervising teachers and the venue's authoritative staff.
- Students failing to abide by appropriate behaviour or the safety instructions, directions and procedures will be escorted back to school under the supervision of a teacher and /or their parents phoned to collect them from the venue at the parents cost. Whichever is most convenient and suitable in respect to the supervision of remaining students
- Students failing to abide by school rules or for serious misconduct at school prior to any excursion will be excluded from excursions as directed by the Principal.

8. McAuley Excursion Refund Policy

9. CE Forms

Application for School Excursion

Excursion Risk Management Plan CE Forms

Available on the Catholic Education – Archdiocese of Canberra Goulburn Website: Forms.

<https://intranet.cq.catholic.edu.au/formandpolicies/Pages/forms.aspx>

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