Name of Policy: EXCURSION POLICY
Date: September 2015
Review Date: September 2019

St James School Vision Statement

St James is a Catholic Parish school, called to be a caring partnership, of parents, students and pastor who:

- Seek to learn about God, the teachings of the Catholic Church and nurture a strong and confident faith.
- Encourage the pursuit of academic excellence and the attainment of each persons’ full potential.
- Work together to build a safe, healthy and Gospel centred environment.

At St James we recognise the importance of excursions and the valid learning experiences they can provide for children. As teachers have a special duty of care to students on excursions, we recognise that the following must be in place to ensure activities are well organised and provide maximum safety:
Before the Excursion
The supervising teacher(s) should:

- provide full details of the proposed activity (including VNR form & Risk Management Form) to the Principal in advance and obtain the necessary approval to conduct the excursion. All costing done is to be completed prior to informing the Executive and Principal.

- take into account other planned activities within the school community which may arise around the proposed date of the excursion and make appropriate modifications if required.

- note it is essential to provide complete excursion details to parents/carers well in advance and ensure that permission notes are obtained. Please ensure the Office has a copy of any notes.

- ensure that medical needs of all children are considered when planning excursions. Ensure that permission notes with relevant medical knowledge of students have been obtained and medication is stored and administered by selected staff.

- check the contents of the First Aid kit before excursion takes place.

- ensure that activities chosen are suitable for the age of children, their experience and capacity to safely undertake the activity. The planned excursion should meet outcomes.

- organise parent helpers to assist on day of excursion. Where possible organise parent helpers to children at appropriate ratio depending on the activity. Adequate supervision ratio must be maintained at all times, and may need to be based upon age/gender of students and the nature of the activity.

- ensure that any parent helpers attending the excursion have a current Working with Children Check provided to the Principal.

- when organising an excursion for a small group of students using private transport, permission must be sought from students' parents. Private vehicles/mini buses must have Comprehensive Insurance (photocopy required). At all times children must travel in a car/minibus which is registered. Cars must have seat belts for every child. A list of students travelling in each car is required to be left at the office. Driver’s licence and car/bus registration should be sighted and photocopied and attached to the completed Driver Declaration. These will be kept on file at the office.

- Students under 10 must not be seated in the back seat.

During the Excursion:

The supervising teacher(s) should:

- be familiar with the pastoral Care and Wellbeing Policy.

- actively supervise students even when a particular activity is being conducted by a trained person who is not a teacher.

- promptly inform the Principal or Executive if a student has been involved in an accident and complete any relevant accident documentation online after the accident.

- Be aware that whilst on the excursion, activities must remain consistent with the published itinerary.
Special Arrangements:

Special arrangements may be needed for overnight excursions and near water or water excursions.

Overnight Excursions:

In addition to other factors already listed it is essential that:

- at least one teacher has CPR training
- detailed written medical information has been obtained from parents prior to any overnight excursion
- mixed groups must be supervised by at least one male and one female adult
- provide full details of proposed activity to Principal and parents at least 12 weeks in advance
- Unless under special circumstances (communicated through the Principal prior to the excursion) parents are not to be allocated the same sleeping quarters as students.

Water Activities:

In addition to other factors already listed it is essential that:

- at least one teacher has CPR training
- students are closely supervised at all times
- parents are informed of the exact nature of the activities and have given permission for such
- teachers have detailed knowledge of each child's swimming ability
- no swimming unless in enclosed waters
- current WH&S Regulations are adhered to

Special Notes:

- students unable to attend any excursion must be ensured adequate supervision at school

The effectiveness of this policy will be evaluated in 2019 and may involve feedback from staff members, students, parents and other members of the community.

Reviewed: September 2015
Ratified:
Next Review: September 2019