EXCURSIONS POLICY

PROCEDURES TO BE FOLLOWED:

1. The excursion should be relevant to the curriculum.

2. Class teachers who are not familiar with the proposed venue must visit the location prior to organising the excursion in order to check its suitability and identify potential risks. Where possible the excursion co-ordinator must obtain a copy of the Risk Management documentation from the relevant authorities. A checklist of possible safety issues should be circulated to all staff in attendance. Any relevant authorities (eg. Park Ranger) must be informed of the proposed visit.

3. The student's age, level of fitness and any behavioural concerns need to be taken into consideration.

4. For all excursions the minimum requirement for adult/student ratio is 1:10. However, the age of the students and the excursion environment may necessitate a lower ratio (eg. 1:5).

5. Buses must be booked through the school secretary. Children must travel in a coach with seat belts for all excursions where possible except when children are involved in; a) Inter-school Sports b) School Athletics and c) Swimming program.

5.1 On occasions when a small number of students require transport to a special event, refer to procedure 27.

6. The form “Proposal To Conduct An Excursion” (Appendix 1) should be completed and discussed with the Principal at least one month in advance. The Principal, upon approving the Excursion, hands this form back to the class teacher to enable the final details to be added.

7. If the proposal is approved by the Principal, tentative bookings should be confirmed. If the viability/safety of an excursion is questionable the Principal will use his discretion if the excursion is to go ahead.

8. A letter to parents must go home at least three weeks prior to the excursion. Refer to Appendix 2 “Guidelines for Excursion Notes to Parents”. These guidelines must be followed closely and all notes must be approved by the Principal before being sent home.
9. When more parents offer assistance than are able to be accommodated on the excursion, a system of “drawing names from a hat” will generally be followed. However, once a parent has assisted on a major excursion for the year, preference should be given to those parents who have not had the opportunity.

9.1 As per CEO Guidelines, Only parents with valid “Working With Children Check” certification will be allowed to assist on excursions.

9.2 High priority should be given to parent helpers who have undertaken and hold a "First Aid" Certificate.

10. Notify all parents who respond as to whether or not their assistance is required. (Refer to Appendix 3a & 3b).

11. Arrange duty changes (if necessary) and notify Deputy Principal.

12. Class teachers must ensure that the canteen has been informed several days before the excursion.

13. All students attending the excursion should be brought together for a general briefing. In particular, it should be explained that usual school rules must be followed. Special rules and expectations for the excursion should be outlined and the students informed of what to do if they become lost.

14. Return the form “Proposal to Conduct an Excursion” to the Principal one week prior to the excursion. Please list the names of all supervising adults on the back of this form.

15. The following equipment is to be taken on Excursions and will need to be organised and checked prior to the excursion:

   **Mobile Phone:**
   Check that battery is charged and that the phone is switched on whenever practical.

   **First Aid Kit:**
   Check contents and after excursion notify the person in charge of first aid supply as to what has been used.
   (Labelled "excursions") to contain tissues, band aids, absorbent padding, disposable glove and freezer bags for disposal of waste.
   (One kit per supervising adult)

   **Mini First Aid Kits:**
   May be needed to unlock Back Gate on Return to School.

16. Prepare leaflets “Guide for Parents Assisting on Excursions” (Appendix 4) for each adult supervisor. Details of any relevant medical condition should be included beside the student’s name.
17. Prior to the excursion, organise a briefing session at least two days prior to the excursion for those parents who will be assisting on the day. The briefing session should include:

17.1 The expectations of parents regarding their “Duty of Care”.
17.2 The distribution and discussion of the form “Guide for Parents Assisting on Excursions.” (Appendix 4) and Mini First Aid Kits.
17.3 The class teacher’s expectations of students’ behaviour and general rules pertaining to the excursion.
17.4 The need to regularly “count heads”.
17.5 Outline expectations for ‘toileting procedure’ as detailed in the “Guide for Parents Assisting on Excursions.”
17.6 Procedures to follow in the event of students becoming ill or injured (access to first aid kits/facilities).
17.7 Details of the times and location of a central meeting point, if relevant to the nature of the excursion.
17.8 The need for all supervising adults to adhere to the expectation that there will be no privileges for individual students or groups.
17.9 Supervising adults to ensure that in warm weather, all students wear their hats and apply sunscreen at regular intervals.
17.10 No alcohol is to be consumed by any adult supervising the excursion.
17.11 Adults supervising on excursions are not permitted to smoke in the presence of students.

18. Any students who fail to return the official consent form by the day before the excursion at the latest are not permitted to attend the excursion. Verbal consent is not valid. Arrangements must be made for these students to be supervised in another class on the day of the excursion.

19. Before leaving on an excursion, class teachers must inform the office of the names of any students absent on the day, as well as the names of any students being supervised in another class. (Detail which class).

20. All consent forms must be taken by the teacher to the excursion venue. If a child is collected by a parent directly from the excursion, the parent must sign the back of the consent form indicating the time and reason, as per the Early Dismissal Register at school.

21. Check facilities and equipment in public places before allowing students to access.

22. Advise the Principal immediately of any serious accidents or delays, which may occur on the excursion. The Principal will then advise parents as appropriate.
23. After an excursion, the teacher in charge is responsible for collecting consent forms from all grades involved. These forms are to be put into a clearly labelled envelope and forwarded to the office for storage.

24. Following an Excursion all teachers who attended are required to meet together to discuss and evaluate the excursion. As a result of this debriefing a written report outlining any significant factors must be presented to the Principal.

25  **CAMP: Additional Procedures**
When organising a camp, all procedures as detailed for “Excursions” must be carefully followed. In addition, the following points apply:

25.1 Western Zone Catholic Education Office form to be completed.
(available from Principal)
25.2 Arrange for parents to complete relevant documentation.
(available from Principal)
25.3 The names of parents who volunteer to assist on the Camp should be given to the Principal for consideration before the selection process.
25.4 Emergency procedures, including an evacuation drill and safety instructions should be undertaken upon arrival at the camp.
25.5 Students should be supervised during all activities, including any free time.
25.6 Group leaders to be provided with medical information and any medication for students in their groups, as well as general first aid supplies.
25.7 Camp Co-ordinator should ensure a trained First-Aid adult and or facility to administer First-Aid will be available at each of the planned activities.
25.8 If a serious medical problem or injury occurs, notify the parents directly and also the School Principal as soon as possible.
25.9 All Camp Leaders are required to provide an emergency contact phone number and details of any medical condition or allergies. This information is to be taken on camp by the Camp Co-ordinator and a copy left with the Principal.
25.10 No alcohol is to be consumed by any staff member or voluntary helper during the course of the camp. This regulation applies 24 hours a day.

26  **SPORTING EVENTS: Additional Procedures**
Carefully follow all procedures as detailed for “Excursions”. In addition, the following applies:

26.1 Recommend that St Peter’s provide shin protectors for children participating in soccer, suitable/safe cricket helmets and protectors and strongly encourage parents to provide their children with mouthguards prior to the commencement of the football competition.
27 TRANSPORT BY PRIVATE VEHICLE

On occasions when a small number of students require transport to a special event, it will be necessary to arrange for them to travel by private car. In such circumstances, the following procedures must be followed in addition to the usual procedures for all excursions:

27.1 Contact the parents of those children involved to advise them of the circumstances and proposed travel arrangements.

27.2 Arrange for drivers to complete the form “Transport by Private Vehicle” (Appendix 5), ensuring that they meet the necessary criteria. Staff members who agree to transport students by private vehicle are also required to complete this form.

27.3 A letter to parents must be forwarded (refer to Appendices 6 & 7 for relevant proformas).
APPENDIX 1

ST. PETER’S SCHOOL
PROPOSAL TO CONDUCT AN EXCURSION

Nature and Purpose of Proposed Excursion

Date of Proposed Excursion
Classes Involved

Teacher Co-ordinating Excursion:

<table>
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<th>Specific Destination(s)</th>
<th>Phone Number(s)</th>
<th>Approximate Times</th>
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Method(s) of Transport

Time of Departure from School
Time of Return to School

Date on which Parents will be informed

Number of Students attending Excursion
Number of Teachers supervising Excursion

Number of other supervising Adults attending Excursion

Person in Charge of excursion

Designated person in charge of each bus

- When planning excursions it is expected that the procedures as outlined in the Camps and Excursion Policy are followed.
- Before leaving on any excursion you must provide a list of all children attending the excursion in your class. One copy must be kept with you and another sent to the office.
- Upon the event of a class being split to travel on different buses, children must be specifically allocated to a bus and this list must also be carried with you and a copy given to the office prior to leaving.
- The Canteen must be notified of the excursion one week in advance of the date.
- Yard duty swaps must be noted on the Change of Duty Roster, which hangs near the staffroom door.
Itemised Costing

Number of Buses ______ Cost per Bus $_______  Total Cost of Buses $_______

Entrance Fees (per student) $_______

Additional Costs (eg. Admission Charges for Adults) $_______

G.S.T $_______

Amount Each Child will be charged (Principal to Complete) $_______

SIGNATURE OF PRINCIPAL

REMINDER: PLEASE INFORM THE CANTENE OF THE DATE OF EXCURSION

One week prior to the excursion, this form is to be sent to the office, with the names of all supervising adults written below.

NAME: ___________________ Mobile Phone Number: ___________________ Working With Children card sighted

1. ___________________

2. ___________________

3. ___________________

4. ___________________

5. ___________________

6. ___________________

7. ___________________

8. ___________________

9. ___________________

10. ___________________
APPENDIX 2 “Guidelines for Excursion Notes to Parents”
Excursion notes to parents must be drafted according to the following guidelines.

A. General Information
• Purpose of Excursion.
• Venue.
• Specific Activities that the children will be involved in, including risks.
• Transport arrangements, including any proposed detours from main route.
• Dates and Times.
• Cost.
• Appropriate dress eg. school uniform, sports uniform, casual clothing.
• Sunscreen and adequate protective clothing eg. coats and hats.
• Lunch arrangements.
• Limitations regarding any extra money (if required).
• Date by which consent forms and money are to be returned.
• Include the following statement:
  "All consent forms must be returned to the class teacher not later than the school day immediately prior to the day of the excursion. Failure to do so will mean that your child is unable to attend the excursion."

B. Parental Assistance Clause
The letter to parents MUST include whichever of the following statements is appropriate:

Clause (i)
• We would very much appreciate the assistance of some parents on the day so that we can keep our groups to a small size. If you would like to help and have a valid ‘Working With Children Check’ certification, which has been registered at the school office, please indicate on the form below and your child’s class teacher will contact you. Because of the responsibility involved in supervising a group of children, you will not be able to bring along pre-schoolers and we are unable to accommodate any extra persons due to limited space on the buses. Please note, also, that all parents assisting with this excursion will be required to attend a compulsory briefing session at...... (include time, date, place etc). and must have a valid ‘Working With Children Check’ certification card, which must be registered at the school office.

Clause (ii)
• For this excursion we do not require the assistance of parents.
C. Consent Form
The following wording must be included on the Consent Form for all excursions. If parental assistance is not required, omit appropriate clause.

I give permission for my child____________________to attend the Grade______

excursion to______________________________________________________________________
on______________________________________________________________________________.

Enclosed is $_____ to cover the cost of this excursion.

I understand that my child will be travelling to and from the XXX by bus.

Emergency contact number for the day is___________

Please provide details of any medical conditions of which the person in charge of my child’s group would need to be aware
_______________________________________________________________________________
_______________________________________________________________________________

Where I am unable to be contacted or it is otherwise impracticable for me to be contacted, I authorise the teacher in charge of the excursion to:

- Consent to______________________(child’s name) receiving such medical or surgical assistance as is recommended by a medical practitioner in the event of any illness or accident;
- Administer or consent to such first aid as the teacher in charge of the excursion may consider being reasonably necessary in the event of illness or accident.
- I accept all risks involved in the administration of medical, surgical or first aid treatment considered necessary and the responsibility for the payment of all expenses incurred in relation to such treatment and any emergency transportation required.
- I also accept that my child may be returned home early from the excursion or activity in the event of serious misbehaviour and that any cost associated with this will be met by me.

Parent Signature: ____________________________________________

Date: ________________

PARENTAL ASSISTANCE

☐ I am unable to assist on this excursion

☐ I________________________________________am able to assist on this excursion and understand that I will be required to attend a compulsory briefing at least two days prior to the excursion.

☐ I, ________________________________ have a valid ‘Working With Children Check’
Certification Card,
APPENDIX 3a AND 3b

Appendix 3a

ST. PETER'S SCHOOL

Dear ____________________________

Thank you very much for offering to assist us on our excursion to ______________________

Your child may have already explained that we had more parents offer to help than we are able to take on buses. In fairness to everyone we therefore drew names "Out of the Hat" and I am happy to say that your name was selected.

A reminder that there will be a compulsory briefing on __/__/__ at ____ in ____ classroom. You will need to present your 'Working With Children Check' certification card to the Office for registration at or before this briefing.

It is most important that all parents who are supervising on this excursion attend this compulsory briefing and we ask that you please be on time.

Thank you once again for your generosity in offering to help.

Yours sincerely,

Appendix 3b

ST. PETER'S SCHOOL

Dear ____________________________

Thank you very much for offering to assist us on our excursion to ______________________

Your child may have already explained that we had more parents offer to help than we are able to take on the buses. In fairness to everyone we therefore drew names "Out of the Hat" and unfortunately this time your name was not selected.

Your interest, however, was greatly appreciated and we thank you once again for your generosity in offering to help.

Yours sincerely,
APPENDIX 5

TRANSPORT BY PRIVATE VEHICLE
This form to be completed by the Driver

NAME OF DRIVER: ____________________________________________

NB: Drivers must have a valid ‘Working With Children Check’ certification card. This must be presented to the office for registration.

Do you have a valid ‘Working With Children Check’ certification card? ______________

I hereby submit the following information regarding my driver’s licence, car registration and insurance.

Do you hold a valid full driver’s licence? __________

Licence Number ______________

Is your vehicle registered? __________

Registration Number ______________

Do you have Comprehensive Insurance for your vehicle? ________

I ____________________________ agree to transport (number) children as named below from St. Peter’s School to (venue) on (date).

Names of children I will be driving:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

I agree to advise the Principal immediately of any unforeseen problems or delays which may occur whilst the above named children are in my care.

DRIVER’S SIGNATURE __________________________ DATE __________________

PRINCIPAL’S SIGNATURE ______________________ DATE __________________

Excursion Policy as revised 8/2008 - 12
APPENDIX 6

TRANSPORT BY PRIVATE VEHICLE
This letter is for children who are to be transported in a private vehicle

Dear

Your child is one of (number) students from our school who have been selected to (details of event).

This event will take place at (venue & address) on (date & time).

(name of driver) the mother/father of one of the other students involved has offered to transport (number) students to and from (venue) in his/her car. He/she will be leaving the school car park at (time) and returning by (time).

If you wish to accept this offer of transport for your child, it is necessary to complete the form below.

Yours sincerely,

I give permission for my child (name) to attend the (event) which will take place on (date and time) at (venue & address).

Emergency Contact phone number(s)

Please provide details of any medical condition of which the person in charge of your child’s groups would need to be aware

In the event of accident or illness, I authorise the teacher in charge of the excursion to consent, where it is impractical to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.

SIGNED _______________________________ DATE ____________________
APPENDIX 7

TRANSPORT BY PRIVATE VEHICLE
This letter is for children who are to be transported in a private vehicle driven by their own parent.

Dear

Your child (name) is one of (number) students from our school who have been selected to (details of event).

The (event) will take place at the (place) on (date) commencing at (time).

We thank you for your kind offer to transport not only your own son/daughter, but also the other (number) students involved.

It will be necessary for you to complete a “Transport by Private Vehicle” Form as well as the information below.

Yours sincerely,

-----------------------------------------------------------------------------------------------------------------------------------------

I give permission for my child_________________________ to attend (event) which will take place on (date & time) at (venue & address).

I will be transporting my child to this event by private car.

SIGNED_____________________________________________ DATE_________________________________
EXCURSION TIMELINE (CHECKLIST)

FOUR WEEKS PRIOR TO PROPOSED EXCURSION
  - Letter authorising excursion sent to parents

THREE WEEKS PRIOR TO PROPOSED EXCURSION
  - Parent Helpers (if any) finalised

TWO WEEKS PRIOR TO PROPOSED EXCURSION
  - Parent Helpers Briefing organised

ONE WEEK PRIOR TO PROPOSED EXCURSION
  - Parent helper meeting conducted (NO LATER THAN TWO DAYS BEFORE EXCURSION)

PARENT HELPERS (Duty of Care)

BEFORE THE EXCURSION
  - Attend the briefing
  - Reflect upon the possible hazards involved
  - Understand the schools toilet procedure in relation to excursions
  - Arrive at school EARLY AND PREPARED
  - Keep copy of EXCURSION Flyer in safe keeping

DURING THE EXCURSION
  - Monitor where each child in group is situated
  - Always accompany another group ie. travel in pairs
  - If lost from all other groups STOP and phone mobile
APPENDIX 4

INTRODUCING YOUR GROUP....

NAMES OF STUDENTS

__________________________________________

__________________________________________

__________________________________________

__________________________________________

NAME:

MOBILE NO:
used by lead teacher on the day.

THANKS

THE STAFF AND STUDENTS
greatly appreciate your
time, help and support on
this excursion

Guide for parents
Assisting on
Excursions

If you have questions regarding any special needs of students, please speak to the class teacher.
HELPING WITH EXCURSION

Thank you for offering to help on our excursion.

Please remember that you are coming along to help supervise the students and it is important to realise that this responsibility requires your full attention.

WHY DO WE INVITE PARENTS?

We invite parents because smaller groups are more manageable and therefore the students experience and learn a lot more.

OVERALL SUPERVISION – YOUR ROLE AS A GROUP LEADER

1. Always stay with your group and regularly “count heads”.
2. Accompany another activity group throughout the excursion.
3. In the event of students wanting to go to the toilet, please lead both groups to the toilet area. One adult (Group Leader) to inspect toilets, the other to supervise both groups, and ensure that students enter the toilet block at least in pairs.
4. Beware of and adhere to any special rules for the particular excursion and do not allow your group special privileges.
5. Ensure that in warm weather, students wear their hats and apply sunscreen at regular intervals.

CENTRAL MEETING POINT

Remember, in an emergency don’t panic. Act calmly and seek help.

PROBLEMS SOLUTIONS

- Student is disruptive.  
  - With your group, report to the teacher in charge.
- Student become ill or is injured.  
  - Assist student and seek appropriate help eg. Teacher in charge, First Aid Authority or Ambulance.
- Lost student  
  - Stay with your group, contact the teacher in charge.
- Missing bus or transport home  
  - Ring school immediately and seek advice: 9749 1055.
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- **Student becomes ill or is injured.** → Assist student and seek appropriate help e.g., Teacher in charge, First Aid Authority or Ambulance. (000)
- **Lost student** → Stay with your group contact the teacher in charge.
- **Missing bus or transport home** → Ring school immediately to seek advice 9749 1055

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