

# Excursions Policy

*St Peter Apostle Primary School*



## **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 to be recorded in the Excursion Proposal Risk assessment. 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 using the [School Excursion Bus Request Form](#). 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.
6. The form "[Excursion Proposal and Risk Assessment](#)" should be completed and discussed with the Principal at least one month in advance. The Principal, upon approving the Excursion, communicates back to the class teacher to enable the final details to be added.
7. If the proposal is approved by the Principal or Deputy Principals, tentative bookings should be confirmed.  
If the viability/safety of an excursion is questionable the Principal will use their discretion if the excursion is to go ahead.
8. A letter to parents must go home at least three weeks prior to the excursion. A template for this is on the Excursion Proposal and Risk Assessment. This template must be followed closely and all notes must be approved by the Principal before being sent home via CareMonkey.
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 Parents must also have participated in the Child Safe Volunteer Interview process.
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. The following equipment is to be taken on Excursions and will need to be organised and checked prior to the excursion:
  - Mobile Phone: Check the 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.
  - Back Gate Key: May be needed to unlock Back Gate on Return to School.
15. 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:
  - 15.1 The expectations of parents regarding their “Duty of Care”.
  - 15.2 The class teacher’s expectations of students’ behaviour and general rules pertaining to the excursion.
  - 15.3 The need to regularly “count heads”.
  - 15.4 Outline expectations for ‘toileting procedure’.
  - 15.5 Procedures to follow in the event of students becoming ill or injured (access to first aid kits/facilities).
  - 15.6 Details of the times and location of a central meeting point, if relevant to the nature of the excursion.
  - 15.7 The need for all supervising adults to adhere to the expectation that there will be no privileges for individual students or groups.
  - 15.8 Supervising adults to ensure that in warm weather, all students wear their hats and apply sunscreen at regular intervals.
  - 15.9 No alcohol or non prescription drugs are to be consumed by any adult supervising the excursion.
  - 15.10 Adults supervising on excursions are not permitted to smoke in the presence of students.
16. Any students who fail to have official consent form via CareMonkey 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.
17. Before leaving on an excursion, class teachers must update CareMonkey details on their devices.
18. 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.
19. Check facilities and equipment in public places before allowing students to access.
20. Advise the Principal immediately of any serious accidents or delays, which may occur on the excursion. The Principal will then advise parents as appropriate.
21. 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.

## **22. CAMP: Additional Procedures**

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

- 22.1** SAL to be completed.  
(available on CEVN)
- 22.2** Arrange for parents to complete relevant documentation.  
(available from Principal)
- 22.3** Emergency procedures, including an evacuation drill and safety instructions should be undertaken upon arrival at the camp.
- 22.4** Students should be supervised during all activities, including any free time.
- 22.5** Group leaders to be provided with medical information and any medication for students in their groups, as well as general first aid supplies.
- 22.6** 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.
- 22.7** If a serious medical problem or injury occurs, notify the parents directly and also the School Principal as soon as possible.
- 22.8** All Camp Leaders are required to provide an emergency contact phone number and details of any medical conditions or allergies. This information is to be taken on camp by the Camp Co-ordinator and a copy left with the Principal.
- 22.9** 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.

## **23. SPORTING EVENTS: Additional Procedures**

Carefully follow all procedures as detailed for “Excursions”. In addition, the following applies:

- 23.1** 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.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified on

**Tuesday 22nd May, 2018**

*At St Peter Apostle Primary School, we regard the care, safety and wellbeing of young people as our fundamental responsibility.*