



EXCURSIONS POLICY

SEPTEMBER 2017

1. PURPOSE

This policy aims to:

- i. Develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world.
- ii. Highlight measures that must be taken to ensure the safety and well-being of students and adults who attend excursions.

2. POLICY STATEMENT

At St Patrick's Primary School we believe that offering excursions to children enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.

3. SCOPE

This policy applies to all students, staff members and volunteers at St Patrick's.

4. GUIDING PRINCIPLES

- i. An excursion is defined as any activity beyond the school grounds.
- ii. An excursion may proceed only with the principal's approval.
- iii. All excursions must:
 - a. Complement the classroom program.
 - b. Be affordable.
 - c. Be thoroughly planned.
 - d. Be conducted in a manner that complies with Catholic Church Insurance requirements.
- iv. An appropriately designated teacher will coordinate each excursion.
- v. The principal (or assistant principal, in the absence of the principal) reserves the right to exclude any student from participating in an excursion. Grounds for exclusion would include failure to observe the school's code of conduct: Be Safe, Be Respectful, Be Responsible. Parents will be advised if a child is at risk of being excluded. The decision to exclude a student will be made in consultation with the teacher who is coordinating the excursion.
- vi. A vehicle will be available or within close proximity at all times.
- vii. The parents will pay an excursion levy and a sport levy. These levies will appear on the school fees accounts in Terms 1, 2 and 3. These levies will cover all expenses related to excursions and sport, with the exception of:
 - o Year 5/6 overnight excursions.
 - o Fees paid for representing the school at either Polding or State level.
- viii. Under normal circumstances, neither the sport levy nor the excursion levy will be refunded if a student is unable to participate in an event. However, if a child has sustained a long-term injury or illness that prevents her/him from participating in a sporting program, the parents of the child may request that the fee paid for the program (or for the portion of the program which the child missed) be credited to the child's school fees account. Such requests will be considered on a case-by-case basis. These costs will not be credited when, for example, the child withdraws from the program because they do not wish to participate, or when the child is withdrawn from the school for a family holiday.

- ix. It is a condition of attendance at the Year 5/6 overnight excursion (Term 4) and the Year 6 “Big Day Out” (Term 4) that school fees have been either paid in full or, for those parents with a payment plan, that those parents have honoured their commitment to pay regular installments of school fees.
- x. It may be necessary in some situations to exclude the children of habitual defaulters of school fees from:
 - a. All in-school programs and performances for which a fee is charged, and;
 - b. All excursions for which a fee is charged.

This action would be taken only in extreme situations when all other efforts to recoup school fees have been exhausted.

- xi. Students will not be excluded from excursions simply for financial reasons. Parents who are experiencing financial difficulty and who wish their children to attend an excursion are asked to discuss their situation with the principal. Every effort will be made to seek an alternative method of payment that suits both the family and the school.
- xii. The principal may make available a small amount of funds to assist families experiencing financial difficulty. From time to time the Parents and Friends Association may be approached to assist a family in financial need. In order to maintain privacy, the principal will not disclose the identity of the family.
- xiii. Parents may be invited to attend an excursion at the discretion of the teachers. When deciding on which parents will attend, the teacher in charge will take into account:
 - a. Any valuable skills the parents have to offer. e.g. bus licence, first aid, etc.
 - b. The need to include both male and female parents.
 - c. The special needs of particular students.

If none of the above criteria apply, the teacher coordinating the excursion will draw the names of parent volunteers from a hat if there are more volunteers than available spaces.

- xiv. Parents selected to assist with an excursion will normally not be required to pay costs associated with the excursion. However, occasionally it may be necessary.
- xv. The option of parents providing transport may be considered. If private transport is used, the following regulations must be adhered to:
 - a. All drivers must hold a full (not a provisional) licence and must have appropriate insurance cover.
 - b. Children aged under seven years must be secured in a forward facing approved child restraint with an inbuilt harness or an approved booster seat.
 - c. Children aged under seven years must not travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat.
 - d. Children aged seven or older who are too small to be restrained by a seatbelt are strongly recommended to use an approved booster seat.
 - e. Children who are not required to use a forward facing child restraint or a booster seat must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

5. RESPONSIBILITIES

i. Principal

- a. Organise for all staff to update their CPR training (once per year) and emergency care training (once every two years).

ii. Teachers

- a. Complete a risk assessment prior to planning. These are to be signed off by the principal and saved to the staff drive in the “Work Health and safety”

folder. The contents of the risk assessment should be communicated to all stakeholders before and during the excursion – i.e. students, adult drivers and adult supervisors. A copy of the risk assessment should be taken on the excursion.

- b. Provide families with all details regarding excursions and external sporting events. In regard to the Year 5/6 overnight excursion and the Polding/State representative carnivals, parents will be given sufficient time to make payments for excursions. Children whose payments have not been finalised before the departure date will be unable to attend unless alternative payment arrangements have been organised with the principal.
- c. Postpone or cancel an excursion if the weather conditions or other factors create potential risks.
- d. Take on all excursions:
 - An adequate first aid kit.
 - A list of parents' contact details.
 - A mobile phone.
- e. Take medical records on overnight excursions. These records must include:
 - Current medical conditions.
 - Recent medical history.
 - Current medication (name, dosage, when to administer).
- f. Ensure that all adults who volunteer to assist with supervision on an excursion have completed either:
 - The NSW Working With Children Check (<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application#>), or:
 - Catholic Diocese of Maitland-Newcastle Working With Children Declaration For Volunteers, Workers and Contractors Exempt From A WMCC Clearance.

6. BUDGET

The school will devote a proportion of its budget to the provision of funds for professional development to support the staff in relation to this policy.

7. NEXT REVIEW DATE

This policy will be reviewed in 2020 in consultation with relevant staff.

8. DEFINITIONS

Excursion: A journey to an off-site venue for the purpose of supplementing the school curriculum with experiences that cannot be offered onsite.

9. LEGISLATIVE / PROFESSIONAL GUIDELINES

- i. The NSW Working With Children Check (<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application#>), or:
- ii. Catholic Diocese of Maitland-Newcastle Working With Children Declaration For Volunteers, Workers and Contractors Exempt From A WMCC Clearance.