



# St Ambrose Parish School

## Excursion Policy

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### **What Is An Excursion?**

An excursion is any activity organised by St Ambrose's Parish Primary School whereby students leave the school grounds for the purpose of engaging in educational activities.

### **Why Have An Excursions Policy?**

A teacher has a Duty of Care to take reasonable steps to protect students from any injury that the teacher may have reasonably foreseen.

Because excursions are conducted off school premises, away from the usual protections of the school environment, they have the potential to present unique risks for St Ambrose's Parish Primary School, our students, our teachers and others involved.

The purpose of this policy is to manage the risks associated with school excursions and to make excursions as safe as possible. All WorkSafe Policies and Student Duty of Care Policies continue to apply on excursions unless it is impractical for them to do so.

### **Different Types Of Excursions**

During the course of the school year St Ambrose's Parish Primary School conducts or students attend, a number of different types of excursions including:

- Regular Off Campus Activities;
- Single Day Excursions;
- Overnight Excursions; and
- Recreation & Outdoor Activities;

As different types of excursions involve different types of risks separate policies have been developed to manage the risks associated with each type of excursion.

### **General Principles To Be Followed**

When planning an excursion the following general principles must be followed:

- Excursions should relate to the school's educational program;
- Excursions must be age/stage appropriate;
- Excursions must provide valuable outcomes for students;

- Excursions are inclusive and all students within a specific learning group are to be given the opportunity to participate;
- Excursions should be planned so to not interfere with student assessment, such as NAPLAN; and
- Excursions are to be costed in the most cost beneficial way possible.

### **Proposing An Excursion**

A teacher who wishes to put forward a proposal for an excursion may do so by completing an Excursion Proposal Form and submitting it to the Principal or the Principal's delegate.

### **Excursion Management Plan**

In the event the Principal or the Principal's delegate provides preliminary approval, a teacher will need to prepare an Excursion Management Plan which will then need to be submitted to the Principal for final approval.

An Excursion Management Plan Template is used to document the identified risks posed by a particular excursion, and to assess those risks having regard to mitigation strategies that have been developed.

St Ambrose's Parish Primary School has developed an Excursion Management Plan Template to assist staff seeking approval for a particular type of excursion. Where similar excursions have been conducted in the past previous Excursion Management Plans should be reviewed and if suitable, used as a starting point for planning the new excursion.

Copies of previous Excursion Management Plans are available from the Principal's Office.

### **Final Approval For Excursions**

Final approval for an excursion may only be given by the Principal upon satisfaction that the risks posed by the particular excursion have been appropriately identified and appropriate risk mitigation strategies have been developed and which can be implemented effectively.

Approval is given by the Principal by signing and dating the Excursion Management Plan.

The Principal shall notify the teacher who submitted the proposal once the excursion has been approved, or alternatively shall provide reasons if approval has not been granted.

### **Standard Risk Management Procedures for Excursions**

Whilst the length, nature and activities involved in excursions will vary there are a number of standard procedures that St Ambrose's Parish Primary School undertakes in order to minimise the risk of harm to students, staff and others.

These strategies are addressed in the Excursion Management Plan. They include ensuring:

#### **Consultation**

All key stakeholders including students, staff, parents, and where appropriate external providers, are consulted as to the nature of the excursion, and any potential hazards which may be associated with the excursion.

### **Informed Consent**

- Full details of the excursion have been provided to each student and their parents/guardians; and
- All students attending the excursion have received written permission from their parents/guardians to attend.

### **Clothing & Equipment**

- All students attending the excursion have been provided with details of excursion requirements such as suitable clothing and equipment.

### **Venue Selection**

- The appropriate nature and location of the selected venue/s.

### **Transport Arrangements**

- Appropriate transportation arrangements; and
- Appropriate drop off and pick up arrangements.

### **Known Medical Issues**

- All parents are requested, prior to the excursion, to provide up-to-date details of any medical conditions which, if not known to supervising staff, may present a heightened risk to their child; and
- Where a child is considered at higher risk, because of an existing medical condition, appropriate mitigation strategies are implemented.

### **Student's Capacity**

- That any required skills have been identified and the planned activities are appropriate for the student's capacity; and
- Where a student is identified as not having the necessary capacity, appropriate risk management strategies are implemented for that particular child.

### **Supervision**

- The development of a supervision strategy;
- The availability of supervisors with appropriate competencies, skills and experience (including first aid);
- An appropriate supervisor-student ratio having regard to the nature and length of the excursion;
- Appropriate care is taken in selecting non-teaching staff to perform a supervisory role during the excursion (including the conduct of Working with Children Checks); and
- All supervisors are properly briefed with respect to all aspects of the Excursion Management Plan.

### **External Providers**

- Where possible external providers are selected from our Approved Supplier List as outlined in our Outsourcing (External Providers) Policy; and

- Due diligence has been conducted on all external providers involved in the excursion to ensure their competency, their compliance with workplace safety laws and other relevant legislation.

### **Critical Incident (Emergency Situations) Response**

- Appropriate emergency response procedures are in place.

### **Communication Strategies**

- Appropriate communication strategies are in place.

### **Insurance**

- Appropriate insurance coverage is in place.

### **Additional Risk Assessments**

Because the risks associated with each type of excursion vary, in addition to this policy which outlines general procedures, St Ambrose's Parish Primary School has developed specific procedures and risk assessments for particular types of excursions and particular types of activities.

Where the need for additional risk assessments have been identified these must be included in the Excursion Management Plan.

### **Incident Notification**

If during the course of an excursion an incident occurs (e.g. a lost child), whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal.

### **Excursion Debriefing**

At the conclusion of every excursion (including at the conclusion of Regular Off Campus Activities), the Teacher in Charge is required to complete the Excursion Debriefing Form which is contained in the Excursion Management Plan, and provide a copy to the Principal or the Principal's delegate.

Staff debriefings following excursions provide an excellent opportunity to identify successful practice, areas of risk not previously considered, as well as areas for improvement.

### **Record Keeping**

Copies of all records relating to a particular excursion must be retained indefinitely, or in accordance with any legal, regulatory or Catholic Education Commission of Victoria Ltd advice, from the date of completion of the excursion.

Records to be retained include:

- A copy of the Excursion Management Plan signed by the Principal and the Teacher in Charge;
- A copy of the Excursion Debriefing Form;
- Names and contact details of the Teacher in Charge;

- Names and contact details of all supervisors, including non-teaching staff and parents;
- Names and contact details of all students;
- A copy of child protection declarations for non-teaching staff and parents (where required) who acted in a supervisory capacity during the excursion;
- A copy of any contracts that St Ambrose's Parish Primary School may have entered into with third party organisations;
- A copy of any risk assessments; and
- In the event that an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the particular incident.