



# Excursion Policy

## Definition of key terms:

An excursion is defined as any activity beyond the school or church grounds.

## Rationale:

The school's excursion program 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 the school.

This policy directly relates to the requirements of the Child Safe Standards.

## Aims of Policy:

- To reinforce, complement and extend learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world
- To develop and reinforce links with the community

## Related Policies:

- First Aid Policy
- Staff and Parent Code of Conduct
- Child Safety Standards

## Implementation:

- A designated 'Teacher in Charge' will coordinate each excursion.
- The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with Catholic Education Melbourne (CEM) guidelines.
- Excursions must be registered on the CEM Student Activity Locator.
- The designated Teacher in Charge of each excursion will take all appropriate means to ensure that the venue is safe and risks are minimised as per the school Excursion Planning Checklist
- All excursions require approval of the Principal or their designated representative. Information presented should include:
  1. The educational aims and objectives of the excursion
  2. The names of all adults attending
  3. Travel arrangements and costs
  4. Venue details and an itinerary of events
  5. Risk assessments and procedures followed to ensure the safety of the children
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form.
- Copies of completed permission forms and any anaphylaxis/asthma action plans must be carried by excursion staff at all times.



- Excursion staff need to collect from the First Aid Room: a first-aid kit (or more, depending on the number of students); medications (such as Epi-pens®) that are normally kept in the First Aid Room; a generic Epi-pen®. These items must be returned their correct location after the excursion
- Staff should be contactable by mobile phone when on excursion.
- Parents of children involved in excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, teachers may take into account:
  - Any particular skills the parents has to offer (e.g. first aid)
  - The need to include both male and female parents
  - The special needs of particular students
- Under the Child Safe Act, parents attending excursions must have a current Working With Children Check (WWCC) or VIT registration and have signed the Child Safe Code of Conduct
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- When excursions take place/return to school out-of-school hours, the teacher in charge will communicate with the school with regards to the anticipated return time and the school will contact parents via the school app

### **Evaluation:**

The Excursion Policy will be evaluated and reviewed as part of the 4 year School Review cycle or as required.

Date of last review: May 2020