



## Our Lady of the Way Primary School

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# Excursion Policy

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## 1.0 Definition & Purpose

The term 'excursion' when used in this document relates to an experience that differs from regular school learning including on and offsite activities. Excursions are undertaken by all classes at *Our Lady of the Way School* to extend students' learning experiences, explore and develop language skills, reinforce information, knowledge and concepts relating to units of study and enhance pastoral care.

Excursions provide opportunities for the students to share information and knowledge they already have, explore new information and knowledge, compare this to what they already know and reflect upon the new information and knowledge by way of questioning and critical thinking.

An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days requiring overnight accommodation.

## 2.0 Rationale

At *Our Lady of the Way School* we believe that:

- excursions provide valuable learning experiences which are not normally available in the school setting;
- excursions should be well planned in advance, preceded by classroom lessons and followed up by meaningful activities when students return to school;
- at least one teacher from school with appropriate CPR and/or first aid qualifications should accompany students on excursions;
- the number of teachers attending excursions should maximise the safety and well being of all students;
- activities undertaken by students on excursions should have maximum educational benefit and minimal risks;
- all students attend excursions regardless of family's financial position.

## 3.0 Aims

3.1 Provide well planned and meaningful excursions that enhance teaching and learning throughout the school.

3.2 Teachers conduct relevant classroom lessons before excursions are undertaken and followed up with associated activities when students return to school.

3.3 Provide enough teachers to accompany students on excursions in order to comply with systemic and legislative safety requirements.

3.4 Gain parents' permission and keep them fully informed about all aspects of proposed excursions.

#### **4.0 Implementation**

4.1 Teachers access and utilise the Excursion Planning Procedure (Appendix 1).

4.2 Teachers check the syllabus and select excursions that will enhance the set curriculum.

4.3 A venue and CSPD risk assessment must be completed to show that the excursion is safe in nature and location. If possible, a visit to the venue to identify any potential hazards should be organised prior to the excursion taking place. If this is not possible, detailed advice must be obtained from an appropriate source. Outside organisations e.g. retreat centres, sporting venues etc must provide their risk assessment. It is the responsibility of the school to obtain these documents.

4.4 Teachers submit a completed *Excursion-Incursion-Special Event Planning Form*, which must be signed off firstly by the Instructional Leader and then approved by the Principal/delegate. Office staff then book the excursion and/or transport where necessary. A letter for parents is drafted by teachers and issued with the schools *Excursion Permission Note*. Permission notes must be signed by parents/carers and returned to school before students are permitted to attend excursions. In rare cases, verbal permission may be sought but this must be approved by the Principal and recorded in Compass.

4.5 A note will go home to parents four weeks prior to the excursion including a general statement about the reason for the excursion, the venue, mode of transport, expected time of departure from school and expected time of arrival back at school, number of adults attending who will act as supervisors during the excursion, eating arrangements, clothing requirements, and any specific information that is unique to the excursion.

4.6 The cost of excursion must be affordable and reasonable for all families. Parents pay for all excursions. Planned excursions may not proceed if the Principal or Financial Secretary deem it too expensive for families.

4.7 Supervisors may include parents or other adults but only under the direction of a teacher. Parents/adults other than teachers must be authorised by the Principal as a fit and proper person for that position. In determining the level of supervision required, the Principal will take account of:

- the number of students involved
- the maturity of the students
- the anticipated behaviour of the students
- the nature of the activities planned for the excursion
- first aid requirements
- the risk assessment of the venue.

4.8 Parents/adults supervisors must have completed the appropriate Building Child-Safe Communities training (BCSC) screening before they can attend an excursion and clearly be made aware of their responsibilities.

4.9 A teacher (or other adult authorised by the Principal) with accredited elementary first aid/CPR training must be present on all excursions.

4.10 For excursions involving water activities and for overnight excursions, a teacher (or other adult authorised by the Principal) with a current qualification in Cardiopulmonary Resuscitation (CPR) must accompany the students. (See attached sheet regarding excursions where water is involved)

4.11 Provision will be made for students with special health and/or medication needs and will be cared for by a designated teacher.

4.12 Teachers are responsible for collection of required medication, asthma spacer, etc and stocked first-aid kit.

4.13 All buses must have seat belts for excursions of long distances or when high speed is available e.g. over 100kph. Please check with the principal/delegate for clarification.

4.14 On an overnight excursion there must be a supervisor of the same gender as the students participating.

4.15 Teachers will take a copy of students' contact phone numbers from the class roll in case of an emergency.

4.16 The Principal may deem it necessary to exclude a student if their past behaviour provided reasonable grounds to believe that the presence of that student on an excursion would be likely to present a risk to the safety of other students, staff and/or members of the public or significant harm to the good name of the school.

## **5.0 Excursions With Water Activities**

5.1 Parents must be advised in writing about any planned water activities.

5.2 A consent form must be received from the parents.

5.3 Parental permission must be expressly given for any swimming activities

5.4 Parents will indicate whether their child is a very competent swimmer, still a developing swimmer or unable to swim. This will not affect the supervision and non-swimmers will be identified and strictly monitored.

5.5 Some special requirements may be required for some students, e.g. flotation devices.

5.6 Immediately before the commencement of any water activity, the prevailing condition must be examined by the supervising teacher for any possible dangers.

5.7 For water or near water excursions, at least one adult staff member in attendance at all times must have a current qualification in First Aid and CPR.

## **6.0 Budget**

A budget will be provided for the professional development of staff, the acquisition of resources and to cover any losses created from any financial hardships.

## **7.0 Evaluation**

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this program.

# Appendix 1

## Excursion Planning Procedures

### BOOKING AND COSTING

1. Teachers are to discuss the excursion proposal with their Instructional Leader.
2. Teachers to liaise with the Principal / delegate to:
  - select an appropriate date for the excursion
  - discuss staffing arrangements and supervision for the excursion.
3. Teachers to use Excursion notes and complete the following forms:
  - ***Excursion-Incursion-Special Event Planning form***
  - ***Excursion-Incursion Special Event Organising Checklist***
  - ***Excursion Permission Note***
  - ***Risk Assessment*** {to be handed to the stage coordinator}
4. Office Staff will complete all costing and booking of venues, transport etc. for the excursions in consultation with the Principal.
5. A generic Risk Assessment Report for the excursion venue must be obtained and a thorough CSPD risk assessment must be completed for each activity undertaken. A generic risk assessment will not suffice.
6. All forms, including the Risk Assessment Report, are to be handed to the Principal for final approval. This must occur two weeks prior to the excursion. Copies of the completed forms are to be given to the school secretary for school records.

### Information Letter & Permission Slip

- 1) Once the excursion is approved by the Principal, the Permission Form is sent home with the students. This must occur four weeks prior to an excursion.
- 2) Permission Forms are to be returned to School by the due date.
- 3) Permission Forms, which contain parent emergency contact numbers, are held by teachers for the excursion.



# Excursion Permission Note Template



**Excursion:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Cost:** ☐ Covered by Activity fee OR ☐ \$ \_\_\_\_\_

I understand that the children will be travelling by:    Bus    Train    Car    Walking  
(delete those not needed)

I give permission for my child: \_\_\_\_\_ in class:  
\_\_\_\_\_ to attend this excursion. Please find enclosed \$ \_\_\_\_\_ to cover the cost of the excursion.

## Medical Details

Does your child have any medical condition, which you feel that teachers should be aware of?

Please list any allergies and the symptoms.

Does your child need to take medication during the excursion? (*Details needed by the Teacher*)

Is there any other matter regarding your child's welfare and enjoyment of the excursion which you would feel the teacher should know?

Any special Dietary Requirements (*for overnight excursions*) e.g. allergies; sensitivities; Intolerances etc.

My child's swimming ability is: (please circle)

***Very competent***

***Still developing***

***Unable to swim***

## Parent/Carers Contact Details

During this excursion I may be contacted on:

Mother's Home/Work/Mobile Phone No's: \_\_\_\_\_

Father's Home/Work/Mobile Phone No's: \_\_\_\_\_

Emergency Name and Phone No: \_\_\_\_\_

## Emergency

In the event of an emergency I give the teachers of *Our Lady of the Way School* permission to seek medical attention for my child. I understand that I will be notified as soon as possible.

\_\_\_\_\_  
*Parent/Guardian signature*

\_\_\_\_\_  
*Name – please print*

*Date:* \_\_\_\_\_

# **EXCURSION-INCURSION-SPECIAL EVENT- PLANNING**

Complete this form – Discuss with Assistant Principal/Principal- Hand to Finance Secretary with written quote.

## **EDUCATIONAL RATIONALE**

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Name of Person(s) organising event: \_\_\_\_\_

☐ **Whole School Event**      ☐ **Stage Event**    ☐ **Grade Event**

**Class/es:** \_\_\_\_\_

**Date of Excursion/Incursion/SE:** \_\_\_\_\_

**Itinerary: Please attach if necessary**

**Venue:** .....

**Number of Students:** .....

**Names of Teachers attending: (Excursion)**

1) ..... 2) .....

3) ..... 4) .....

Number of Parents attending \_\_\_\_\_ (Excursion)

## **TRANSPORT**

**Bus** ☐

**Coach with seatbelts** ☐

**N/A** ☐

No of Buses .....

Leave School .....

Return to school by .....

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **CHEQUES REQUIRED:**

**DATE REQUIRED:** \_\_\_\_\_ **(AT LEAST 7 DAYS PRIOR TO EXCURSION)**

SUPPLIER	AMOUNT





# **Excursion-Incursion-Special Event Organising Checklist**

**Program/Event:** \_\_\_\_\_ **Organiser:** \_\_\_\_\_

<b><i>Long Term Planning</i></b>	<b><i>Notes</i></b>	<b><i>Who</i></b>	<b><i>Completed</i></b>
Calendar/date check			
Discuss with grade teachers			
Discuss with Instructional Leader /AP/Principal			
Costing sheet			
Buses booked			
Car travel arrangements			
Special guests invited			
Letter to parents/permission slip			
CSPD Risk Assessment Tool completed			
<b><i>One Week Before</i></b>	<b><i>Notes</i></b>	<b><i>Who</i></b>	<b><i>Completed</i></b>
Has the venue been booked and confirmed			
Have all permission slips been returned?			
Do you have medical forms?			
Class Roles requested			
Student contact details collated			
Can you access Facebook to post images throughout the excursion?			
Identify students who cannot have their photos taken			
<b><i>Preparation for the day/event</i></b>	<b><i>Notes</i></b>	<b><i>Who</i></b>	<b><i>Completed</i></b>
Any children with special medication needs or considerations			
Catering - Food for guests/visitors – Canteen notified			
Playground duty – changes, swaps, closures or 'free' person asked			
Venue, centre, hall, library, playground space booked			
Additional staffing – Teacher(s) or TA(s)			
Parent helpers (Males?)			
Equipment needed/ Chairs/ Tables/ seating arrangements			
First aid kit, sick bags, plastic bags			
Back up Plan – Wet Weather			
<b><i>Follow up after the event</i></b>	<b><i>Notes</i></b>	<b><i>Who</i></b>	<b><i>Completed</i></b>
Newsletter report			
Media release – local media			
Receipts/invoices			
Pack up/clear away/ return all items			
Participation certificates			
Place photos on google drive			
Send notices for Face Book			

