



4.2.7

St Leonard's Primary School Excursion/Incursion Policy

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 our school.

Aims:

- 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 can take place anywhere.

Implementation:

- The nature and extent of excursions will be related to the particular topic being currently studied and be planned to fit into the annual per head excursion budget. All excursions must be approved by the Principal.
- All excursions must be entered onto the Student Activity Locator (SAL) on the Catholic Education CEVN website. The only people authorized to do so are the Principal, Deputy Principal and level coordinators.
- It is the responsibility of class teachers to plan the excursions. Admin staff will price and book buses after being given all relevant information by teachers. The school secretary will confirm booking a day prior to outing.
- It is expected that external providers as to meeting the school's requirements in regards to overall child safety.
- Excursion permission notes must be prepared by classroom teacher/s and be distributed at least 2 weeks prior to excursion to allow all families sufficient time to respond. A pro forma for the excursion can be found on the Staff Server. An electronic copy should be saved in this file and a hardcopy given to the office staff. A hard copy of the permission note should be filled in the relevant folder stored above the photocopier. This makes it easier for administration staff to run off addition forms that may be needed.
- Children must return the excursion form or they will be excluded from the activity.
- Any parent who is asked to supervise in any capacity on excursion must hold a 'Working with Children Check'. These are available from the Post Office. Please see office staff or principal for paperwork for this document. Unless otherwise advised parents supervising children should not bring toddlers on the excursion.
- Please also refer to the 'Legal Matters' section of the CEVN website which is accessible through My Desktop page as a link. Under the heading 'Documents' click on Melbourne Archdiocese. Click on 'Legal Matters' which is located on the right hand side of the page. Click on 'General' to find the document entitled 'Supervision of Students and Staff- Student Ratios for Camps, Excursions and Outdoor Activities.' Please note that there are many other sections in this legal section which will be of interest to all teachers. The document makes it clear that 'sufficient staff' are needed to ensure appropriate and effective supervision. What constitutes sufficient will vary and therefore it is not merely a ratio figure that is important. The principal and staff will take in many variables including:

- The qualifications and previous experience of the excursion staff and their knowledge of the area being visited,
- The age, maturity, abilities, experience and sex of the children
- The overall size of the group
- The nature and location of the excursion
- The activities being undertaken
- Other relevant local factors
- The risk of bushfires will be taken into account for all excursions

As a general rule the following ratios are advised:

Swimming at pool / open deep water venues

- 1:10 for those swimming
- 1:20 for those not swimming

Swimming at 'surf venues' ie beaches with direct access to ocean waters / open deep water venues

- 1:5 for those swimming
- 1:20 for those not swimming

Bushwalking

- 1:10 during the day
- 1:6 at night

Orienteering

- 1:20 in city towns
- 1:15 in neighbouring streets
- 1:10 in bushland

Horse Riding

- 1:8 in enclosed area
- 1:6 on a trail

Day Excursions

- 1:20

Overnight Excursions

- 1:10

Tours, including interstate tours

- 1:15

- The preferred mode of transport is charter seat belted bus. Other alternative are walking, train, public bus, self driver bus (must have endorsed licence). If the group is very small, private cars may be used. If private cars are being used it is the teachers responsibility to ensure that the driver has a current driver's licence. This licence must be sighted by the staff member. The driver's name must be specified on the individual permission slip.
- Permission slips must be returned before children can leave the school. The EXCURSION PERMISSION FORMS must be carried by the class teacher or adult supervising the children on the excursion. The forms should include emergency contact numbers. These forms should be kept by classroom teachers for the duration of the school year.
- The class teacher must have a master list of all children on the excursion and which leaders each child is with.
- Parents need to be contacted as soon as practical in case of accident and records of any accidents must be maintained.
- First Aid – Each class teacher is required to carry the classroom first aid bag which includes – band aids, sterile swabs, gloves, cloth for blood spills, cotton wool balls, on any outing outside the school.
- Any child who suffers from Asthma should carry their own medication
- EpiPens should be carried by the supervising teacher

- Teachers are responsible to enter all excursions onto the school's calendar of events
- Bus Travel –
 - (a) All children will travel in seat belted buses with the exception of the shuttle bus service as arranged by Wellington District Sports Association.
 - (b) All children must enter, travel in and leave the bus in a quiet orderly manner. Whilst in transit they must remain seated in the seats to which they have been allotted. It is generally easier to fill the back of the bus first – any child pushing to get into a bus will enter last or be excluded from the outing for repeated pushing.
- During outings children must wait quietly for directions from the staff before moving, walk quietly and must not be ahead of, or behind the group. There should (where numbers allow) be an adult in beginning, middle and end of a class group.
- As a rule staff will carry the school mobile on school excursion. In the case of a personal mobile being taken the office will be notified of the number.
- It is expected that supervising staff will contact the school administration once arriving at their destination. It is also expected that they will contact the school when they have either boarded the bus/train to return to school.
- The school's EXCURSION PERMISSION FORM is attached as Appendix 1.
- The school's RISK ANALYSIS FORM is attached as Appendix 2.

Evaluation:

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

This policy was reviewed by the staff in 2013.

It will be reviewed again in 2016

This policy was ratified by the Education Board in 2013.



St Leonard's Primary School EXCURSION PERMISSION FORM

Dear Parents,

YEAR LEVELS:

PURPOSE:

DATE:

TRANSPORT:

DEPARTURE TIME:

RETURN TIME:

BRING

Wear school uniform, including hat. Bring play lunch and lunch in a backpack. (Children may share a bag with a friend).
Sunscreen and extra drinks if required.

Return to class teacher by: (Insert Date)

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TYPE IN TITLE

St. Leonard's School 9560 8491

I give permission for my child (Insert method of travelling)

In the event of illness or injury I authorise the Principal or teacher/s in charge of the excursion to consent, where it is impractical to communicate with me, to the child receiving such medical or surgical treatment as may be deemed necessary.

We recommend that you subscribe to the Ambulance Scheme.

Please include phone number where we can contact you during excursion

FAILURE TO RETURN THIS PERMISSION FORM AND FAILURE TO WEAR CORRECT SCHOOL UNIFORM WILL PRECLUDE YOUR CHILD FROM PARTICIPATING IN THIS EXCURSION

SIGNED.....DATED.....



APPENDIX 2: ST LEONARD'S PRIMARY SCHOOL RISK ANALYSIS

EXCURSION SAFETY CHECKLIST

Note: this checklist considers OHS matters only. Administrative (eg covering classes, advising parents) and curriculum considerations (value of excursion) may also need to be taken into account.

Excursion Activity & Location:

Number of attendees:

Number of Staff:

Date of Excursion:

POTENTIAL SOURCES OF HAZARDS	HAZARDS SPECIFIC TO THIS EXCURSION	RISK	CONTROLS <i>Best way to prevent injury</i>
VENUE Special characteristics of this location, typical hazards (eg open water, snakes, traffic) for this type of venue. (venue check prior to excursion may be necessary)			
TRANSPORT TO AND FROM THE VENUE Consider type of transport, interchanges between transport modes, hazards associated with the route			
ACTIVITY The activity and level of the activity, its appropriateness for the age, maturity, physical stature, ability level and readiness of the students; the suitability of this location for this group			
STAFF COMPETENCIES Staff qualifications and/or experience specific to the activity, the nature of the group and the venue to be used			
PARTICIPANT COMPETENCIES Participant preparation, including skill development, fitness development and advance briefing			
EQUIPMENT Including personal equipment, special equipment for specific activities, transport of equipment, equipment for emergencies			
PROTECTIVE CLOTHING eg protect against cold, sun			
ORGANISATIONAL ARRANGEMENTS Organisational arrangements for conducting the activity, including staff–student ratios, location, roles of staff and safety procedures for the activity			
GROUP MANAGEMENT ARRANGEMENTS eg additional activities if waiting time is long			
CONTINGENCY PLAN Alternatives to the activity plan in case of weather changes, injuries or other circumstances			
EMERGENCY PLANS Procedures to be implemented in emergencies, communication plan, first aid personnel & equipment, list of attendees, medical forms			

Sign off by Excursion Leader Sign off Principal.....

Date: