



EXCURSION POLICY

Year Drafted: 2001
Revised: 2003
Revised: 2007
Revised: 2011
Revised: 2017

RATIONALE

At Our Lady of the Cape Primary School, excursions play a major role in enhancing learning programs organised by the school for which students are required to be away from the school. They are an integral part of our educational program. They provide opportunities for both the educational and faith development of our students and reflect Catholic principles and values. The students gain opportunities to experience life outside of school in situations that they may not otherwise.

PRINCIPLES

- School excursions shall be designed to enhance the educational program offered by the school.
- The duty of care exists at all times. The safety of all students is of utmost importance.
- The school excursion is to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the excursion.

PROCEDURES

- Formal notice of class excursions must be given to the principal for approval 4 weeks prior (or as soon as possible) to the planned event. Class Excursion and Costings Form (Appendix 1) to be completed and submitted to Principal.
- Excursion Procedure to be read.
- Students shall not be allowed to attend a school excursion unless written permission is granted by the parent/guardian. The permission note shall outline all details of the excursion and items required.
- The organising teacher must know each child's individual medical needs and conditions.
- The student-adult ratio for the school excursion shall be determined according to the "Camps and Excursion:" guidelines for Catholic Schools.
- Medical alert information and medication must be taken for students with severe medical conditions.
- Emergency contact number list to be on inside cover of excursion file.
- Class checklist must be taken and checked off before and after. List of children attending the excursion on the day must be given to the school secretary prior to departure. Students to be counted on and off the bus.
- Ensure that parent helpers are informed of excursion expectations.



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TRAVEL ARRANGEMENTS

- Planning and organisation of excursions should allow sufficient time to ensure suitable bus transport to be organised.
- Children must travel together under supervision of the class teacher.
- There should be no travelling in parent's cars without the prior authorisation of the principal and the parents of the children.
- In all instances, when the students will be required to travel by bus, the teacher shall attempt to obtain a bus/coach with seatbelts for the journey.

MAJOR EMERGENCIES

Assemble all children immediately in a safe location and complete a roll call.

Contact emergency services

Ring school and advise the Principal of the situation and provide all necessary information.

EQUIPMENT NEEDED

- Whistle
- Witches hats to define boundaries (if required)
- First aid kit (this must be maintained and stocked prior to excursion)
- Mobile phone
- Excursion file
- Checklists
- Sunscreen
- Drink container

AQUATIC EXCURSIONS

Teachers are to be familiar with the requirements as outlined in the "**School Camps and Excursions: Guidelines for Catholic Schools**" file located in the front office before any excursion is undertaken.

Prior to entry of water:

1. At least one teacher holding a current bronze medallion must supervise no more than one class at a time while an aquatic activity is being undertaken. The appropriate adult: student ratio must also be adhered to. This person is responsible for any rescue. This person is also in charge of deeming the body of water safe and suitable for children to enter.



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2. The student-adult ratio for the school excursion shall be determined according to the "Camps and Excursion:" guidelines for Catholic Schools.
 - Open water situations, such as beaches and dams = 1:8
 - Competitive swimming = 1:32
 - Swimming and water safety instruction = 1:16
 - Primary swimming lessons = 1:6
 - Outdoor physical activities = 1:12
 - **School excursions = 1:12**
- The above student-adult ratios are maximum limits. Other factors to consider are:
 - The age of the student
 - Gender balance
 - Location of the excursion
3. The teacher with the bronze medallion is in charge of the class at all times.
4. Boundaries must be set prior to children entering the water.
5. Children that are to be entering the water need to know where to meet (away from the water) in case of an emergency.
6. In case of an emergency, where multiple classes are present at the one excursion, all children must be aware of their emergency home-room location where they must be checked off their classroom register by the teacher in charge of that room.
7. Children must be made aware of water safety signals i.e.
 - 3 sharp whistle blows means to exit the water immediately.
 - Children must wave a closed fist above their head if they are in trouble.
 - 1 whistle blow means to stop look and listen.
7. Teachers must be located at the appropriate depth according to the children's skill level.
8. Children must be marked off a class list prior to entry and exit of the water.

ADDITIONAL EQUIPMENT NEEDED

- Flags to mark swimming boundaries.
- Flotation device e.g. boogie board.
- Megaphone.



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CAMP

- While on camp, duty of care responsibilities are required of staff and supervisors on a 24 hour a day basis. Therefore, staff and supervisors will not use any intoxicating substances at any time during the camp.
- Before the camp is booked, the school must ensure that the students will be transported to and from the camp in a safe and proper manner, whatever the mode of transport.
- The principal shall ensure the drivers of any vehicles are persons who act responsibly and give due regard to the safety and well being of students. All drivers should have a current and appropriate drivers' license.
- No alcohol is to be consumed by teachers or parental help while on camp.
- At the conclusion of the camp, a report should be submitted to the Principal.

It should cover:

- The adequacy of the camp.
- Recommendations for the future use of the camp site.
- The overall management of the camp.
- Any injuries that occurred.
- The achievement or otherwise of the objectives of the camp.
- Other information relating to specific incidents of the camp.
- Any other information that may assist in the planning of future camps.

