

Rosary Park Catholic School Branxton.

Excursion Policy

APPLICABLE TO	Rosary Park Catholic School, Branxton.
DOCUMENT OWNER	Staff
APPROVAL DATE	May 2019
APPROVED BY	Executive staff and staff
LAST REVIEW DATE/S	May 2018
NEXT REVIEW DATE	2022 or as needed
RELATED DOCUMENTS	Risk Assessment, WHS Policy, First Aid

Purpose

Excursions are an integral experience in extending the school curriculum in a meaningful way. An excursion, which is orientated towards specific needs of the students, also enables them to socially interact as a group in public. Rosary Park places a great emphasis on the careful planning and organisation to ensure risks and hazards are eliminated, therefore ensuring maximum learning, safety and enjoyment for the children in the care of the teachers

Policy Statement

The school community of Rosary Park aims to:

- Develop a framework for the preparation of excursions
- Assist teachers in the organisation of excursions that meet the requirements of the CSO and WHS guidelines
- Provide students with additional educational experiences which will enrich their understanding of learning
- Promote the social development of students
- Provide opportunities for students' learning experiences that extend the students' horizons and knowledge of the world

Scope

All staff and parents.

Guiding Principles

- Excursions must be planned with curriculum objectives firmly in mind.
- The Principal must be informed of planned excursions to ensure that there is no clash of dates and permission is given.
- The Principal must be provided with relevant details (see attached proformas- Procedures section).
- Permission note and general information is to be sent out to parents at least three weeks prior to the excursion.
- An excursion information form must be handed to the office staff at least two weeks before the event (see attached proformas- see Procedures).

- Medical form is to be completed by parent or guardian and returned prior to the excursion (see attached proformas).
- All medication must be handed by the supervising teacher (See Appendix Excursion Checklist – Medical Items)
- The excursion is to be advertised in the bulletin leading up to the due date.
- Children must have a permission note signed by a parent or guardian before they can attend an excursion. If a note is not returned and the excursion is to be held you **must** see the Principal or an Executive so that parents can be contacted.
- All notes must be sighted by the Principal or Assistant Principal prior to being sent out.
- Teachers are to take care that costs are kept to a minimum and that children are not excluded because they cannot pay. If there is a concern with money the Principal must be notified before any action is taken by the teacher.

Appropriate supervision must be maintained. Specific roles and responsibilities of each staff member (teachers, campsite staff, volunteers etc.) must be clarified and understood by all staff and students prior to the commencement of the excursion

Responsibilities

Teachers across all grade K-6 are responsible for the implementation of this policy and procedures. It is expected that all grades will attend one excursion related to a KLA area in the school year. Teachers are to communicate all details of the excursion including costs to the Principal or delegate before it goes ahead.

Teachers are responsible for making the office staff aware of costs and details of the excursions so that they are able to carry out the administration aspects.

- No child is to be left unsupervised.
- No child will be allowed to go home with another parent unless permission is sought either by phone, or a prearranged note.

First Aid and Medical requirements-see appendix in Procedures.

Budget

Appropriate funds will be allocated from the school budget to allow for the successful implementation of this policy.

Legislative/Professional Guidelines

Education Act 1990

WHS Act 2015

Disability Discrimination Act 1992

Disability Standards for Education 2005