



# EXCURSION POLICY

## POLICY

March 2006

*Assisi Catholic College is committed to the provision of educationally relevant, safe and enjoyable excursions and activities as part of the school curriculum. Excursions and activities will be prepared, managed, conducted, supervised and monitored in a way that considers the educational relevance, interests, health, safety and security of the participating students, staff and others involved.*

## CONSEQUENCES

The College will ensure that:

- relevant staff are aware of any mandatory guidelines relating to excursions and activities;
- legislative and regulatory requirements for the organisation and management of excursions and out-of-school activities are effected;
- excursions and activities will be planned and conducted using risk management principles;
- records will be kept of the approval, details, costing, risk management processes and workplace, health & safety considerations for each excursion and activity;
- adequate student: adult ratios are effected;
- all students are accounted for at every stage of the excursion/activity;
- contingency arrangements and emergency procedures are included in planning procedures;
- staff, students and others involved in excursions and activities are fully briefed on all aspects of the venture before its commencement and have time to undertake preparatory activity;
- supervisory roles and responsibilities are clearly allocated and understood by all participating staff, students and others;
- parents are informed of the excursion/activity and provide written consent for their child's involvement;
- students cannot participate in the planned venture unless the College receives informed parental permission;
- staff involved in planning excursions and activities have the requisite skills and experience for the excursion;
- the College mobile phone will be carried by a staff member at all times;
- where possible, preliminary inspection of the excursion/activity site will be undertaken;
- the personnel qualifications, licensing and safety precautions taken by outside persons or agencies (used as part of an excursion /activity) are carefully checked;
- transport arrangements are made with the safety of participants in mind;
- excursions /activities will be selected to match the participant's age, interests, levels of competence and general ability;
- a first aid kit containing equipment appropriate to the excursion /activity will be taken on all excursions /activities, as will qualified senior first aiders where necessary;
- any concerning incident occurring on a College excursion/activity will be fully investigated, recorded and reported;
- parental and other volunteers will be utilised as required; and
- the College will provide general insurance cover for the excursion /activity.

## RATIONALE

Well managed and relevant educational excursions constitute an important part of the curriculum of an effective school. They have the potential to develop and enhance learning and provide an integrated, out of school learning experience with many educational, social and relational benefits for students, staff and others. Since the health and safety of students and adults is paramount, the workplace, health and safety considerations in planning and effecting out-of-school experiences are significant and as such, should be made explicit. This policy provides a guideline for excursions and out-of-school activities, as well as related consequences which will contribute to the effectiveness of the policy.

## CONTRIBUTION TO THE FRANCISCAN ETHOS

- Concern for the well-being, safety and happiness of others.
- Promoting a community sense of social justice.

## REFERENCES

- *Department of Education Manual, Education Queensland.*
- *Workplace, Health & Safety Policy, Brisbane Catholic Education, May 2000*
- *Brisbane Catholic Education Guidelines, 'Planning Outdoor Activities'.*