



Excursions Policy

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| Definition of an Excursion | An excursion is any activity organised by Caroline Chisholm Catholic College whereby students leave the College grounds for the purpose of engaging in educational activities. |
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| Purpose | <p>A teacher has a duty of care to take reasonable steps to protect students from any injury that the teacher may have reasonably foreseen.</p> <p>Because excursions are conducted off College premises, away from the usual protections of the College environment, they have the potential to present unique risks for Caroline Chisholm Catholic College, our students, our teachers and others involved.</p> <p>The purpose of this Policy is to manage the risks associated with College excursions and to make excursions as safe as possible. All Occupational Health and Safety Program and Student Duty of Care policies and procedures continue to apply on excursions unless it is impractical for them to do so.</p> |
| Different Types of Excursions | <p>During the course of the school year, the College conducts or students attend, a number of different types of excursions including:</p> <ul style="list-style-type: none">• <u>Regular Off-Campus Activities</u>• <u>Single Day Excursions</u>• <u>Overnight Excursions</u>• <u>Recreation and Outdoor Activities</u>• <u>International Excursions</u> |

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| General Principles to be Followed | <p>When planning an excursion, the following general principles should be followed:</p> <ul style="list-style-type: none">• excursions should relate to the College's educational program• excursions must be age/stage appropriate• excursions must provide valuable outcomes for students• excursions are inclusive and all students within a specific learning group are to be given the opportunity to participate• excursions should be planned to not interfere with exams• excursions are to be costed in the most cost beneficial way possible |
| Proposing an Excursion | <p>A teacher who wishes to put forward a proposal for an excursion may do so by completing the <u>application via Compass</u> and submitting it to Relevant Deputy Principal.</p> |

Insert Excursion Management Plan Template

In the event the proposed excursion receives preliminary approval, a teacher will need to prepare the Insert Excursion Management Plan Template which will then need to be submitted to the Principal for final approval.

The Insert Excursion Management Plan Template is a written document which is used to identify risks posed by an excursion, and to assess those risks having regard to mitigation strategies that have been developed.

Where similar excursions have been conducted in the past previous Insert Excursion Management Plan Templates should be reviewed and if suitable, used as a starting point for planning the new excursion.

Copies of previous Insert Excursion Management Plan Templates are available from Insert Storage Location of Excursion Management Plans.

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| <p>Final Approval for Excursions</p> | <p>Final approval for an excursion may only be given by the Principal upon satisfaction that the risks posed by the excursion have been appropriately identified and appropriate risk mitigation strategies have been developed which will be implemented effectively.</p> <p>Approval is given by the Principal or their delegate signing and dating a copy of the Insert Excursion Management Plan Template.</p> <p>The Principal or their delegate will notify the Teacher in Charge once the excursion has been approved, or alternatively will provide reasons if approval has not been granted.</p> |
| <p>Standard Risk Management Procedures for Excursions</p> | <p>Whilst the length, nature and activities involved in every excursion will be different there are several standard procedures that the College employs in order to minimise the risk of harm to students, staff and others.</p> <p>These strategies are addressed in the Insert Excursion Management Plan Template. They include ensuring:</p> <p><u>Consultation</u></p> <ul style="list-style-type: none">• all key stakeholders including students, staff, parents, and where appropriate external providers, are consulted as to the nature of the excursion, and any potential hazards which may be associated with the excursion |

Informed Consent

- details of the excursion have been provided to each student and their parents/carers
- all students attending the excursion have received written permission from their parents/carers to attend

Clothing and Equipment

- all students attending the excursion have been provided with details of excursion requirements such as suitable clothing and equipment

Venue Selection

- the appropriate nature and location of the selected venue/s
- consideration of the risk of bushfire in the location of the selected venue/s

Transport Arrangements

- appropriate transportation arrangements
- appropriate drop off and pick up arrangements

Known Medical Issues

- all parents are requested, prior to the excursion, to provide up-to-date details of any medical conditions which, if not known to supervising staff, may present a heightened risk to their child
- where a child is considered at higher risk, because of an existing medical

condition, appropriate mitigation strategies are implemented

Student's Capacity

- that any required skills have been identified and the planned activities are appropriate for the student's capacity
- where a student is identified as not having the necessary capacity, appropriate risk management strategies are implemented for that child

Supervision

- the availability of supervisors with appropriate competencies, skills and experience (including first aid)
- an appropriate supervisor-student ratio having regard to the nature and length of the excursion
- consideration of the supervision requirements for activities undertaken on excursions, having regard to:
 - the nature and risks of the activity, such as swimming and other water-based activities
 - the risks presented by the activity venue and its location, such as bushfires and other environmental hazards
- appropriate care is taken in selecting non-teaching staff to perform a supervisory role during the excursion

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| | <p>(including the conduct of Working with Children Checks)</p> <ul style="list-style-type: none">• all supervisors are briefed on the Insert Excursion Management Plan Template <p><u>External Providers</u></p> <ul style="list-style-type: none">• due diligence has been conducted on all external providers involved in the excursion to ensure their competency, their compliance with workplace safety laws and other relevant legislation <p><u>Critical Incident (Emergency Situations) Response</u></p> <ul style="list-style-type: none">• appropriate emergency response procedures are in place <p><u>Communication Strategies</u></p> <ul style="list-style-type: none">• appropriate communication strategies are in place <p><u>Insurance</u></p> <ul style="list-style-type: none">• appropriate insurance coverage is in place |
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| Additional Risk Assessments | <p>Because the risks associated with each type of excursion vary, in addition to this Policy which outlines general procedures, Caroline Chisholm Catholic College may develop specific procedures and risk assessments for particular types of excursions and particular types of activities.</p> <p>These will be listed in the Excursion Documentation section in this Policy.</p> <p>Where the need for additional risk assessments have been identified these must be included in the Insert Excursion Management Plan Template.</p> |
| Incident Notification | <p>If during the course of an excursion an incident occurs (e.g. a lost child), whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal or their delegate.</p> |
| Excursion Debriefing | <p>At the conclusion of every excursion (including at the conclusion of Regular Off Campus Activities), the Teacher in Charge is required to complete the Excursion Debriefing Form which is contained in the Excursion Management Plan, and provide a copy to Insert Position Title.</p> <p>Staff debriefings following excursions provide an excellent opportunity to identify successful practice, areas of risk not previously considered, as well as areas for improvement.</p> |

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| Excursion Documentation | The College uses the following Excursion Planning and Management Templates: Insert Related School Excursion Documents |
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| Record Keeping | <p>Copies of all records relating to a particular excursion must be maintained for at least seven years from the date of completion of the excursion.</p> <p>Records to be maintained include:</p> <ul style="list-style-type: none">• a copy of the Insert Excursion Management Plan Template signed by the Principal and the teacher in charge• names and contact details of the teacher in charge• names and contact details of all supervisors, including non-teaching staff and parents/carers• names of all students that attended• a copy of child protection declarations for non-teaching staff and parents/carers (where required) who acted in a supervisory capacity during the excursion• a copy of any contracts that Caroline Chisholm Catholic College may have entered with third party organisations• a copy of any risk assessments• if an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the incident. |
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