Excursion Policy

St Mary’s Primary School

Policy Number:  Excursion Policy

Status:  Ratified

Date Issued:  November 2013

Evaluation and Review:  November 2016

Policy Contact Officer:  Yvonne Rincheval

Related Documentation:
CSO Overnight Excursions Policy and Standard Operations Procedures
CSO Overseas and Long Distance Excursions
RATIONALE
Where school camps and excursions are conducted at St Mary’s Primary School they shall be undertaken as an integral part of the education program of the school and shall overall reflect authentic Catholic principles and values.

SCOPE:
Learning outcomes are enhanced St Mary’s Primary School understands the importance of providing the opportunity for all students to broaden their understanding of their own and others’ environments. St. Mary’s Primary through sequential experiences will endeavour to provide opportunities for students to develop their interpersonal and self reliance skills. These experiences will endeavour to complement class work and meet identified needs which supplements and support the school’s other learning programs. All excursions must have the Principal’s approval. No student can be excluded for financial reasons. It is required that at least one teacher must hold a current CPR qualifications.

To provide students with experiences beyond the classroom that extends, reinforce and enhance their academic, cultural and social development.

DEFINITION
School excursions include:
   a) part day activities within the city boundaries (walking or being driven) to places such as The Gallery and preschools. These have been previously authorised by parents in the enrolment form;
   b) all day activities such as Gala/Zone sport days or George’s Gold Mine which require a signed permission note from the child’s parent/guardian; and
   c) overnight activities such as the school camps which require signed documentation from parents/guardians.

PROCEDURES
For all trips the school requires the following (in this order):
1. Notify the Principal and bring all relevant documentation which may include costing, note, etc. Copies of all communications should be given to the Principal.
2. Risk Assessment signed by teacher/s and principal to be filed with WH&S documents (Appendix #1).
3. Notify the parents including why, where, when, how, cost.
4. Take the first aid kit.
5. Regular medication when applicable.
6. Take the school’s mobile phone.
7. Make children and parents aware that no electronic games or mobile phones are allowed on excursions.

Activities
   a) Part Day Activities Within The City Boundaries
      No additional requirements
   b) All Day Activities
      Permission note is required from the parents
      Emergency contact list
   c) Overnight Stay
      Permission note is required from the parents
      Emergency contact list
      Completed Code of Conduct (Appendix #2)
Appendix # 1

**RISK ASSESSMENT**

Title: __________________________ Location: __________________________ Date: ___________

Description of Risk and Related Factors:

<table>
<thead>
<tr>
<th>Risk Number</th>
<th>Risk</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Name of staff involved:

___________________________________________________________

Risk Rating from H – L- as per matrix below

**Risk Rating Scale**

<table>
<thead>
<tr>
<th>How Likely</th>
<th>How Severe</th>
<th>Death Permanent Disability / Ill Health</th>
<th>Long Term Illness or Serious Injury</th>
<th>Several Days Off Work</th>
<th>First Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Likely (could happen any time)</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>Likely (could happen sometime)</td>
<td>H</td>
<td>H</td>
<td>M</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Unlikely (could happen, but rarely)</td>
<td>M</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Very Unlikely (could happen, but probably never will)</td>
<td>M</td>
<td>L</td>
<td>L</td>
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</tbody>
</table>

**H = HIGH RISK**   Do something immediately using highest possible control measures  

**M = MEDIUM RISK**  Do something as soon as possible using appropriate control measures  

**L = LOW RISK**     Do something when possible – PPE may be only control measure used
<table>
<thead>
<tr>
<th>Action to be taken</th>
<th>Who is responsible</th>
<th>By when</th>
<th>Completed</th>
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Specify location if there is any additional documentation related to this risk:

Signed: __________________________  Date: __________________________

________________________
Teachers

Principal: __________________________
ST. MARY’S CODE OF CONDUCT

Dear Parents and Carers,

St. Mary’s Primary School expects that all students will maintain the highest standard of behaviour when participating in school excursions, camps, inter school sporting events and visits.

Before allowing your child to attend the camp, we ask that you discuss these expectations with your child. Both your child’s and your own signature are required and the form returned by **28 June 2013**.

The school’s code of behaviour is based on four broad bands,

1. RESPECT
2. SELF RESPONSIBILITY
3. SAFETY
4. EFFORT

Breaches of these standards have logical consequences, as set out below, and may also lead to the exclusion of the child from similar events in the future.

**THE CODE OF CONDUCT LOGICAL CONSEQUENCES**

<table>
<thead>
<tr>
<th>MINOR</th>
<th>MEDIUM</th>
<th>HIGH</th>
</tr>
</thead>
</table>
| • Calling out  
• Not listening  
• Forgetting manners | • Warning  
• Reminder of Code of Conduct. | • Time out from activity  
• Loss of privileges  
• Extra duties  
• Relocation |
| • Continued minor level infringements  
• Rough play  
• Deliberately keeping others awake  
• Not completing duties  
• Teasing/bullying  
• Disrespectful language and/or treatment of others | • Exclusion from participation in camp  
• Withdrawal from camp – parents contacted to arrange for transport home. |
| • Continual medium level infringements  
• Deliberate, severe, violent acts  
• Persistent disobedience or non compliance | | |