

## EXCURSIONS AND ACTIVITIES POLICY

### RATIONALE

An excursion or activity is defined as a shared experience organised by the school, whereby the students leave the school to engage in educational activities (including camps and sport).

### PURPOSE

To ensure that excursions are planned, approved and conducted in accordance with Department policy and requirements.

### GUIDING PRINCIPLES

1. It is mandatory that excursions requiring school council approval are compliant with the Safety Guidelines for Education Outdoors
2. Planning will take into account the following considerations:
  - the educational purpose of the excursion and its contribution to the curriculum
  - Department approval requirements for excursions and staff travel
  - maintenance of full records, including documentation of the planning process
  - the suitability of the environment and/or venue for the excursion
3. Emergency and risk management will include:
  - assessment of excursion risks
  - procedures in the event of an emergency
  - arrangements are in place if the excursion needs to be cancelled, recalled, or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice, or students returning early due to illness/serious misbehaviour)
  - completion of an online notification of school activity form three weeks prior to the activity using the Student Activity Locator
  - first aid requirements
  - communication procedures
4. Staffing and supervision will ensure that:
  - there are sufficient staff to provide appropriate and effective supervision
  - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable)
  - there are appropriate levels of supervision in view of the activities undertaken and students involved
5. All students will have access to all relevant events in keeping with the school's Access and Equity Policy
6. Parents are to be provided with adequate prior notification of planned events and informed consent must be given prior to the excursion or activity

7. Continuous instruction is provided for students remaining at school during the absence of staff accompanying the excursion
8. 'Walking Excursion Notices' completed by parents will allow students to go on local area excursions under appropriate supervision
9. Students and accompanying adults will wear school approved identification tags when deemed appropriate
10. Staff and students will have appropriate clothing and personal equipment
11. Volunteers must be supervised by a teacher
12. Buses with seat belts are a requirement for transport outside the metropolitan area

## **REVIEW**

This policy will be reviewed in 2019.