Related Policies
CEO Policies: Child Protection, First Aid, Legal Responsibilities, Sport and Physical Activity, Safety, Sun Smart, Supervision, Mother Teresa School Policies: Sun Safe

Purpose
This policy outlines school requirements for the conduct of excursions and out of school activities.

Policy
Excursions offer students the opportunity to participate in education related experiences outside the normal school environment. While there is recognition of the advantages of these experiences, it is important that all safety issues are carefully considered when organising such an excursion. When determining initial arrangements, it is important to consider the cost to the students and to ensure that no student is disadvantaged through an inability to meet the financial requirements. An excursion levy is paid by families as part of their school fees.

It is the responsibility of all school staff to exercise their duty of care throughout an excursion and ensure that CEO and school policies are followed. If a foreseeable injury occurs as a result of a breach of this duty of care, a teacher may be sued for negligence.

Definitions
- An excursion is an educational activity by students, under the supervision of a teacher, outside normal school precincts.
- Excursion Coordinator refers to the Teacher nominated by the Principal to organise the excursion and to have ultimate responsibility and therefore authority while the activity is in progress.
- Legal duty of care requires that teachers should take all reasonable measures to ensure the safety of any school student under their care. This duty of care will arise whenever a student/teacher relationship exists.
- Parent(s) is inclusive of those with parental responsibility and guardians.
- Informed consent means that parents give agreement to their child participating in an activity after they have been made aware of the details of the activity and associated costs involved.
- Accompanying adults include teachers, school administrative staff, parents, activity leaders and community members who have completed a Prohibited Employment Declaration (PED)
- Annual minor excursion permission notes are signed at the beginning of each school year by parents, giving permission for children to leave the school grounds on a walking excursion in the local vicinity.
- Excursion types:
  - Category A = Movement, generally on foot in the vicinity of the school. 1 teacher.
  - Category B = School organised local excursions which involve day travel. Min. 1 teacher.
  - Category C = Day excursions participating outside the local area. Min. 1 teacher. CEO approval required – form LR1 and Risk Management Plan.
  - Category D = Excursions which include overnight accommodation. 1:20 Min 2 teacher. CEO approval required – forms LR1, LR3 and Risk Management Plan.
Procedures

Roles, responsibilities and procedures to follow for all staff

The Principal

- Details of the responsibility of the principal when considering an excursion can be found on the CEO Website. [http://www.ceo.cq.catholic.edu.au/policies/excursion.htm](http://www.ceo.cq.catholic.edu.au/policies/excursion.htm)

The Excursion Coordinator

It is the responsibility of the Excursion Coordinator to: (adapted from CEO Policy)

- Know the requirements of the Excursions Policy, and where necessary have conformed to the “NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools”.
- Use the term excursion levy as determined by school budget each year which is part of the school fees parents pay. Generally classes will be limited to one excursion per term.
- Plan carefully and investigate the excursion thoroughly, including a Risk Assessment.
  - Obtain the approval of the Principal when planning an excursion and remind the Principal before leaving the school on the day before the excursion.
  - Inform Secretary at least two weeks in advance if bus bookings are required.
  - Inform parents well in advance of planned excursions.
  - Ensure that students and parents are aware of supervision and transport arrangements and have signed permission for students to travel by private vehicle.
  - Ensure that where travel is by bus, only accredited bus companies are used. Seatbelts must be worn on buses and coaches when they are available. Where possible Principals should try to hire buses with seatbelts, particularly for long distance travel.
  - Ensure CEO first aid requirements are adhered to and a first aid kit is carried.
  - Additional adults should accompany excursions when extra care is considered necessary for the safety and welfare of students. Ensure that all accompanying adults are appropriately qualified and/or experienced and are advised of their responsibilities in accordance to relevant CEO and school policies.
  - Ensure that staff and accompanying adults act with due care to carry out their duties and are made aware that they must not drink alcohol while they have a continuing responsibility for students, as on all school excursions.
  - Consent forms sent to parents seeking permission for their child to attend an excursion should contain details of the planned activities, destination, name/s of supervising teachers, method of transport, departure and return times and details of clothing, equipment and food. * See note on waiver forms below.
  - Gain informed consent by ensuring that parental information, medical and consent forms are issued, completed and returned prior to the excursion except where a Category A excursion is being undertaken and the school has collected annual minor excursion permission notes. Copies of medical forms and emergency contacts must be carried on excursions. Parents must also return the permission slip, signed, if their child is not able to attend the excursion.
  - For overnight excursions, ensure that girls and boys are accommodated in separate rooms and there is adequate gender supervision.
  - If the excursion or activity involves interaction with organisations in NSW the excursion coordinator must make enquiries to ensure that staff members from those organisations involved with the students on the excursion have been appropriately screened in accordance with NSW Child Protection legislation.
For Category C and D excursions complete Application Form LR1, Outline of Excursion Program, Risk Management Plan and forward to Principal for approval.

**Supervising Teachers**

All supervising teachers must:

- Arrange substitute playground duty.
- Notify teachers or classes affected by absence of teachers or children.
- Supervision must be arranged and work provided for children not attending excursion.
- Provide students and adult participants with the opportunity to understand fully their rights, responsibilities, roles and duties.
- Communicate to all participants the details of the supervision arrangements and appropriate standard of behaviour required to ensure the safety and welfare of students and adults in attendance.
- A class list MUST BE MARKED after each step or each stage of an excursion.
- Not allow students to leave the excursion group without permission of the designated supervising adult in charge. This would involve knowledge of the itinerary of the students, appropriate supervision arrangements, and the arrangements for the return of the student to the excursion group.
- Complete a suitable risk assessment if children are attending an excursion to an unfamiliar or irregular location.

**Wavier Forms**

- External organisations which hold sporting competitions or excursions on premises owned by external organisations, often require the student or parent to sign a document or as a condition of ticket purchase, whereby the student waives or releases any claim arising out of personal injury or damage of any kind suffered in participating in the event, including loss or damage caused by the negligence of the event organizer or event host.
- Mother Teresa School and the CEO wishes to ensure that the parents/students understand the effect of these waivers and releases so that they can make their own informed decision as to whether or not to allow each student to participate. To this end all consent forms for such events must include the following:

  ‘An external organisation involved in an activity (such as an event organiser or event host) may require you or your child to sign a document as a condition of participation. Such documents often contain provisions (such as a waiver, release or indemnity provisions) that remove or limit rights which your child or you may otherwise have had relating to any personal injury, damage or loss of any kind suffered, whether arising from negligence or otherwise.

  **We strongly recommend** that you read and consider any such document carefully and take advice on the effect of such document and any insurance you should consider obtaining.’

- Teachers should bring to the attention of the Principal any request by event or excursion organisers, to sign liability waivers. In cases where schools are asked by event or excursion organisers to seek liability waivers from parents they must ensure that the consent forms have the above statement included and that the parent/guardian sign the consent form and that the school is not party to these waivers or indemnities.
References

NSWDET Guidelines for the Safe Conduct of Sport and Physical Activity


Forms

The following forms are available online at
- Child Related Employment Declaration (ACT)
- LR1 Application for Excursion Approval
- OHS Risk Management Proforma Sample
- Sample consent forms for category A, B, C/D excursions

Mother Teresa School Excursion Planner

Approved by:
Issuing Group:
Implementation Date:
Supersedes Policy Dated:
Revision Date:
Mother Teresa School Excursion Planner

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**List of adults attending**

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**Purpose of Excursion**

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(Teacher signature)  (Principal signature)

**Check list**
- Note home
- Bus ordered
- Risk assessment completed
- School duty reassigned.