



Mother Teresa School

Excursion Policy

EXCURSION POLICY

Rationale

- Excursions are an integral part of the teaching and learning process. At Mother Teresa School children will be given opportunities to participate in a variety of excursions that are organised to broaden and support the curriculum.
- Excursions are organised to include experiences related to outcomes in the Australian Curriculum.

Aims

The aims of the Excursion Policy at Mother Teresa are to:

- Encourage teachers to integrate excursions into their planning and teaching programs.
- Develop a clear set of protocols for teachers to use when organising excursions.
- Enable students and teachers to have a variety of safe excursion experiences, which include overnight stays, one day or part day trips.
- Recognise the importance of activities after and/or during excursions.
- Inform teachers of their duty of care on and during excursions.

Outcomes

The students at Mother Teresa School:

- Derive enjoyment from the rich experience that an excursion provides.
- Experience a variety of excursions.
- Develop self-worth through independence encouraged by overnight excursions.
- Use the experience of an excursion to develop cooperative skills required for working and living with others.
- Recognise that learning occurs in all aspects of their life experiences beyond the classroom.

Implementation

1. Planning

The teachers at Mother Teresa School agree to:

- Provide full details of the activity proposed to the Principal or Assistant Principal to obtain the necessary approval to conduct the excursion before any bookings are made.
- Work collaboratively within grade/year level groups to plan and organise excursions appropriate for the children.
- Plan and integrate excursion experiences suitable across a variety of curriculum areas.
- Inform the Principal or Principal and Front Office when planning short excursions around the school area.
- Check that the majority of staff members accompanying the excursion have current First Aid training.
- Ensure a First Aid kit is taken from school if visiting areas or venues that may not have one.
- Make provisions for students with special needs (medications etc.).
- Check the excursion budget and ensure that excursion costs are kept to a minimum.
- Plan an evaluation of the excursion experience and note changes or recommendations for future planning.
- Have a good knowledge of the excursion location and visit an unfamiliar location beforehand.
- Use the Excursion Checklist to check details. (Appendix A)
- Check that there will be a mobile phone available for excursion. (Will it have coverage in the area?)

2. During the Excursion

Teachers at Mother Teresa School:

- Ensure that an adequate supervision ratio is in place. As a general guide, one adult per ten children, however this depends on the children's age and the type of excursion.
- Ensure that a copy of the names of the children attending is left at Front Office.
- Ensure that the First Aid Kit is readily available.
- Ensure that a mobile phone is operational and with the teacher responsible at all times.
- The phone number for mobile to be left at Front Office.
- Follow the prearranged procedure for First Aid or other emergencies.
- Actively supervise students particularly when an activity is being conducted by a trained person who is not a teacher.
- Promptly inform the Principal/Assistant Principal should a student be involved in an accident.
- Promptly complete any relevant accident documentation if provided at the place of the excursion and on return to school, complete the Accident form located at the Front Office.

3. Overnight Excursions

Teachers at Mother Teresa:

- Ensure Camps for years 5 & 6 are booked 12 months in advance and notify parents of plans and likely costs at the beginning of the school year.
- Ensure that all consent and medical forms are organised prior to the excursion.
- Ensure that at least one teacher on the excursion has current First Aid training.
- Ensure that there is an adequate ratio of male/female supervisors.
- Ensure adequate staffing so that teachers who are up during the night have access to some relief during the following day.
- Ensure that CE permission is obtained for all overnight excursions. Applications should be made on Form LRI/1 (See 6.4.3 CE School Policy Manual for further details) (Appendix F).

4. Water Activities

It is essential that:

- Water Excursions need explicit consent from parents/guardian. The Principal must ensure that there is a safe ratio of adults/students. A teacher with current First Aid Certificate must accompany the group. (See CE Policy & Administration Procedure Manual)
- provision on the Consent Form must be made for parents to advise and give information about the student's ability to swim; and
- students are closely supervised at all times when in or near the water.
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Resources

Resources used to develop this Policy Statement and used to plan excursions at Mother Teresa School are:

- Catholic Education Office Excursion Policy -2015
- Excursion/performance information sent to the school and organised by Curriculum leaders and the Principal.

Evaluation

At Mother Teresa we agree that:

- Evaluation occurs after an excursion. Judgements from the evaluation are recorded. (See Appendices). These are completed by the Grade/Year level group after an excursion and given to the Assistant Principal.
- We will evaluate the integration and the learning experiences of the excursion when programs are evaluated. A copy of this evaluation needs to be stored on the ATLAS programming tool.

Appendices

- Appendix A: Excursion Checklist
- Appendix B: Excursion Information sheet
- Appendix C: Permission sheet
- Appendix D: Excursion Evaluation sheet
- Appendix E: Sample Excursion letter
- Appendix F: CEO Application for Overnight/Interstate Excursion (FormLR/1)

POLICY DATES	
Formulated & Implemented	2016
Next Review Due	2019



EXCURSION CHECKLIST FOR TEACHERS

Following discussion with the Principal or the Assistant Principal, fill out the Excursion Information Sheet. Give this information to the Principal at least three weeks prior to excursion.

When approval has been given:

- Ask School Secretary to organise transport by bus.
- If private transport is to be used, you will require a photocopy of each driver's licence and car insurance details to be given to the School Secretary. Teachers are asked to check with the secretary as she may have some details on file from a previous excursion.
- Send out the information and consent form(s) to parents/guardians giving them relevant details as outlined in APPENDIX F.
- Complete Risk Assessment Form APPENDIX C
- Provide Principal/AP, Secretary, Resource teacher and Canteen with excursion information.
- Ask School Secretary to confirm transport and venue two days before the excursion.
- Notify School Secretary if you require a cheque (amount details, payee etc).
- Organise duty swaps WELL IN ADVANCE, advise Assistant Principal and write up on notice board in the staffroom.
- Organise a First Aid Kit

Things for consideration

- Do the children need to be organised into groups?
- List of children travelling by car and with whom.
- Maps for parents who are providing help with transport.
- Arrangement for duties, ie recess/lunch.
- Specialist lessons on that day - Library, Music, ICT.
- Students requiring medication.
- Students with disabilities who may experience access issues.



EXCURSION INFORMATION SHEET

Year Level/Classes	
Date/s	
Destination	
Purpose of Excursion	
Departure Place & Time	
Pick up Place & Time	
Number of students	
Teachers attending	
Number of parents	
First Aid Officer	

The following have been informed of this excursion:

- School Secretary Canteen

Action taken to allow for the smooth running of the school:

- Release Duties

Please complete this form and give a copy, along with a Risk Management Plan, to the Front Office.

Signed: _____

Date: _____

Approved By: _____

Date: _____



EXCURSION RISK ASSESSMENT FORM

Excursion:

Date:

ACTIVITY	POTENTIAL RISKS	MANAGEMENT PLAN
List Type of: <ul style="list-style-type: none"> • Transport • Accommodation • Activity 	List dangers, hazards, problems that may occur during this part of the excursion	List the Steps undertaken to minimize chances of endangering participants.



EXCURSION PERMISSION SLIPS

Permission Slip for Private / Bus transport

I give permission for _____ to travel by private transport / bus on _____ to the class excursion to _____ and to participate in the organised activities for the day.

Signed _____ Date _____

Permission for Private Transport

I can help with transport and can carry _____ children with fitted seatbelts.

I hold a current drivers licence. Licence number: _____

My insurance company is: _____ Policy Number: _____

I will make my licence available for the front office to make a photocopy prior to the excursion. (This is a Catholic Education Office requirement).

The registration details of the car I will be driving are _____

The current registration is due for renewal on _____

Signed _____

Date _____



EXCURSION EVALUATION FORM

Year	Teachers Attending
Excursion to	
Date	
Outcomes achieved	
Suitability of the venue	
Would you recommend it and why	
Things that would be done differently next excursion	

Signed _____ Date _____



EXCURSION INFORMATION FOR PARENTS

Sample Letter to Parents with Excursion

Date _____

Dear Parent/Guardian

The following details relate to an educational excursion to _____
which is being organised for _____
(name the class or group)

(Include the following details as appropriate:

- times and dates of departure and return
- destination
- mode of travel, including supervision available
- purpose of the excursion including planned outcomes for students
- name of the teacher/s in charge
- equipment and clothing needed
- food requirements
- arrangements for children with medication
- degree of difficulty
- full details of cost noting that payment has been made with School Fees
- special rules applicable to the excursion
- emergency contacts
- if swimming or water-based activities are involved, give details of the activity and include a separate section in the Return Permission Note –seeking approval for the child to participate.)

Yours faithfully
Excursion Coordinator

Return Permission Note

I give permission for my child _____
to attend the _____
excursion on _____ (date/s)

Listed below are specific medical requirements or other needs relevant to my child participating in the excursion.

(Attach further details if necessary.)

I have read the attached information regarding this excursion and understand what it contains.

Signature of parent/guardian: _____

Emergency Contact Details: _____