



## Excursions and Incursions Policy

### 1. RATIONALE

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions compliment the educational programs offered at our school.
- The excursion budget will be provided to classroom teachers at the beginning of each school year.

### 2. AIMS

- To reinforce, compliment and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### 3. IMPLEMENTATION

- The nature and extent of excursions will be related to the particular topic being currently studied and be planned to fit into the annual per head budget. All excursions must be approved by the principal.
- Excursion/Incursion authorization form must be completed by the teacher organizing the incursion/excursion and signed and authorized by the Principal at least two weeks before the excursion.
- Class teachers plan excursions and price and book buses assistance with this from administration staff, within classroom budgets
- Excursion notes will be prepared by classroom teacher/s and be distributed at least 2 weeks prior to an excursion.
- Modes of transport can include charter bus, walking, train, public bus, self-driver bus, with a driver who holds an endorsed licence or if the group is very small private cars may be used. If private cars are being used it is the school's responsibility to ensure that the driver has a current driver's licence. The driver's name must be specified on the individual permission slip.
- Permission slips must be returned before students can leave the school. Excursion Permission Forms must be carried by the staff member supervising the students on the excursion.
- The class teacher must have a master list of all students on the excursion and which leaders each child is with and if relevant the structure of the different groups. The master list should include emergency contacts for parents in case of accidents.
- Parents need to be contacted as soon as practical in case of an accident and records of any accidents must be maintained.
- The School needs to ensure adequate supervision on excursions. In general, the ratio of adults to children is 1-20 on day excursions. 1-10 on overnight activities, 1-10 swimming in an enclosed pool and in open water. For swimming a staff member must hold swimming teacher accreditation. Generally speaking, it is advisable to have as many adults as are perceived to be necessary according to the nature of the excursion. Parents invited to assist on excursions must be able to provide adequate supervision and there should be enough teachers present to maintain adequate control of the whole excursion. Unless otherwise advised parents supervising children should not bring toddlers on the excursion.
- All volunteers attending an excursion must hold a current Working with Children Card, completed a Volunteer Form and signed the school's Code of Conduct.

- Adequate medical information about individual students should be available and in case of camp a confidential medical form needs to be completed.
- First Aid – Each class teacher is required to carry the classroom first aid bag which includes – band aids, sterile wipes, gloves, cloth for blood spills, cotton wool balls, on any outing outside the school. Medication for individual students must also be carried by a staff member. This includes EpiPens and antihistamines.
- Bus Travel –
  - a) All students will travel in seat belted buses
  - b) All students must enter, travel in and leave the bus in a quiet orderly manner. Staff will fill all buses from the back to the front.
- During outings students must wait quietly for directions from the staff before moving, walk quietly and must not be ahead of, or behind the group. There will be an adult in beginning, middle and end of a class group.
- All students representing St. Benedict’s School must be in full school uniform, or full sport uniform, hair tied back neatly and where appropriate lunch, and drinks need to be in a clearly labelled disposable bag and container.
- As a rule, staff, will carry their mobile on school excursions. In the case of a personal mobile being taken the office will be notified of the number.
- Classroom teachers will ensure that the excursion/camp information has been entered onto the Student Activity Locator through the Catholic Education Victoria Network.

#### 4. EVALUATION

This policy will be reviewed as part of the school’s four-year review cycle or as required.

#### 5. RATIFICATION

Updated	February 2019
Responsible Person	Leadership Team
Date for Review	2023