



Policy Statement

REVIEWED 2014; 2016

School Excursions and Incursions

Rationale

Where St Andrew's school excursions and incursions are conducted they shall be undertaken as an integral part of the educational programme of the school and shall reflect authentic Catholic principles and values.

'School excursions' are defined as activities conducted away from the school site for educational and/or religious purposes. 'School incursions' are defined as activities held at school conducted by visitors presenting a special programme. The CECWA Policy on Camps and Excursions and the Catholic Schools Camps and Excursions File apply hand in hand with this policy.

Principles

1. School excursions and incursions shall be designed to enhance the education programme offered by the school.
2. Maximum emphasis must be placed on the safety and well-being of all the participants.
3. Staff, in planning school excursions and incursions, shall consider the needs of both students and their families. Particular attention shall be given to the needs of people from varying cultural backgrounds.
4. The Principal and staff shall consider the financial burden on families in approving excursions and incursions.
5. School excursions and incursions are to be regarded as an extension of the school. The school code of conduct is expected of all students, staff and volunteer supervisors (e.g., parents) at all school organised activities.
6. A duty of care exists at all times, as a teacher/student relationship exists throughout any school organised activity.
7. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the excursion/incursion when appropriate.

Procedures

1. Staff need to seek approval for all school excursions and incursions on the completed school *Excursion/Incursion Form*.
2. The *Excursion/Incursion Form* should be completed and approved at least 2 weeks prior to the organised date.

3. Students shall not be allowed to participate in an excursion unless the written permission note for the particular event has been signed by the parent and returned to their class teacher or specialist teacher in charge of the excursion. The permission note shall outline details of the excursion including details of date, times, venue, activities to be undertaken and means of transport. Individual, more detailed notes will be sent home when a few students are travelling to a special event by private car. All permission notes should have a privacy clause included.
4. School excursions and incursions are paid for from a class budget which comes from the Amenities Fees. No student is prevented from attending excursions/incursions for financial reasons.
5. School excursions form part of the St Andrew's curriculum programme and should be attended by all students. Where parents have any issues regarding the attendance of their child/children at an excursion these issues will be discussed with the Principal or teacher in charge of the excursion. Care shall be taken to protect the right of parents to decide whether or not to send their children on the excursion.

Where a child does not attend the excursion, the child is expected at school and an alternative educational programme shall be provided.

6. Provision shall be made to cover the administration of medication to a student who is on a regular programme of medication at school. This includes provision made for administration of an Epipen (a person with current training is in attendance and an Epipen is within use by date.)
7. A school medical kit shall be taken on all school excursions including a Ventolin inhaler. Special medication needs of an individual student must also be included when applicable e.g., Epipens and antihistamines for bee sting.
8. In determining the student/adult ratio for school excursions the following factors will be considered:
 - the type of activities;
 - the venue;
 - the age of the student.
9. Duty of care responsibilities exist at all times while on the excursion. Volunteer supervisors need to be fully informed of their responsibilities by the class teacher or teacher in charge of the excursion, i.e., they need to be aware of the school's expectation of students.
10. Students shall be transported by bus except in cases where the special event involves a few students who will travel by private car with a person approved by the Principal.
11. The Principal shall ensure that drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of the students.
12. All drivers shall have a current and appropriate driver's licence.