St. Mary’s Primary YOUNG
Excursion Policy

Purpose:

This policy outlines system 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 organizing 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.

A teacher’s duty of care towards students exists wherever there is a teacher-student relationship. This is true not only during normal school routine, but also during camps and on excursions. If a foreseeable injury occurs as a result of a breach of this duty of care, a teacher may be sued for negligence.

The following code applies to all members of school staff and other accompanying adults on school organized and System approved excursions or sports visits, for the duration of the activity from the time of departure from the school to the time of arrival back at school. The code applies to the appropriateness of behaviour of participants while in accommodation during the excursion visit.

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).

## The Principal

It is the responsibility of the Principal to ensure that:

• The excursion has appropriate educational outcomes.

• Approval for the conduct of excursions is given by the Principal or their delegate and that no Level 1 banned activities are approved.

• All relevant documentation is forwarded to the CEO for approval of Category C and D excursions.

• All participating teaching staff know and comply with the requirements of the CEO *Excursions Policy* and other relevant policies, supervision requirements and safety procedures. Special reference should be made to “*NSW DET Guidelines for the safe conduct of sport and physical activity in schools*”.

• Accompanying adults are advised of their responsibilities and have signed the PED.

• All requirements for planning and accounting for monies are met.

• Before the planned excursion is undertaken, precautions are taken in relation to the safety and supervision of the participants.

• Arrangements are made for any student unable to participate in an excursion by having alternative activities and/or strategies available.

• The school holds copies of all medical forms, emergency contacts and procedures, and contingency plans.

• Where students are to be billeted, the families agree to this and have contact details for the host families. For the duration of the students' home stay, students must have the telephone contact details of the supervising teacher who must be contactable at all times.

• All teaching staff are aware that if they arrange activities without ensuring relevant policies are followed, they could be individually liable in the event of an accident. Staff must be advised that they may not be covered by workers' compensation if they are injured while involved in an excursion activity that has not been officially approved.
The Excursion Coordinator

It is the responsibility of the Excursion Coordinator to:

- 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*”.
- Ensure that students and parents are aware of supervision and transport arrangements and have signed permission for students to travel by private vehicle.
- Where private or hire vehicles are used, ensure the owner and/or driver has appropriate insurance cover, driver’s licence and registration.
- Give consideration to those occasions when it is required for a participating staff member to have a current first aid certificate and for a first aid kit to be 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 on duty.
- Gain informed consent (where necessary) by ensuring that parental information, medical and consent forms are issued, completed and returned prior to the excursion (see attachments). Copies of medical forms and emergency contacts must be carried on excursions.
- Where students are to be accommodated with billets, refer to “*NSW DET Guidelines for the safe conduct of sport and physical activity in schools*”.
- 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 organizations in NSW the excursion coordinator must make enquiries to ensure that staff members from those organizations involved with the students on the excursion have been appropriately screened in accordance with NSW Child Protection Legislation.

Supervising Teachers

- 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.
- Do 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.

- 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.

Catholic Education Office

It is the responsibility of designated CEO personnel to;

- Approve all Category C and D excursions according to relevant policies and guidelines.
- Update all schools on changes to relevant policies and procedures.

Consent Forms

Wherever a school endorsed activity takes place outside the school premises or outside normal school hours, consent forms must be obtained from the parent or guardian of each student. Signed consent forms are one indication, in a court action for negligence, that a teacher has planned an activity carefully. It also shows that the parent or guardian was aware of the nature of the activity and consented to the child's participation in the activity.

Details provided on the consent form should include:

- planned activities;
- destination and contact details;
- name/s of supervising teacher/s;
- method of transport;
- departure and return times.

If a student fails to return a permission note, the teacher can refuse to let the student take part in the activity or excursion. However, attempts should be made to contact parents by telephone and seek verbal permission. In case where a verbal permission is obtained, the school should ensure that a written permission is forwarded by the parent/guardian.

Waiver Forms

In cases where schools are asked by event or excursion organizers 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.

Students of Archdiocesan schools regularly participate in sporting competitions or excursions, which are run by external organizations and take place on
premises owned by external organizations. These organizations 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.

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 organization involved in an activity (such as an event
organizer 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.

Schools in the Archdiocese of Canberra and Goulburn should adhere to the
following guidelines when planning and conducting excursions.

All excursions fall into the following categories:

<table>
<thead>
<tr>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
<th>Category D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Movement, generally on foot in the vicinity of the school</td>
<td>School organized local excursions which involve day travel other than Category A</td>
<td>Day excursions participating outside the local area other than Category A or B</td>
</tr>
<tr>
<td><strong>Example</strong></td>
<td>Local Shop, Library, Park, Oval</td>
<td>Sporting Competitions, Day Excursions to Zoo, Parliament</td>
<td>Representative Sporting Competitions, School Leaders</td>
</tr>
<tr>
<td><strong>Approval</strong></td>
<td><strong>House, etc.</strong></td>
<td><strong>Duties etc.</strong></td>
<td><strong>Edinburgh</strong></td>
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<tr>
<td>Principal or delegate</td>
<td>Principal or delegate</td>
<td>Principal or delegate</td>
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</tbody>
</table>

**PLUS CEO**

<table>
<thead>
<tr>
<th><strong>Application Form</strong></th>
<th><strong>Application Form</strong></th>
<th><strong>LR/1, LR3, 4 weeks notice</strong></th>
<th><strong>For overseas excursion at least 4 months prior to departure</strong></th>
</tr>
</thead>
</table>

Refer to *Guidelines for the safe conduct of sport and physical activity in schools*

<table>
<thead>
<tr>
<th><strong>Minimum Supervision Ratios</strong></th>
<th><strong>1 teacher per class</strong></th>
<th><strong>Principal should determine this ratio according to the nature of specific activities.</strong></th>
<th><strong>1:20</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum of 1 teacher per class</td>
<td>Principal should determine this ratio according to the nature of specific activities.</td>
<td>2 teachers minimum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Consent / Medical Sample Forms</strong></th>
<th><strong>Annual School Consent Form</strong></th>
<th><strong>Detailed School based Consent Form</strong></th>
<th><strong>CEO Consent Form</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>(Appendix A)</em></td>
<td><em>(Appendix B)</em></td>
<td><em>(Appendix C)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>First Aid</strong></th>
<th><strong>First Aid Kit</strong></th>
<th><strong>First Aid Kit</strong></th>
<th><strong>First Aid Kit</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Mobile Phone</td>
<td>Mobile Phone</td>
<td>Mobile Phone</td>
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<tr>
<td></td>
<td>CPR Trained</td>
<td>CPR Trained</td>
<td>CPR Trained</td>
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<td></td>
<td>Senior First Aid</td>
<td>Senior First Aid</td>
<td>Senior First Aid</td>
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</tbody>
</table>
Sport and Activity Category List.

Level 1 activities are banned and therefore not to be approved by the Principal. Guidelines for the safe conduct of these can be found in the NSW DET Guidelines for the safe conduct of sport and physical activity in schools.

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Banned Activities</strong></td>
<td><strong>Activities requiring specialist instructors</strong></td>
<td><strong>Activities for general inclusion</strong></td>
</tr>
<tr>
<td>Boxing</td>
<td>Abseiling</td>
<td>All minor games</td>
</tr>
<tr>
<td>Bungy Jumping</td>
<td>Archery</td>
<td>Major games</td>
</tr>
<tr>
<td>Break Dancing</td>
<td>Bush walking</td>
<td>Physical activity</td>
</tr>
<tr>
<td>Hang gliding</td>
<td>Canoeing (placid water)</td>
<td>Athletics</td>
</tr>
<tr>
<td>Mountain bike riding</td>
<td>Diving</td>
<td>Australian Rules</td>
</tr>
<tr>
<td>Outdoor rock climbing</td>
<td>Fencing</td>
<td>Basketball</td>
</tr>
<tr>
<td>White water canoeing/Kayaking</td>
<td>Horse riding</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Rock Fishing</td>
<td>Ice Skating</td>
<td>Hockey</td>
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<tr>
<td>Rodeo</td>
<td>Indoor rock climbing</td>
<td>Netball</td>
</tr>
<tr>
<td>Scuba Diving</td>
<td>Martial arts</td>
<td>Soccer</td>
</tr>
<tr>
<td>Tobogganig</td>
<td>Orienteering</td>
<td>Tennis</td>
</tr>
<tr>
<td>Weight Lifting (different to weight training)</td>
<td>Rope climbing courses</td>
<td>Rugby League</td>
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<td></td>
<td>Rowing</td>
<td>Rugby Union</td>
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<td></td>
<td>Sail boarding, Sailing</td>
<td>Swimming</td>
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<td></td>
<td>Skateboard riding</td>
<td>ETC</td>
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<tr>
<td></td>
<td>Skating</td>
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</tbody>
</table>
* Snowsports

Skiing has always been popular. In the last ten years however, snowboarding has become a very popular winter sport. The range of injuries is different from that of downhill skiing and in recent years NSW Ambulance Perisher Branch has seen a dramatic increase in injuries for snowboarders, particularly knees and backs.

Those students who are proficient in snowsports and involved in snowboarding competitions are more mindful of safety requirements and are kitted out accordingly.

Statistics show that 60% of snowboarders who get injured are beginners compared to 34% of skiers. Therefore it is vital that extra precautions are taken should your school be organising a snowsport activity. The DET Guidelines for the safe conduct of sport and physical activity in schools must be considered but the following are amendments to those guidelines that our Archdiocesan schools must adhere to.

**Recommendations based on the latest studies:**

1. Beginners should wear supple or "hybrid" boots with ankle support (eg. Sorel), and a helmet and wrist protectors for snowboarders to reduce risk of impact injuries **must be worn**.
2. Except for those students training for competition, students **must** be enrolled in lessons delivered by qualified instructors.
3. In case of accidents on the slope, students **must** carry a contact card with them stating their name, school, and supervising teacher's name and mobile number.
5. Supervising teachers must be experienced in skiing or snowboarding.
6. All supervisors must have senior first aid qualifications.
7. Teacher:Student supervision ratio of 1:12.
8. An effective risk and safety management process must be implemented and submitted with the application for approval.
Application for Approval of Overnight/Interstate School Excursion (Category D)

School: ___________________________________ Organiser: ________________________________

Dates: ______________ Classes Participating: __________ Number of Students: __________

Please specify date and time of departure and return)

Venue: __________________________ Accommodation: __________________________

Method of Transport:

____________________________________________________________________________

Outline of the program including all activities, must be forwarded with this application

Purpose of the Excursion:

____________________________________________________________________________

<p>| Adults attending the excursion – Please indicate if other than teaching staff |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Staff</th>
<th>Other</th>
<th>CPR</th>
<th>Senior First Aid</th>
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Approval is given for the above excursion.
Please ensure:

1. a written statement is obtained granting permission for each student to participate,
2. a written authority for the teacher to arrange medical attention for a student, is obtained from parents or guardian and is filed at the school,

Approval is subject to the following special conditions being adhered to:

and

Director: ________________________________ Date: ________________________________
__________________________