



DARAMALAN COLLEGE

EXCURSION POLICY

Related Documents

Recruitment of Staff and Volunteers Policy and Procedures
Use of College Vehicles Policy and Procedures
Local Day Excursion Application Procedures
Overnight Excursion Application Procedures
Domestic and Overseas Tour Excursion Application Procedures

Rationale

Excursions contribute to the education and development of students and build a sense of community and common purpose. The College acknowledges that there are many considerations that need to be made when planning, approving and conducting excursions. The following policy and related procedures aim to assist College staff with their decisions regarding excursions.

Policy

1. All excursions must relate to the curriculum or co-curricular program and provide educational value for students participating in the excursion.
2. The College should ensure that a wide range of suitable activities are offered to all students.
3. Excursions will only be approved after considering:
 - a. the value of the excursion for student
 - b. risks associated with the excursion
 - c. financial impact on parents
 - d. disruption to other classes and event/activities
 - e. staffing requirements, including qualifications such as First Aid, and the experience of staff supervising the excursion.
4. Parent/Guardian permission is required for all excursions held off the school grounds other than designated whole year/school events that are listed on the College calendar. Parents/Guardians are to be informed of the nature and purpose of the excursion, costs, travel arrangements and other relevant matters prior to giving permission for their student to attend.
5. All costs, other than relief staffing, associated with the excursion are to be funded by the participants unless the costs involved with the excursion are less than \$12 per student. Excursions costing less than \$12 per student will be covered by the College.
6. Costs for the excursion need to be paid for prior to the excursion date. Details of expenses and a payment schedule will be included with an excursion application.

7. Students are not permitted to attend domestic or overseas tours unless the payment of their school fees is up to date or arrangements have been made with the Business Manager to ensure payment of fees will be up to date.
8. The staff member organising the excursion will complete a risk assessment as part of the excursion application.
9. Volunteers may attend the excursion; however, they will not have supervisory responsibilities.
10. Working with Vulnerable People requirements will be adhered to with regard to volunteers attending excursions.
11. The ratio of staff to students and the balance of staff will be determined by the nature of the activity and the risks associated with the activity. Generally, at least one female and one male staff member will attend overnight excursions that have boys and girls participating.
12. The costs of compulsory excursions will be included in relevant guide to courses booklets. Alternative tasks are required to be set for students who are not able to attend excursions that are directly related to assessment.
13. Promotion of any excursion must not occur prior to the excursion being approved by the Principal or Deputy Principal.

General Procedures

Application and Approval

Application and approval procedures for excursions are detailed in the following documents:

- Local Day Excursion Application Procedures
- Overnight Excursion Application Procedures
- Tour Excursion Application Procedures

Staff are to be familiar with and follow these procedures. Failure to follow these procedures and/or complete the required documentation may result in the excursion application being declined.

Notice Required for Approval of Excursions

The notification time period for submitting an application for an excursion depends on the nature of the excursion. Staff organising excursions must submit excursion applications by the following times:

- Local excursion which may or may not impact on other classes: 3 weeks prior to the excursion date
- Interstate and/or Overnight Excursion: Before November of the year prior to the excursion
- Overseas excursion: Before September of the year two years prior to the year of the excursion.

Attendance

The official roll of students attending excursions is listed in the weekly excursion lists sent to all staff by the Deputy Principal. Accurate lists of names must be emailed to the Deputy Principal by 11am on the Thursday prior to the week of the excursion.

Staff supervising excursions are to complete a roll at the College using the official excursion list prior to departing for an excursion. Staff who are supervising excursions that do not depart from the College are to contact the College at their earliest convenience to report the roll to the appropriate member of staff at the College.

Authority for Medical Assistance

On enrolment of their sons or daughters parents are asked to give a general authority for emergency administration of medical assistance. The teacher in charge will carry relevant medical information for students participating on an excursion and contact details for each student's parents, guardian and emergency contacts.

All students are covered for Ambulance transport for school activities. All students are also covered by the College for injuries, 24 hours a day, worldwide. Where unusual or dangerous activities are involved, the insurer should be contacted prior to the excursion in case any arrangements are needed to be made.

Supervision

One member of staff will be the Staff Member in Charge. The Staff Member in Charge will be responsible for ensuring that appropriate supervision of students is in place for the duration of the excursion. The Staff Member in Charge is responsible for the overall duty of care provided to students. This responsibility includes preparation and planning for the excursion and the supervision arranged during the excursion.

Risk Minimisation

Staff organising the excursion must submit a Risk Assessment with the excursion application. The staff member organising the excursion must identify foreseeable risks and plan to minimise these risks or their effects if they eventuate. Requirements of risk assessment documents are included with the application and approval procedures for each excursion type.

Non-excursion Period

The College will designate non-excursion periods in the last two or three weeks of the assessment period each semester. These periods will be listed on the college calendar. Excursions are not to be planned during the non-excursion period (unless they do not impact on other classes scheduled time) when there is an option to hold them at another time.

When there is no option to hold the excursion outside of the excursion-free period, and the excursion is deemed to be of significant value to students, excursions should be placed on the college calendar to give teachers sufficient notice for their planning. Such excursions may include attendance at sporting carnivals or subject-based competitions.

Occasionally, valuable opportunities arise within the non-excursion period, after the calendar has been published. When this occurs, the excursion organiser will:

1. Consult the Deputy Principal to gain permission to progress with planning the excursion
2. Send a list of students who would potentially be attending the excursion to teachers of classes that would be affected by the excursion asking if their attendance would cause any issues with assessment or class activities
3. Work with teachers who respond with concerns. If the issues cannot be resolved, generally, those students will not be approved to attend the proposed excursion.

Approved by:	College Executive
Contact Staff Member:	Deputy Principal
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