PURPOSE
This policy outlines School requirements (in line with System expectations) for the planning, organisation and 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 organising 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. However, in the case of overseas excursions, students may not attend overseas trips if their family is not meeting their obligations with regard to school fees.

A teacher’s duty of care towards students exists wherever there is a teacher-student relationship. This policy applies to all members of school staff and other accompanying adults on school organised and System approved excursions or sports visits, for the duration of the activity from the time of departure from the school until students have been collected by their parents/guardians or have left the school premises. The policy applies to the appropriateness of behaviour of participants while in accommodation during the excursion visit.

DEFINITIONS
Excursion - An educational activity organised for students, under the supervision of a teacher, outside normal school environment.

Excursion Coordinator - refers to the teacher organising the excursion, and hence having ultimate responsibility while the activity is in process. Arrangements and details for the excursion are countersigned by the relevant Curriculum Coordinator and ratified by the Assistant Principal and the Principal.

Legal duty of care - Teachers take all reasonable measures to ensure the safety of any school student under their care. This duty of care arises whenever a student/teacher relationship exists.

Parent(s) - Inclusive of those with parental responsibility and guardians.

Informed consent
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
Teachers, school administrative staff, parents, activity leaders and community members who have completed a Working with Children Check (NSW).
PROCEDURES

SYSTEM PROCEDURES and EXPECTATIONS

1. Responsibilities

The Principal ensures:

- 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 including Application Form, Excursion Program and Excursion Risk Management Plan.
- All participating teaching staff know and comply with the requirements of the CE 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 (http://www.sports.det.nsw.edu.au/spguide)
- Accompanying adults are advised of their responsibilities and have a Working with Children Check (NSW).
- 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 and a risk assessment is carried out. Where an excursion is to a regular venue only one risk assessment will need to be lodged with CE annually on the Excursion Risk Management Plan.
- Arrangements are made for any student unable to participate in an excursion by having alternative activities and/or strategies available.
- The school retains 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 members 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 are advised that they may not be covered by workers’ compensation if they are injured while involved in an activity that has not been officially approved.
- Where private or hire vehicles are used, ensure the owner and/or driver has appropriate comprehensive insurance cover, driver’s license and registration. Copies of these should be supplied to the school prior to an excursion.
- Where private or hire vehicles are used ensure that the seatbelt provision of the vehicle is not exceeded.
- Learner drivers and Provisional drivers are not to transport other students on school related activities.

The Excursion Coordinator/Teacher ensures:

- Know the requirements of the Excursions Policy, and where necessary conforms to the NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools.
- Students and parents are aware of supervision and transport arrangements and have signed permission for students to travel by private vehicle.
• That where travel is by bus, only accredited bus companies are used. Seatbelts must be worn on buses and coaches when they are available. The Principal endeavours to hire buses with seatbelts, particularly for long distance travel.
• CE First Aid requirements are adhered to and a First Aid kit is carried.
• All accompanying adults are appropriately qualified and/or experienced and are advised of their responsibilities in accordance to relevant CE and school policies. (Additional adults accompany excursions when extra care is considered necessary for the safety and welfare of students).
• Staff and accompanying adults act with due care to carry out their duties and are aware that they must not drink alcohol at any time during school excursions.
• Informed consent is gained by ensuring parental information, medical and consent forms are issued, completed and returned prior to the excursion except where a Category A excursion is being undertaken and the school has collected annual minor excursion permission notes. Copies of medical forms and emergency contacts must be carried on excursions.
• Where students are accommodated with billets, refer to NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity in Schools.
• For overnight excursions, ensure girls and boys are accommodated in separate rooms and there is adequate gender supervision.
• If the excursion or activity involves interaction with organisations in NSW, the excursion coordinator must make enquiries to ensure staff members from those organisations involved with the students on the excursion have been appropriately screened in accordance with NSW Child Protection legislation.
• For Category C and D excursions complete Application Form, an Outline of Excursion Program, Risk Management Plan and forward to Principal for approval.

Supervising Teachers must:
• 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.
• 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.
• Hold a current CPR qualification. At least one supervising staff member or 10% of accompanying staff (whichever is the greater) must hold a Senior First Aid Qualification when accompanying a Category C or Category D excursion.

It is the responsibility of all school staff to exercise their duty of care throughout an excursion and ensure that CE and school policies are followed.

2. 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. A Signed consent form 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 must 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 cases where a verbal permission is obtained the permission must be documented. The school forwards a permission note to the parent/guardian for return to the school.

3. Waiver Forms

Students of CE schools regularly participate in sporting competitions or excursions, which are run by external organisations and take place on premises owned by external organisations. These organisations 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 organiser or event host.

CE 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 organisation 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 consider obtaining.’

Teachers should bring to the attention of the Principal any request by event or excursion organisers for participants to sign liability waivers. In cases where schools are asked by event or excursion organisers to seek liability waivers from parents they must ensure that the consent forms have the above statement included and that the parent/guardian signs the consent form and that the school is not party to these waivers or indemnities.

4. Sacred Heart Central School Procedures:

Applying for Excursions

When considering the possibility of an excursion or sporting event, please follow the following steps:

1. Discuss reasons and outcomes for the proposed excursion with relevant Curriculum Coordinator. (It is the teacher’s responsibility to consult DET guidelines for the Safe Conduct of Sport and Physical Activities).
2. If given permission to proceed, consult with AP regarding possible dates/times/locations/availability of staff/timetable clashes.
3. Proceed with paper work as listed below.
Paper work required as per CE guidelines

Please complete the below steps in order to apply and meet the Catholic Education requirements for excursions and out of school visits.

a. Permission Note (Sport Event Note and Transportation if required)
   o This must go to the Front Office (Wendy) for editing/formatting and onto Principal to be signed.
   o Copy of note with names of students to be given to Front Office asap. (This allows for the collection of monies, notes uploaded to school website, skoolbag and information to be available to answer questions from parents).

b. VTR (Variation to Routine). Updated May 2015 - T drive/Admin/VTR/2015/Excursion checklist and VTR. (On the back of this form is a checklist of items that should be submitted for approval for an excursion.)

c. Risk Assessment.

d. Application for Approval from CE (Category D) CEO overnight/interstate form (available on intranet) - this is for excursions/events that are exceeding 20km from Sacred Heart

e. CE also require an itinerary listing times, stops, food stops, activities, etc.

f. Documents sent through to AP for final approval and then on to CE for system approval (this needs to be well in advance - preferably two weeks for smaller excursions, four weeks for the large excursions/overnight - to allow time for processing at CE).

NB/- All notes are to be submitted to the relevant Curriculum Coordinator at least 2 Weeks in advance. If money is required, these notes will need to be submitted 4 weeks prior for approval.

g. If using PRIVATE TRANSPORT - Provide Front Office with accurate list of students and which car they will be travelling in, including contact details for the driver and relevant insurance and licence details.

Planning Costing

Due to the number of students who do not attend excursions where payment is required please implement the following:

- When calculating costs, calculate based on an 85% attendance rate to work out cost per student.
- Payments must be finalised 10 school days prior to an excursion.
- If using School bus calculate travel costs $50 plus $0.60 per kilometre divided by no. of students (85% attendance).
- Check with Front Office about the intake of monies and request payment from students.
- Please advise the Front Office of students who did not/will not attend to amend invoices to parents.
REFERENCES
NSW DET Guidelines for the Safe Conduct of Sport and Physical Activity
http://www.sports.det.nsw.edu.au/spguide

Forms
All forms are located on T-drive/Admin/Excursions/forms including:
Risk assessment (CE)
Overnight/interstate approval Category C (CE)
VTR and excursion checklist
Excursion permission note/template
Itinerary template

RELATED POLICIES
First Aid
Supervision of Students
Excursion Policy (CE)
Excursions - Overseas (CE)
Guidelines for Professional Conduct (CE)

Approved by: School Board
Issuing Group: Executive
Implementation Date: 2015
Supersedes Policy Dated: 2010
Revision Date: 2020
Contact Officer: Principal