



Rationale

An educational excursion is a planned learning experience which takes place outside the school, initiated, organised and supervised by the school and approved by the Principal.

They are based upon these beliefs:

- Children's experiences beyond the classroom contribute to their growth and development.
- An educational excursion is an integral part of the school's curriculum and the school's learning/ teaching program and complements work being done in the classroom.

Guidelines

- A major excursion involved children staying in overnight accommodation and is only available to children in Stages 3 and will occur in alternate years.
- Parents should be given early notification of these excursions and a time payment system offered.
- A minor excursion can range from a brief visit of less than one hour to whole day trips. All stages can participate in minor excursions in any year.
- In planning, consideration needs to be given to the age of the children and the suitability of the venue.
- The teacher should consider the educational value of a proposed excursion in relation to the total needs and resources of the school and in relation to the child's needs and total learning program.
- All excursions must have the approval of the Principal.
- All teachers participating in an excursion must accept responsibility for students in their care for the duration of an educational excursion.
- At least one teacher participating in an overnight excursion, or an excursion involving water activities must hold a current Emergency Care Certificate and CPR certificate. All other excursions will require a member of staff who has completed and is current in the emergency care training.
- Permission by the parent/guardian for the child to participate in a specific excursion is always required in writing.
- Prior to the implementation of an excursion there should be consultation between the Principal and staff concerned and adequate communication with parents and students.
- Before it is undertaken, the teacher in charge of the excursion must satisfy the Principal that due precautions will be taken in relation to the safety of the participants and that supervision will be adequate in relation to the maturity and number of students and the activities planned. This information needs to be included in a Risk Management Plan and approved by the Principal.
- Students participating in an educational excursion should not be permitted to participate in additional or alternate activities which were not in the original program and for which parental approval would normally have been necessary (eg. Horse riding, swimming).
- Excursions requiring bus/coach transport in excess of 50km from the school must use buses/coaches equipped with seatbelts. Those travelling shorter distances will be at the discretion of the principal.
- Where finance hardship is understood to be the reason for a student's nonparticipation, the Principal should discuss with the parent/caregiver options including financial support that will ensure that all students have access to these educational experiences.



- *The Principal may refuse the attendance of a student on an educational excursion if the student's behaviour record is unsatisfactory, and/or, if in the opinion of the Principal that student's attendance will jeopardise the safety and welfare of other students and staff attending. A warning will be issued to parents of children at risk of being excluded. Should this occur parents will be informed in writing. Students with behaviour issues should have a parent with them so they are not excluded.*
- Risk assessment will determine child attendance at the excursion. If risk is high parent must attend.
- If students do not attend an educational excursion the school must provide a sound alternative educational experience at school.
- Parents and staff who transport students to local excursion in private motor vehicles must provide to the principal or his/her nominee, proof, that they hold a current drivers licence in NSW and that they hold appropriate car registration and comprehensive insurance.

Excursion Checklist

1. Notes signed by parent/caregiver
2. Risk management plan completed and discussed with principal (*See WHS Risk Management Policy*)
3. Approved current certificates for staff
4. First Aid kit complete and taken
5. Medication supplied and taken for students who require medication
6. Note kept of students who have particular allergies and food needs.