



## **Excursion Policy**

An excursion is any student learning activity conducted off the site of the school, initiated, organised and managed by a member of the school's teaching staff and has gained the approval of the Principal.

Excursions are an integral part of the curriculum. They broaden student's outlook and encourage links and enrichment between classroom learning and the real world. They are also of value in developing the social learning of a student. An educational excursion must have clear educational outcomes which take into account:

- the learning and teaching program of the school
- the needs of the student
- the resources of the schools
- the financial impact of families.

The school Principal will be responsible for approving all educational excursions. The Director of Schools must be given prior notification of all intended overnight excursions. Relevant details of such excursions must be lodged with the CSO six weeks prior to the event to obtain the consent of the Director.

Parents must be given clear and comprehensive details of all proposed educational excursions. Written parental consent of each student must be obtained for all educational excursions. The school will provide appropriate educational alternatives for students whose parents/guardians do not approve participation in an excursion.

All teachers participating in an excursion owe a duty of care to the participating students for the duration of the excursion. Schools will ensure that all health and safety precautions are taken prior to and during the excursion. Principals are responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both student and supervisors.

## **Excursion Procedures**

*(see Overnight Excursion Procedures – Diocese of Wagga Wagga 2009)*

For all overnight and day excursions, see the Risk Management Plan Proforma – Overnight Excursion Procedures – Diocese of Wagga Wagga 2009. Under OH&S legislation, a risk assessment needs to be done for all off-site activities and this is filed at the school.

## **Related CSO Policies, Procedures, Guidelines and Legislation**

- Medication and First Aid Information for Schools
- Duty of Care
- Student Safety in Schools Policy Guidelines CEC NSW
- Guidelines for the Safe Conduct of Sport and Physical Activity in Schools found on the CSO website.
- Occupation Health and Safety Act (19)