

St. John the Baptist Parish School

DAY EXCURSION POLICY

St John the Baptist Parish School is a childsafe organisation in compliance with Ministerial Order 870

Rationale

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

Aims

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Implementation

- The Principal is responsible for the approval of all day excursions.
- A designated "Teacher in Charge" will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet with the Principal, to present a planning summary, to discuss the proposed activity.
- When presenting information to the Principal, the teacher in charge must be aware that the Principal will consider the following:
 - *What is the purpose of the excursion and its connection to student learning?
 - *Is there sufficient adult to student ratio?
 - *Have supervisory adults who are not registered teachers completed a Working with Children Check?
 - *Is the location of staff and students throughout the excursion including during travel known?
 - *Is a record of telephone contacts for supervising excursion staff available?
 - *Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?
 - *Has the student activity locator information been completed on CEVN?
 - *Is the excursion in a bushfire risk area?
- The teacher in charge must ensure that all external providers have read and signed St John the Baptist's "Child Safety Code of Conduct"

- If the excursion is in a bushfire risk area the bushfire rating will be checked the night before and the morning of the excursion. The excursion will be cancelled if Code Red or Extreme Fire Danger ratings have been given for the region that the children would be travelling to or through.
- The Principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- Students will only travel on buses fitted with seatbelts.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulties, who wish for their child to attend a day excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case by case basis.
- All families will be given sufficient time to make payments for excursions. Children whose parents have not paid by the due date or who have not made other arrangements with the Principal will not be eligible to attend.
- Office staff will be responsible for managing the payments made by parents and classroom teachers will be responsible for monitoring and recording the payments on a regular basis.
- Copies of completed permission forms, and signed confidential medical forms must be carried by the excursion staff at all times.
- A first aid kit is to be taken on all day excursions. It is the responsibility of the teacher in charge of the group to check medical records of the children in their care and pack first aid kits prior to the day of the excursion.
- A senior staff member will be in attendance at school whilst the children are returning from any out of school hours excursions. The Teacher in Charge will communicate with this person with regards to anticipated return time.
- The Teacher in Charge will oversee the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- The Deputy Principal will complete the details of the school excursion on the student activity locator on CEVN prior to the excursion.
- Parents may be invited to participate in day excursions as long as they have a Working with Children check.
- Parents selected to assist with any day excursions may be required to pay their excursion costs.
- Only children who have displayed sensible, reliable behavior at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the teacher in charge.

Evaluation: History of Updates to Policy

Date	Comment (e.g. major review, minor review)
14 th June	Minor review