



Policy:	School Excursions
Sub-Committee:	Audit and Risk Sub-Committee
Originally Released:	1994
Date for Review:	2019

1. Rationale

To contribute to students' Christian development, the starting point for all curriculum decisions will be the students themselves and their individual needs. Education that seeks to promote integrated personal development relates curriculum content to students' real life situations (Mandate, 66).

School excursions are opportunities for students to experience learning outside of their normal school environment.

2. Definitions

An *excursion* is any learning activity organised by the school, which is conducted away from the school premises for educational purposes. For the purposes of this policy statement, excursions include but are not restricted to day trips, Catholic school retreats, overnight camps, interstate and international study tours, including immersion programs. There are two types of excursion:

1. Compulsory excursions are considered integral to the educational program (e.g. a class/year retreat, a subject specific requirement).
2. Optional excursions are considered complementary to the educational program (e.g. an overseas language study tour).

Student includes all students, including children and young people and children enrolled in early learning and care services.

Participants includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion.

Parents includes parents or guardians or carers.

Duty of care refers to the duty imposed by law on a principal to identify reasonable, foreseeable risks of harm in the context of each particular excursion and to take reasonable steps to prevent such harm. The principal's duty of care cannot be delegated to third parties.

3. Scope

This policy applies to all Catholic schools and early learning and care services in Western Australia.

4. Principles

- 4.1 The principal, in discharging their duty of care, shall ensure that the highest emphasis is placed on the safety and well being of all participants in school excursions.
- 4.2 The principal shall ensure that, as appropriate, school excursions are part of the educational program.

- 4.3 School excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all participants for the duration of the excursion. All relevant legal requirements, school policies and processes shall continue to be applicable.
- 4.4 Staff and volunteers on excursions shall ensure the highest standards of child safety are implemented. This includes and is not limited to familiarising themselves with the CECWA Child Protection Policy Statement and Procedures as well as any legal requirements of the jurisdiction(s) in which they are travelling. Appropriate training will be provided for any adult participants who require it.
- 4.5 The principal, in planning school excursions, shall make provision for the individual needs of students and their families and ensure that pastoral care systems are in place to support the needs of all students.
- 4.6 The principal shall consider the financial implication on families of conducting compulsory excursions.
- 4.7 Provision shall be made by the school so that no student is prevented from attending a compulsory excursion-on financial grounds.
- 4.8 Staff shall ensure that prayer/liturgical experiences are integrated into the excursion program.

5. Procedures

- 5.1 Each school shall have its own school excursions policy that is compatible with this policy statement. The school policy shall also make reference to and shall be in accordance with the Catholic Education Western Australia publication School Excursions – Guidelines for Catholic Schools.
- 5.2 In order to discharge their duty of care, the principal shall ensure that appropriate planning, hazard identification and risk assessment has been completed prior to approving any school excursion.
- 5.3 Students shall not be allowed to attend a school excursion unless written permission is granted by the parent. An excursion note shall be sent prior to every excursion or series of similar excursions and shall outline details such as the method of transport, timing and the activities to be undertaken.
Note: It is recognised that boarding schools have different operational requirements when notifying parents of excursions.
- 5.4 Compulsory school excursions shall normally be attended by all students. Where parents have specific concerns regarding the attendance of their child/children on a school excursion these issues shall be discussed with the principal or the principal's delegate.
- 5.5 Where a student does not attend a compulsory school excursion the school shall provide an alternative educational program.
- 5.6 Planning for school excursions shall be in accordance with the School Excursions – Guidelines for Catholic Schools and will take into consideration:
 - the educational purpose of the excursion
 - the participating students' capacity to undertake the excursion, including the medical and other requirements of participants and students with special needs.
 - assessment of the venue or site for the excursion

- consideration of relevant previous written excursion and incident reports
 - the supervisory team attending the excursion, including an appropriate the student to adult ratio
 - supervision strategies discussed and agreed upon with the participants
 - the medical kit required and the appropriate first aid qualifications of staff in attendance
 - the responsibilities of staff and participants
 - appropriate CrimTrac 100 Point Check Police Clearance and Working with Children Card for supervisors and volunteers
 - insurance cover
 - transport arrangements, including drivers' licences
 - preparation of students, including advice on developmentally appropriate, personal safety strategies.
- 5.7 At the conclusion of any overnight excursion a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:
- the adequacy of the facilities
 - recommendations for the future use of the facilities
 - the overall management of the excursion
 - any injuries that occurred
 - the achievement or otherwise of the objectives of the excursion
 - other information relating to specific incidents on the excursion
 - any other information which may assist in the planning of future excursions
- 5.8 When during the course of an excursion:
- a participant suffered an injury; or
 - experienced ill health; or
 - where an incident related to discipline, safety, or any serious consequence occurred;
- a report shall be submitted to the principal by the teacher in charge of the excursion.
- 5.9 If an event occurs in the course of a school excursion, which constitutes a critical incident, as defined in the Non-Government Schools Registration Standards, the procedures outlined in CECWA Crisis Management Planning in Catholic Schools policy shall be adhered to.

6. References

Bishops of Western Australia, *Bishops Mandate for the Catholic Education Commission of Western Australia: 2009 – 2015*

Catholic Education Office of Western Australia publication School Excursions – Guidelines for Catholic Schools.

Department of Education Services web-site Critical Incidents in non-government schools at http://www.des.wa.gov.au/schooleducation/nongovernmentschools/info-ngs/critical_incidents/Pages/default.aspx

CECWA Crisis Management Planning in Catholic Schools policy

7. Related Documents

CECWA Catholic School Retreats policy

CECWA Occupational Safety and Health in Schools policy

CECWA Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff) policy

CECWA Child Protection policy

8. Related Proformas and other Forms

Nil.

9. Review History

Year of Review:	Reviewed by:	Amendments/Review
1994	SPC	Originally Released
2000	SPC	Reviewed
2005	SPC	Reviewed
2010	SPC	Reviewed
2010	CEOWA	Reformatted
2014	SPC	Reviewed
2017	CEWA Policy Group	Reformatted

10. Next Review

Year:	Sub-Committee Responsible
2019	Audit and Risk Sub-Committee