

**MARY IMMACULATE PRIMARY SCHOOL EAGLE VALE
LEGAL RESPONSIBILITIES OF PRINCIPAL AND TEACHERS
SCHOOL EXCURSIONS**

POLICY STATEMENT

An excursion is defined as an out-of-school activity which is organised by the school for educational reasons, involving whole classes of students and school teachers.

It is the responsibility of the Principal to give formal approval of excursions, satisfied that activities are suitable for the age, experience and capacity of those participating.

Provision may need to be made for students with Special Needs.

BEFORE THE EXCURSION:

Prior to giving approval, the Principal should be satisfied of the supervising teachers' planning, that:

- the objectives of the excursion are in keeping with school pastoral and / or academic curriculum;
- the activity is relevant and safe in nature and location;
- the activity can be adequately supervised considering –
 1. the purpose of the excursion and activities
 2. the number of students involved
 3. the number of teachers and other adults accompanying the excursion, considering:
 - the duration of the excursion;
 - the age of the pupils;
 - the size and composition of the group;
 - the stage of development of the group;
 - the activities to be undertaken during the excursion;
 - the nature and location of the excursion;
 - any other factors of which he / she is aware.
 4. the dates and times for the commencement and termination;
 5. the route and agenda.
- parents receive prior advice about travel plans, educational activities, supervision arrangements, cost (complete details) and that permission notes are obtained;
- financial concerns / limitations of parents are addressed to maximise each student's ability to attend;
- special training of teachers and supervisors has occurred where necessary;
- the First Aid Kit is checked for contents;
- students' medical information is recorded and dispensing and monitoring needs are known;



- contingency plans are available in the event of emergency, weather, etc., and the Critical Incidents Policy is known;
- they are aware that parental consent in no way relieves the teachers from their responsibilities towards students while supervising an excursion. Any act or omission by a teacher on an out-of-school activity that falls below the standard of care which a reasonable parent or teacher at school would exercise in similar circumstances, is negligence;
- a teacher, parent or other approved person providing transport is appropriately licensed and the car / bus registered;
- for students unable to attend:
 - satisfactory arrangements are made for providing continuous instruction at school.

DURING THE EXCURSION:

The Supervising Teacher(s) should:

- complete the School's Excursion Application (attached), submit to and discuss with the Principal;
- ensure that students and other adults are aware of procedures;
- carry the School's mobile phone;
- contact the School / Principal in the event of illness or an accident and complete relevant documentation;
- ensure that an adequate supervision ratio is maintained at all times, based on gender, age, nature of activity, location and location of the students;
- follow pre-arranged procedures for First Aid and dispensing of medicines;
- actively supervise students, even when a particular activity is being conducted by a non-teacher;
- for overnight excursions (restricted to Years 5 & 6), it is essential that:
 - at least one teacher is CPR trained;
 - detailed medical information has been obtained;
 - mixed groups be supervised by at least one male and one female adult.

FOLLOWING THE EXCURSION:

The Supervising Teacher(s) should:

- complete the Excursion Evaluation / Follow-up Sheet and return to the Principal;
- ensure relevant follow up activity is programmed for the class;
- report on the excursion in the School Newsletter.

