



## EXCURSION POLICY

### Other Related Documents:

- Penola College Handbook

#### CONTACT PERSON

<b>Principal Leader</b>	- Mrs Tania Cairns
<b>Assistant Principal</b>	- Mrs Peta Sparkes
<b>Administration and Compliance Officer</b>	- Mrs Stephanie McCully

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## Definition of an Excursion

- An excursion is a learning experience outside of the College premises initiated, organised and supervised by the College and approved by the Assistant Principal.
- An incursion is a learning experience on the College premises initiated, organised and supervised by the College and approved by the Assistant Principal.
- At Penola Catholic College, all excursions and incursions should be part of the curriculum and should be related to the teaching and learning program offered at the College. A learning experience may encompass sporting & pastoral activities.
- It is recognised that excursions and incursions may interrupt the normal learning routines of students. The additional costs for parents/caregivers, in the majority of instances will be planned for in the previous year to be part of the college fees.
- All excursions and incursions are organised with the legal and moral responsibilities for the welfare of all students involved in them. The risks and support of students medical and/or learning needs will be assessed, considered and planned for. All excursions must have a risk assessment and risk management for the students attending. Every incursion and/or excursion must have a risk assessment.

## Excursion and Incursion Guidelines

- The organising teacher must liaise with the KLA Leader of Learning, Year LOL and/or Sports Coordinator in preparing for a submission for an excursion or incursion. The rationale for an excursion/incursion should be detailed, demonstrating the value of the activity to the learning of the students involved. If this cannot be done, then the excursion should not be proposed. In the area of curriculum, a beginning teacher may not be the organising teacher for an excursion.
- The organising teacher must ensure that the proposed excursion or incursion is age and stage appropriate.
- The full cost of the excursion or incursion must be taken into consideration before putting forward a proposal.
- Students may be given leave to attend events directly related to the courses of study.
- Where possible, an excursion should be organised after College hours, the senior students for example, attendance at dramatic performances, study days, and films. Where students have parent permission to arrange and leave the event by their parents' permission.
- Excursions or incursions may not be proposed to senior students directly before examinations and during examination periods.
- It is the responsibility of the organising teacher to follow up the excursion/incursion organisation. Section D of the excursion/incursion form must be ticked off, signed and returned to the Administration and Compliance officer within 72 hours of the **event by the teacher who organised the excursion/incursion**. The Admin and Compliance officer will file the original section D as a part of audit and compliance procedures.
- A Teacher on the excursion/incursion must have a current first aid training certificate and/or have an up to date emergency care CPR certificate.

## Proposing an Excursion

### The organising teacher should:

- Complete Section A and event details in Section B, of the excursion/incursion proposal form
  - o Check calendar for date availability.
  - o See Business Manager and Senior Finance Officer for costing advice.
  - o Excursion is no less than 3 weeks from event.
  - o Explain educational value of the event.
  - o Gain approval from the KLA's, year LOL and/or Sports Coordinator for the excursion to go ahead.
  - o Initial planning must then be approved by AP.
- Complete all of Section B including permission note scaffold (to be attached to the final excursion/incursion proposal, typed by the receptionist and finally approved by AP).
- Meet with the Admin and Compliance Officer for tentative booking of event pencilled into diary and staffing. Note this will have final approval after consultation with Admin Coordinator and Assistant Principal and Principal.
- Pick up note from Receptionist and checked typing before attaching to proposal.
- **A Risk Assessment must be completed.** A Working with Children Check must be completed. Samples of risk assessments from previous years in the 5540Fileshare, College Organisation -> 1. Penalo Catholic College Structures -> Excursion and Incursion Risk assessments or change to suit excursion requirements or use the blank proforma in this document. Many venues commonly used have risk assessments for College visits. Some of the commonly used venues in the CEDP have risk assessments available through the Oscar Portal on the WHS homepage.
- Complete the link on the excursion form for the CEDP risk assessment and also attach venue assessment if available.
- Attached student list and also risk management for individual students requiring special adjustments.
- Note The organising teacher, in consultation with the KLA or Stage LOL/ Sport Coordinator and/or Admin Coordinator for the AP to have final approval on staff attending. Generally, there is a 20 student to one teacher ratio (6 students to 1 teacher for higher risk water sports or 30 students to 1 teacher for structured swimming events, e.g. carnivals). Teachers who had direct involvement with the students, experience and who have lighter teaching loads will be considered for supervision.
- In the case of excursions involving water activities or overnight excursions, a teacher with a current qualification in cardiopulmonary resuscitation must accompany the students. In the case of water activities the students must undergo appropriate water safety assessment and tagging as determined by the RLSA of Australia.
- All permission notes should be kept for a period of 6 years following the excursion and archived appropriately by the teacher in charge and then giving these to the Admin and Compliance officer after the event.
- Permission note return date needs to be shown on the permission note. Students must be given enough time to return the permission note from their parent/guardian.
- If an excursion/incursion is approved, it will be entered on to the College Calendar and published in the Staff weekly by the Admin and Compliance officer.

- Upon final approval from AP, who will check permission note, student list, student risk management and risk assessments. The original proposal form will be handed to Admin and Compliance officer, who will;
  - o Direct that the permission note typed by the Receptionist is now uploaded onto Skoolbag app and website if necessary.
  - o Enter excursion/incursion details onto college calendar (please note only teachers attending will appear on the calendar and both the teachers attending and KLA LOL/Yr LOL /Sports Coordinator who may not attend but be the organiser, will be sent a google calendar invite. This is to ensure that the leader and teachers attending know that the calendar entry and approval by AP has occurred.
  - o Admin and Compliance Officer will create an event in Compass of the excursion.
  - o Archive proposal
  - o Inform – student services and canteen
  - o Make a yellow copy of the proposal and give to the organising teacher.
  
- The organising teacher will receive a yellow copy of their excursion/incursion form along with a calendar invite with the staff attending. The KLA or Stage LOL may also be listed on the calendar for awareness, not because they are going.

## **Conducting an Excursion**

- The organising teacher must email all staff a list of names of the students attending the excursion, prior to the day of the activity, e.g. 24 hours to student services and all staff.
- The organising teacher should brief staff attending the excursion.
- Clear instruction should be given to students about the departure time and place of departure on the day prior to the excursion.
- The roll should be taken prior to the departure of the excursion. Student Services should be given the names of any students missing from the excursion by email or phone before 9am on the day.
- First Aid kit must be taken (collect from Compliance and Administration Officer).
- One of the Penola College mobile phones must be collected from the Compliance and Administration Officer.
- Students with significant health needs; staff must carry the completed and prepared for risk management for individual student documents in the event of an exacerbation of the students condition. Anaphylactic students are required to carry their own epi-pens; staff must carry the excursion bag containing one of the Colleges backup epi-pens.
- All staff attending the excursion should be vigilant at all times for the wellbeing of all people on the excursion and exercise their professional duty of care at all times. Students must be carefully supervised and in the direct line of sight of their teachers. In addition, periodic checking of the attendance of students against class lists is expected and should increase if the activity is high risk or students cannot be in teacher's direct line of sight.
- If there is any issue that requires variation to the course of the excursion, the College should be notified immediately.

## **Following an Excursion**

- Any student management issues should be followed up by the organising teacher. No student is to be left unsupervised at the College after hours or at a public place following an excursion. Two teachers must remain with the student/s and the Principal contacted if pick up is exceeding 5pm.
- Complete section D of the Penola Catholic College excursion/incursion form on your yellow copy and return to Administration and Compliance Officer for filing in conjunction with all permission notes.

## **Variations**

- If there are very small numbers and the use of hired or public transport is prohibitive, students may travel in staff vehicles, or parent vehicles with appropriate authorisation from the Principal and the students parent/caregiver, (even in the instance where the student/driver may be over 18 years of age).
- In the case of staff, the vehicle must be comprehensively insured. The transport arrangements must be explicitly indicated on the permission notes and driver is named on the permission note.
- In the case of a parent vehicle, the vehicle should be insured and driver named on the permission note
- As a general rule, a staff member should not travel alone with a student. If a staff member carries up to three students, all of the students must sit in the back seat with Principal knowledge and permission.

**EXCURSION Form**

*Do not book/confirm any event transport without approval from AP signed in SECTION C below.*

**Name of Excursion:** \_\_\_\_\_

**Organising Teacher:** \_\_\_\_\_

**SECTION A: Initial steps before consultation with Assistant Principal**

1. *Please tick:*

EXCURSION - ([online risk assessment required](#))  INCURSION (risk assessment NOT required)

Complete event details only before progressing to steps 2-8 in Section A.

2.  Teacher checks calendar for date availability

3.  EXCURSION or INCURSION is included in Student College fees please check with the Business Manager. (*If not, the excursion/incursion is unlikely to be approved.*)

4.  EXCURSION or INCURSION is being organised no less than 3 weeks from the event?

5. Describe the educational value of the event:

\_\_\_\_\_  
\_\_\_\_\_

6. Approval granted and signed by KLA/ Year LOL or Sports Coordinator (for all sporting events)

Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

7.  Senior Finance Officer has been consulted for costings (who consults Business Manager) prior to signing.

Costings sheet has been obtained from Senior Finance Officer and is attached.

Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

8.  Initial planning approval granted and signed from Assistant Principal

Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SECTION B:**

**EVENT DETAILS**

Term: \_\_\_\_\_ Week: \_\_\_\_\_ Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ KLA/Subject:

Learning Session missed on excursion / Incursion date: \_\_\_\_/\_\_\_\_

Name of Event:

Organising Teacher: \_\_\_\_\_ Number of staff needed: \_\_\_\_\_ Staff Codes Attending:

Years attending: \_\_\_\_\_ Number of Students: \_\_\_\_\_

First Aid Person at event: \_\_\_\_\_ Qualification: \_\_\_\_\_

Venue and Address:

**Student Dress: (Please tick):**

- Full College Uniform (Including College Bag)
- Sport Uniform (Including College Bag)
- Neat Casual (Closed shoes)

**Attach the following documents to your proposal:**

- PERMISSION NOTE scaffold completed at the end of this submission for AP/Principal Approval.
- Proposed Student List Attached at end of the form by teacher.
- [CEDP Online Risk Assessment for Excursion](#)

Permission note and money returned to College by \_\_\_\_/\_\_\_\_/\_\_\_\_

Transport:

Outside College activity

Starting: \_\_\_\_\_ am/pm Period: \_\_\_\_\_ Location: \_\_\_\_\_

Ending: \_\_\_\_\_ am/pm Period: \_\_\_\_\_ Location: \_\_\_\_\_

**Or**

In College activity starting

Starting: \_\_\_\_\_ am/pm Learning Session: \_\_\_\_\_

Ending: \_\_\_\_\_ am/pm Learning Session: \_\_\_\_\_

**Admin. and Compliance Officer staff attending approval:**

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_

*-For excursions only*

**Excursion Phone Contact Number -**

Phone A: 0400 244 161  
277

Phone B: 0407 292

**First aid kit booked with Admin Compliance**

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_

**Business Manager approval for bus:**

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_

If a bus is required, have you completed the booking form?

**Receptionist to type permission note and attach to this form for AP checking**

(Must be at least 2 weeks prior). *Permission note scaffold is attached at end of the form and to be completed by teacher. Receptionist to hand back to organising teacher once note is typed*

## SECTION C:

### FINAL APPROVAL by ASSISTANT PRINCIPAL

- Permission note checked final check by AP and organising teacher has attached final note
- CEPD Online Risk assessment complete and attached for excursion only (incursions excluded)
- Risk management for individual students checked (risk assessment has been checked by organising teacher prior to AP (organising teacher signature) .....

**Assistant Principal approval signature:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Calendar Entry to be completed by Administration and Compliance Officer

Admin and Compliance Officer and the staff attending including KLA not attending Excursion/Incursion is confirmed example: Yr 11 PDHPE / First Aid Course/ BLAS/SIBN/BEAC (24 students)

Section D is now to be completed by the Organising Teacher, once completed return to Admin and Compliance Officer.

- Archive form (to be kept in folder for College on Admin. Compliance Officer's desk)  
Admin. Compliance Officer
- Receptionist to email uploads to Principal's Secretary for Skoolbag and IT for Website
- Student Service
- Canteen
- Admin. Compliance Officer to create an Event in Compas to reflect the staff and students attending the excursion.



## SECTION D:

### ORGANISING TEACHER TO TICK THE FOLLOWING WHICH APPLY

- Student Medical advice has been checked on Google drive
- Check with Year LOL that all students have permission to attend (no behaviour issues)
- First aid kit collected from Admin and Compliance Officer (including sports first aid kit)
- Excursion Phone - either A or B collected Admin and Compliance Officer.
- Agreement to email Student Services Officer and all staff of the students attending event - one day before the event.
- Teachers are to mark the role on their mobile device only if they do not have service do they contact the College and advise Student Services Officer of students absent from event – on the day of event (before 9:15am).
- Confirm transport with Student Services Officer one week before the event.
- Confirm staffing with Admin. Compliance Officer once final approval has been given by AP.
- Photo parental permission to publish please check google document that Principal's Secretary has shared under the file name: No to Student Publication of Photo.
- Agreement to report any injuries to Student Services Officer within 24hrs of the event.
- Agreement to email/text message AP or Business Manager photos and brief summary of excursion for upload to Social Media.

Teacher signature agreement to complete the tasks above and this copied document is to be returned to the Admin. Compliance Officer for compliance record keeping.

Teacher's Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Optional – Catering:

If catering is required, please attach signed catering form and acknowledgment from the Business Manager, one week prior to the event.

# Penola Catholic College Pro Forma Excursion Note

Date \_\_\_\_\_

Dear Parent/Guardian

In keeping with the requirements of your child's course of study in \_\_\_\_\_ an excursion has been organised at \_\_\_\_\_

The aspects of the course, which will be enhanced by this visit, are:

- \_\_\_\_\_
- \_\_\_\_\_

The intended outcomes of this experiential activity are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Year and Subject:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Cost:** \_\_\_\_\_ *This is covered under the Activity Fee in school fees. No refund will be issued under any circumstances.*

**Food:** \_\_\_\_\_

**Uniform:** \_\_\_\_\_

**Depart:** \_\_\_\_\_

**Return:** \_\_\_\_\_ *(Delays may occur, expected time of return may vary)*

**Transport:** \_\_\_\_\_

**Emergency:** School Mobile No. A 0400 244 161 B. 0407 292 477

**Please Note:** Year10, Year11 and Year12 students must ensure that they meet all Assessment requirements if a task is due on the day of an excursion. Students must make arrangements with their class teacher.

Yours sincerely

Mrs Tania Cairns  
Principal Leader

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## PERMISSION SLIP – PLEASE RETURN TO SCHOOL

**Name of Excursion:** \_\_\_\_\_

**Please return permission slip to** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

I give permission for my child to attend the above noted excursion.

I give permission for any emergency medical aid to be administered to my child, if required.

**Medical Conditions:** \_\_\_\_\_

**Emergency**

**Contact**

**Phone**

**No.**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Parent/Guardian



RISK MATRIX		How likely is it to be that bad (likelihood)			
		Very likely, could happen any time	Likely, could happen at some time	Unlikely, could happen, but very rarely	Very unlikely, may happen but probably won't
How severely could it hurt someone (consequ ence)	Cause permanent disability or death	1	1	2	3
	Long-term illness or serious injury	1	2	3	4
	Medical attention and several days off work	2	3	4	5
	First aid needed	3	4	5	6

Key to the risk  
rating

1 Extreme	INTOLERABLE: significant and urgent actions required
2 High	Reduce risk to as low as reasonably practical
3,4 Moderate	Reduce risk to as low as reasonably practical
5,6 Low	TOLERABLE: monitor and manage risk

**Penola Catholic College**  
**Individual Student with Specific Needs Risk Management Form**

A list of all students with specific needs is found on,  
 Data Wall and Medical Board.

**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Disability/Health Concerns:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Excursion:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following hazards have been assessed prior to the Excursion.

POSSIBLE HAZARDS	ISSUE IDENTIFIED (to be completed by appropriate Coordinator)	IMPACT (Place a 'Y' in the appropriate box)		
		None	Low	High
Travel				
Walking/ Physical Barriers				
Swimming				
Health Issues				
Language/Directions				
Other Concerns				
Safety				
Social				
Sensory (some ASD student)				

Please describe the steps to be taken on the Excursion which address the identified impacts on the student with specific needs.

**Risk Management Assessed by organising teacher:**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_