



1. Policy Statement

1.1 Educational excursions should provide enriching experiences for students in a variety of environments.

1.2 Teachers should plan excursions in the context of the total educational program of the school.

1.3 Teachers planning an excursion are expected to be responsible for ensuring the total cost of all excursions is met.

1.4 Before course choices are made, parents must be advised that additional expenses may be involved for excursions planned as part of a course.

1.5 Exchange of information between schools and parents should be in writing wherever possible and any verbal communication confirmed in writing.

2. Rationale

2.1 This policy:

- covers all excursions including local and overnight, excluding those outlined in 2.2
- outlines the responsibilities in relation to the out of school movement of students and staff
- sets out requirements to help ensure the health and safety of students on excursions.

2.2 This policy does not cover the following situations:

- work experience and vocational education placements
- overseas excursions
- overseas student exchanges which are arranged through private organisations
- 'students only' excursions

3. Definitions

3.1 An *excursion* is a school-related activity by students, under the supervision of a teacher/s, directly related to the curriculum of the school. An excursion is a variation to normal activity and is not predominantly recreational.

3.2 *Teacher in charge* refers to the teacher nominated by the College Management Team to have ultimate responsibility and therefore authority for the duration of the excursion.

3.3 Legal **duty of care** requires that accompanying adults should take all reasonable measures to ensure the health and safety of any school student under their care. This duty of care will arise whenever a student/school relationship exists. Primary responsibility remains with the teacher in charge.

3.4 **Parents**. In this policy, a **parent** includes a **carer**. Under the *Children and Young People Act 1999* a parent is a person having parental responsibility for the child and a carer is a person who is a carer under that Act.

3.5 **Informed consent** means that parents give written agreement to their child participating in an excursion after they have been made aware of the supervision details of the excursion and the risks and associated costs involved.

3.6 **Accompanying adults** include teachers, school administrative staff, parents, activity leaders and volunteers.

3.7 **Home school** in this policy means the school or organisation (sporting, music, etc) that billeted students normally attend, or the school or organisation with which billeted students are travelling.

3.8 **Host school** means the school or organisation that facilitates the billeting arrangements, usually by nominating host families.

3.9 **Working With Children** means the Working with Children Act.

4. Responsibilities

4.1 It is the **responsibility of the Curriculum Management Teams** to ensure that:

- the excursion/incursion is directly related to the curriculum and not predominantly recreational. Excursions/incursions are generally considered to be an optional enrichment activity.
- parents are aware that an excursion/incursion is generally an optional enrichment activity and that parents will have to cover the costs incurred.
- all participating teaching staff know the requirements of this policy and other relevant departmental and school policies, supervision requirements and safety procedures. If school policy is not followed, staff may not be afforded the protection under the principle of vicarious liability i.e. where an employer bears the cost of damages resulting from an employee's negligence.
- accompanying adults are advised of their responsibilities and relevant school policies and the consequences of non compliance.
- all requirements for accounting for monies are met.
- an assessment has been undertaken to determine that a private provider meets the following criteria relevant to the excursion/incursion activity and any risks involved:
 1. the provider's staff are trained to the industry standards required to supervise the activity and accreditation is sighted
 2. the provider meets industry standards and accreditation is sighted
 3. the provider has a risk management and/or safety plan relevant to the activity and it is sighted

4. the provider has appropriate insurance including at least a \$20 million Public Liability cover for any one event.
 5. parents are aware of any Disclaimer Statements from private providers and make their own informed decision about whether to participate.
 6. supervision is adequate in relation to the number and needs of students, their maturity, anticipated behaviour and the activities planned (see section 5).
- arrangements are made for any student unable to participate in an excursion/incursion by having alternative activities and/or strategies available.
 - Students with a disability should have an equal opportunity to participate in excursions/incursions.
 - accompanying adults are aware that they must not drink alcohol during hours of duty or when they have a continuing responsibility for students. This includes school excursions/incursions/outdoor adventure activities and any other school activity that may be held outside ordinary school hours.
 - copies of emergency contacts and procedures and contingency plans are kept in the school and by the teacher in charge of the excursion.

4.2 It is the **responsibility of the teacher in charge**:

- to know and to comply with the requirements of related and relevant policies.
- to ensure that students and parents are aware of supervision and transport arrangements.
- where private or hire vehicles are used, to advise the owner and/or driver to have appropriate insurance cover.
- to give consideration to those occasions when it is desirable for a participating staff member to have a current first aid certificate and an appropriately stocked and maintained first aid kit to be carried.
- to ensure that all accompanying adults are appropriately screened, qualified and/or experienced and are advised of their responsibilities and relevant departmental and school policies and safety procedures.
- to gain informed consent by ensuring that parental information, medical and consent forms are issued where appropriate and completed and returned prior to the excursion/incursion.
- to ensure the cultural and religious needs of all students are considered and met in both the preparation stage of the excursion/incursions and whilst on the excursion/incursion.
- for overnight excursions, to ensure that girls and boys are not accommodated in the same rooms.
- to ensure that students over 18 years of age are asked to indicate in writing their preparedness to accept the recommended procedures and supervision necessary for the safety and comfort of the group.
- to ensure that the students behave and comply with the Rules for Bus Travellers (See section 9).

4.3 The teacher in charge **MUST**:

- fill out and submit an Excursion/Incursion Application to the Curriculum Committee at least three weeks prior to the planned excursion.
- If applicable, submit a quote from the venue/for the activity/estimation of the total cost with the application. A copy of the quote/estimation must be lodged with the College Finance Officer before parents are notified.

- after permission is obtained from the curriculum committee, notify parents at least seven days before the intended date of an excursion/incursion via an excursion/incursion consent form.
- collect all consent forms and money, if applicable, 48 hours BEFORE the excursion/incursion date. Any student who hasn't returned the excursion/incursion consent form and appropriate money (if any) WILL NOT be allowed to attend the excursion/incursion.
- all monies, clearly identified with the relevant excursion/incursion details, are to be handed to the College Finance Officer before 10:00 am in the morning
- notify the Daily Organiser of those students not attending the excursion/incursion and arrange for suitable school work to be left for a supervising teacher.
- confirm with the college Transport Manager at least 48 hours before the excursion of the total number of students, location and times for departure, pick and return.

4.4 It is the responsibility of accompanying adults to exercise their duty of care throughout an excursion and ensure that school policies are followed.

4.5 For students over the age of 18, the teacher in charge should obtain parental agreement to their participation in the excursion/incursion.

5. Supervision Requirements

5.1 Accompanying adults should not be used to meet the supervision ratio. The ratio of teachers to students is not to exceed 1:10. Additional teachers and adults should accompany excursions when extra care is considered necessary for the safety and welfare of students.

6. Parent consent and medical forms

6.1 Notification of **all excursions/incursion** must be sent to parents.

6.2 On sequential excursions/incursions of a similar nature multiple parent consent forms are not required, e.g. swimming program. Parents must advise of any changed medical requirements and/or other needs prior to each excursion/incursion.

7. Accidents

7.1 In cases where medical attention is necessary and a parent is not available, the teacher in charge should send for an ambulance or a doctor, whichever is appropriate, or arrange transport to the nearest or most convenient medical facility.

7.2 Parents must be advised as soon as practicable of action taken in an emergency.

8. Use of Transport

8.1 On each occasion informed parental consent must be given in writing for their children to travel by public transport, government plated and private plated buses, or by private car driven by a staff member, parent or other adult.

- 8.2 Where private or hire vehicles are used, each owner and/or driver must:
- carry the required licence
 - have valid insurance which is appropriate to the excursion
 - ensure that the vehicle is registered and roadworthy
 - ensure that the seatbelt provision of the vehicle is not exceeded.

8.3 A student's vehicle should NOT be used.

- 8.4 For bus transport the registered carrying capacity must not be exceeded.
- Seatbelts are essential for all excursions involving interstate travel.

9. *Code of Conduct:*

SCHOOL BUS/TRANSPORT CODE OF CONDUCT FOR PASSENGERS

This code applies to all passengers on any vehicle owned or operated for St Mary's Coptic Orthodox College.

1. Students must behave in an orderly manner when entering or leaving the bus and for the duration of the bus ride.
2. No student is permitted to walk or stand in the aisle or move from seat to seat whilst the bus is in motion for the duration of the journey.
3. All students must remain seated and facing the front of the bus so that the risk of injury, if the driver has to break suddenly, is decreased.
4. Bad language, offensive gestures and shouting is not permitted on the bus.
5. Students communicating with other road users or pedestrians is strictly forbidden.
6. Vandalism and graffiti is not permitted. All costs incurred as a direct result of a student's behaviour will be charged to their family (this includes for any damage done).
7. The only food allowed to be eaten on the bus is a sandwich and a drink of water in a plastic container.
8. All food wrappings are to be taken home with you. Everything you bring with you onto the bus/vehicle must be taken with you when you leave the bus/vehicle.
9. Fighting or aggressive behaviour is not permitted; this includes so called "friendly/play" fighting.
10. No part of a person's body shall protrude from the bus or items thrown out of the window/door.
11. Windows are not to be opened any more than three centimetres and are not to be touched without permission. According to the law, there is a fine that can be imposed on the offenders.

12. You should be ready and waiting for the bus at all times, not having the bus waiting for you.
13. The bus driver is the authoritative adult on the bus, unless there is a teacher on the bus, and as such all directions given to students must be adhered to in order to promote safety of all passengers.

9.1. Disregard of this code of conduct is to be reported to the Head of Primary/Head of Secondary and whatever discipline deemed necessary administered by the school.

9.2 Failure to obey the bus/vehicle rules will result in a detention or suspension from the bus. Repeated suspensions will result in an indefinite ban from using our bus/vehicle fleet.

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