



# OUT OF SCHOOL ACTIVITIES/EXCURSION POLICY

## Scriptural Context

*“God saw everything that he had made and it was good”  
Genesis 1:31*

## Rationale

Excursions and camps are an integral part of the teaching process. St Patrick’s Primary School is committed to the provision of educationally valid excursions and camps as part of the school curriculum. The standard of care required of the school on an educational excursion is higher than that required in the classroom due to the inherent higher risks involved and the unfamiliar environment. Therefore excursions need to be prepared, managed, supervised and monitored in a way that ensures the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of the excursion.

Children’s experiences and learning occur both within the school setting and within the wider community and are:

- A means of using resources, venues, support personnel and facilities outside the school environment to enhance and enrich children’s learning
- Planned as a support to curriculum studies and will serve an educational purpose
- A way of providing opportunities to further develop essential Key Learning Areas

## Aims

St Patrick’s School aims to provide opportunities for children to:

- Learn in and out of the school environment
- Live and work in groups, outside of home and school environment, over extended periods
- Further develop social skills such as cooperation, tolerance and communication with both individual and group interaction
- Extend their understanding of their physical and cultural environment, be involved with planning preparation and presentation processes associated with camps and excursions
- Develop an appreciation of their place in the broader community by interacting with various community groups, and with students from other schools.
- Develop an appreciation of the diversity and beauty of Australia

## Definitions

- **Formal** out of school activities include excursion tours to places of entertainment or educational interest, camps, sporting and swimming fixtures, air or sea travel.
- **Informal** activities include local educational or entertainment trips which can be considered part of the normal teaching process.
- The “**Act**” referred to in this Policy is the Work Health and Safety Act (2011).

## Implementation

### 1. Management

- The Principal should be satisfied that the legislative and regulatory requirements for the organisation and management of any out of school activity are complied with.

- Activities will be planned and conducted using risk management principles which require individual components of each activity to be assessed, and actions taken to reduce risks to participants and staff. Written records also provide a database to assist with planning of future excursions.
- Written records shall be kept of the risk management process for each activity, identifying individual components of the activity including, but not limited to:
  - The people involved: teacher/leader qualifications and expertise, supervision ratios, accompanying adult volunteers, special needs of students;
  - The resources and equipment required: clothing, footwear, mobile phones etc;
  - Factors relating to the environment: weather, terrain, water, road safety;
  - Factors relating to travel to from the site: weather, terrain, time factors;
  - The venue: site inspection, safety, supervision, unfamiliar activities requiring additional training or student education prior;
  - Emergency procedures and contingency plans.

## 2. Planning

- All excursions and camps must be authorised by the Principal.
- The following arrangements for camps apply: -
  - Year 4- local two-day camp
  - Year 5- Three-day camp to a North Coast NSW location
  - Year 6- Four or five day camp to a capital city
- Costs shall be kept to a minimum, without compromising health, legal and safety considerations.
- If practical, the venue shall be visited by the organising staff member or delegate prior to the activity to check its educational potential, hazards and facilities.
- When planning how many staff will be necessary, factors to be considered include the age of the students, the size and composition of the group, the activities to be undertaken during the visit, the nature and location of the visit, and the special needs of any individuals attending. Organising staff shall be guided by the Pupil/Teacher Ratios given in Appendix 1.
- Staff organising an excursion/camp are to fill in the Excursion Application Form, which is to be submitted to the Principal for approval. The form is to be submitted in the planning stage. Forms can be found on the school's website. See Appendix 3.

## 3. Documentation

- An **additional** parental/care giver permission form is required when one or more of the following apply:
  - Bus transport is involved
  - Excursion begins before and/or after normal school hours
  - An overnight stay is planned
  - Water activities are planned
  - Children will be transported by private car (whether a staff member or other person) See Appendix 4
- A separate Risk Management Form shall be completed for every excursion. As part of the process, teachers are to complete an evaluation following the excursion. The evaluation may include unforeseen problems, near misses, changes to planned activities and possible recommendations for future excursions.

- A note shall be sent home to parents of participating children giving the reason for the excursion, the date, venue, mode of transport, departure and arrival times, clothing and food requirements and any other relevant information. This note will form part of the parental permission process, and will include a tear off slip.
- Minimum notice of one week should be given to allow parents to plan their family schedule.
- The school will advertise through the newsletter of upcoming school excursions and camps so that the whole school is kept informed of activities.

#### **4. Child Protection**

- All participating parents/guardians must:
  - Read and be familiar with the “Advice on child protection” displayed at the school office, before being accepted as an accompanying adult on any excursion;
  - Complete the mandatory Child Protection Forms, which are kept on the student’s file.
  - Be briefed on school protocols and expectations in relation to Duty of Care Issues by the organising staff member;
  - Sign on at the Administration Office if within school hours;
  - Wear a Visitor and Volunteer lanyard for the duration of the activity (to be collected prior to the activity, if commencing outside school hours).
- Mixed groups should be supervised by at least one male adult and one female adult for any overnight camp.
- A staff member or adult volunteer should avoid being alone with a child, this includes in any private vehicle which may be used to convey a student to or from a venue, unless the Principal or delegate has been notified.

#### **5. First Aid arrangements**

- All participating staff members are expected to have Cardio Pulmonary Resuscitation qualifications for all overnight and water excursions. At least one member of staff is to hold Senior First Aid qualification for any excursion, where practical.
- For every other out of school activity First Aid supplies shall include First Aid Kit, Asthma Kit, Allergy cards, and any other items that may be specific to that activity (e.g. ice packs for tennis, Stingose for a bush excursion);
- The Administration staff will arrange for any individual student medications to be included in the First Aid supplies taken on the excursion or activity;
- Sunscreen shall be applied prior to the start of any outdoor activity and reapplied during the day, as per the guidelines in the Sunsmart Policy;
- Epipens – For students who may have a potential allergic reaction, their personal Epipens are taken on every excursion by the supervising teacher.

#### **6. Incident/ accidents**

The action taken following an incident or accident shall be determined by its nature and severity:

1. For serious incidents – as defined in Appendix 2
  - The staff member in charge of the out of school activity shall immediately notify a Leadership Team member at school.

- Principal or delegate shall contact parents, and then activate the crisis contact chart (*2016 staff handbook*);
  - The Principal or delegate shall notify Workcover NSW (phone 13 10 50) within 24 hours of its occurrence
  - The Principal shall notify the Catholic Schools Office of any serious incident within 24 hours of its occurrence.
2. For minor incidents
- A staff member who witnessed the incident shall fill in the CSO Safetynet online form once back at school;
3. For both serious and minor incidents, the following shall apply:
- On return to the school, or as soon as practicable, the staff member who witnessed the incident shall make an entry in the Catholic Church Insurance Accident Report Book;
  - Teachers and parents shall be informed of any incidents involving children from their homegroups, by the Administration staff;
  - An injury to any staff member should also be reported to the Principal on return to school. The staff member must complete the CSO Safetynet online form.
  - All staff to be aware that civil action over an accident is possible up to the age of 21 years, regardless of the age at which the incident occurred, so it is important that accurate and complete records be kept.

**If there is any doubt as to the severity of an incident, advice should be sought from the Catholic Schools Office.**

## **7. Roles and responsibilities of accompanying parents/volunteers**

- The role of any unpaid additional adults is to assist with supervision, and not to replace a paid staff member who would normally accompany the excursion;
- Parents enlisted on excursions act in a para-professional role, and may be allocated responsibility for a group of children and assist them to achieve the learning outcomes identified by the teacher;
- Supervisory roles and responsibilities shall be clearly communicated to all staff, parents and students by the organising staff member.
- The number of adults that are included in the initial costs of the excursion is determined by the management of the destination. Any parents accompanying the class additional to this number are expected to pay their own costs.
- Pre-school children are not able to attend excursions as they may interfere with the accompanying parents' ability to supervise students
- All participating parents must complete the mandatory child protection forms
- All participating parents must wear some form of identification
- Participating parents, staff and other adults may not consume alcohol or prohibited/illegal substances at any stage of the excursion
- Smoking – Parents/volunteers are prohibited from smoking in the presence of any child and are to comply with any regulations as stated by the relevant excursion/camp operators.
- Parents transporting other students in their own vehicles must supply for the school's records a copy of their driver's license and complete registration details. For child protection purposes, more than one

child must be transported in the vehicle, including for any travel to a medical facility for emergency medical care (see also 4.3). For more information see CSO Private Transporting of Students Policy.

## 8. Refund of money

- Refunds for camps/tours/excursions will only be made for those elements within the cost for which the school is able to obtain a refund or reduction in cost from the facility visited or transport company policy.
- Transport component is not refundable if numbers affect overall cost for all students.
- Refunds are also dependent upon individual application, date of application and final dates for confirmed numbers. Applications are not retrospective.
- Other refunds are dependent upon the discretion of the Principal.

## 9. Inclusion/exclusion of students

- Excursions will be planned and executed in a way that allows every child to participate, regardless of the additional needs of any of the children. In such cases, the school will cover any additional costs to ensure that every child has equal involvement in the excursion.
- The school reserves the right to exclude any child from participating in an excursion or camp where staff have concerns based on behaviour, health, safety or legal issues. This decision will be made by the organising staff person in consultation with the Principal and will be based on written records including records of any previous misdemeanours or incidents. Parents will be informed of the grounds for exclusion.
- All students have access to participation, regardless of whether or not parents are able to pay. In the case of financial hardship parents may make an appointment with the Principal to discuss other arrangements, where the school can seek other means of paying for the students costs.
- Parents have the right to withhold permission for their child to participate in activities involving overnight stays without them or their child incurring any form of discrimination.

## Reflective Materials

- St Patrick's School, Staff Handbook 2015
- St Patrick's School, Parent Information Handbook 2016
- St Patrick's School, Sun Smart Policy, 2012
- St Patrick's School, Work Health and Safety Policy 2012
- CSO Private Transporting of Students Policy 2015

This policy was last ratified by St. Patrick's School Board in.... revised in	December 2007 November 2012 November 2015
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## Appendices

### Appendix 1:

### Pupil/ Teacher Ratio

- The following ratios are based on a teacher per pupil formula and are recommended as a guide

<b>Day and overnight excursions</b>		<b>Adventure Activities</b>
<b>1</b>	Day excursions <b>1:20</b>	Rowing <b>1:9</b>
<b>2</b>	Overnight excursions: base camps in residential premises or under canvas <b>1:10</b>	Swimming pools and confined, shallow natural water - In the water <b>1:10</b> - Out of water <b>1:20</b>
<b>3</b>	Overnight excursions: tours, including interstate tours <b>1:15</b>	Bushwalking - Day walks <b>1:10</b> - Overnight <b>1:6</b>
<b>4</b>		Cycling <b>1:10</b>
<b>5</b>		Rock climbing and abseiling - Beginners <b>1:1</b> - Semi-experienced <b>1:3</b> - Non-active climbers <b>1:10</b>

## Appendix 2:

### **Serious Incidents notifiable to Workcover NSW, Work Health and Safety Act 2011 No 10**

#### **35 What is a “notifiable incident”**

In this Act, *notifiable incident* means:

- (a) the death of a person, or
- (b) a serious injury or illness of a person, or
- (c) a dangerous incident.

#### **36 What is a “serious injury or illness”**

In this Part, *serious injury or illness of a person* means an injury or illness requiring the person to have:

- (a) immediate treatment as an in-patient in a hospital, or
- (b) immediate treatment for:
  - (i) the amputation of any part of his or her body, or
  - (ii) a serious head injury, or
  - (iii) a serious eye injury, or
  - (iv) a serious burn, or
  - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping), or
  - (vi) a spinal injury, or
  - (vii) the loss of a bodily function, or
  - (viii) serious lacerations, or
- (c) medical treatment within 48 hours of exposure to a substance,  
and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

## Appendix 3:

## EXCURSION APPLICATION FORM

Where is the excursion to? \_\_\_\_\_

Who is attending the excursion? \_\_\_\_\_

Date of Excursion: \_ / \_ / \_ More than one day: \_ / \_ / \_ to \_ / \_ / \_

Staff Supervising Excursion: \_\_\_\_\_

What subject/purpose is the excursion for? \_\_\_\_\_

Do you have supporting documentation of the educational content of the excursion? Yes / No

The administration staff must have a copy of the information relating to the excursion i.e. letter to parents/study booklet etc...

Students are not to be charged GST on any excursion unless it has less than 50% educational content or there is catering involved. If there is catering, they must be charged the GST inclusive price on food only.

### Costing for Excursion

	Total Including GST	Total Excluding GST	Cost per Student Excluding GST
Travel/Bus costs			
Accommodation			
Entry Fees			
Food Costs (self catering- if less than 50% market value or 75% of cost then NO GST charged)			
<b>Cost per student</b>			<b>\$</b>
	<b>Including GST</b>		<b>Cost per Student including GST</b>
Food Costs (catered or restaurant)			
<b>TOTAL COST PER STUDENT</b>			<b>\$</b>

The calculation for the excursion should be carried out as follows:

Cost of travel/accommodation/entry fees and any other fees (excluding GST) divided by the number of students:

EG: If the total cost is \$500 (excluding GST) for the total excursion and you have 100 students attending, the cost to each student will be  $\$500 \div 100 = \$5.00$  per student.

When sending notes home to parents, please supply a tear off slip to be returned to the office itemising the cost payable by the student. The office needs to know whether there is a separate cost for food as this must be accounted for separately.

Teacher's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_





# ST. PATRICK'S PRIMARY SCHOOL

PO Box 89 (78 Wallace Street)  
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Phone: 02 65681397  
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Email: [macvp@lism.catholic.edu.au](mailto:macvp@lism.catholic.edu.au)

FORM 1

## PRIVATE TRANSPORT PERMISSION NOTE FOR PARENT/CARE GIVERS or TEACHERS

The Catholic Schools Office of Lismore sets out certain conditions in its "Private Transporting of Students Policy" which must be complied with BEFORE parents or staff are permitted to use private cars to transport themselves/and students to school events and excursion venues.

We need to sight and copy the original current documents listed below:

- o Your current drivers licence
- o Registration papers for the vehicle you will be driving
- o Comprehensive insurance papers (teachers only)
- o CSO Volunteer Application Form

*Note: Your information will be stored securely, kept no longer than necessary and disposed of in a secure manner when no longer required*

Please also note that the conditions apply for private transportation.

- \*The number of passengers in the vehicle must not exceed the number of seat belts.
  - \*The driver is responsible for all passengers being properly restrained in a seatbelt or approved child restraint
  - \*The driver must conform to the road rules at all times
  - \*On longer journeys the driver is required to stop for a rest every two hours
  - \*All children aged 12 and under should travel in the back seat
  - \*Common sense strategies should be adopted to minimise the risk of child protection issues being raised
- Please complete the following details below and return this form together with original documents to the school office.

Name:.....

Signature:.....

Date: .....

**Note: Passenger consent must be obtained from parent/caregivers by completing Form 2 "Use of Private Motor Vehicle on School Activities"**

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### Office Use Only:

Documents sighted and copied and attached:

Name: .....

Signature.....

Date:.....



# ST. PATRICK'S PRIMARY SCHOOL

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FORM 2

## USE OF PRIVATE MOTOR VEHICLES ON SCHOOL ACTIVITIES

The transporting of students in the cars of school staff members, parents or caregivers should only occur in those circumstances where there is no feasible option available to provide alternative transportation.

The Catholic Schools Office of Lismore sets out certain conditions in its "Private Transporting of Students Policy" which must be complied with BEFORE parents/care givers or staff are permitted to use private cars to transport themselves/and staff to school and excursion venues, including licence, registration, insurance and *Working with Children (WWCC)* checks.

Please complete the permission slip below and return to the school.

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### PASSENGER CONSENT

I hereby give consent for my son/daughter \_\_\_\_\_

to travel as a passenger in a car driven by \_\_\_\_\_  
(Teacher/Parent/Caregiver)

to and from \_\_\_\_\_ on \_\_\_\_\_ provided the licence, registration, insurance and where applicable WWCC have been sighted by the school and my child has access to a seatbelt.

Parent/Carer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

