SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL

Something Beautiful for God

Excursion/Incursion Policy

Policy Area: Education

Date of Review: 2019

1. RATIONALE

St Helena's Catholic Primary School believes excursions/incursions are an integral part of the educational program, closely linked to the school curriculum and reflective of authentic Catholic principles and values. School excursions/incursions are opportunities for students to experience learning outside of their normal school environment. Excursions/incursions also provide an opportunity for students to engage with the wider community.

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/incursions include but are not restricted to day trips or Catholic school retreats.
- An incursion is an activity organised by the school whereby an outside body visits and   leads an educational activity for students.
- Student includes all enrolled children from 3 Year Old Program through to Year 6.
- Participants includes students, staff, parents, volunteers, facilitators, contractors (e.g bus driver) and others directly involved in the excursion.
- Parent includes parents or guardians or carers

- Duty of care refers to the duty imposed by law on teachers and principals 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. PRINCIPLES

a) The Principal, in discharging their duty of care, shall ensure that the highest emphasis is placed on the safety and wellbeing of all participants in school excursions/incursions.
b) The Principal shall ensure that, as appropriate, school excursions/incursions are part of the educational program.
c) School excursions/incursions at St Helena's Catholic Primary School are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all staff, volunteers and participants for the duration of the excursion. All relevant legal requirements, such as Code of Conduct Policy, CEWA Child Protection Policy Statement, CEWA School Excursion Policy and school policies shall continue to be applicable.

4. PROCEDURES

1. The St Helena's Catholic Primary school Excursion Policy is based upon the principles and procedures outlined in the CEWA School Excursion Policy, it is necessary that staff refer to this policy.
2. The Principal shall ensure that appropriate planning, hazard identification and risk assessment has been completed prior to approving any school excursion/incursion.

Considerations of teacher when planning an excursion/ incursion
- School excursions/incursions shall be attended by all students who have permission.
- Where a student does not attend a school excursion/incursion, St Helena's Catholic Primary School shall provide an alternative educational program in a pre-arranged supervised classroom.
- Education purpose of excursion/incursion
- 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
- The ability of the staff and parents to provide constant and adequate supervision in the context of the activity. Where an excursion/incursion is in an open space, supervising teachers are not to have their own group but are to move around and monitor the activities of each designated grouping
- Transport arrangements, including drivers' licences
- Preparation of students, including advice on developmentally appropriate, personal safety strategies.

3. Consideration will be given to the medical requirements of students participating on excursions/incursions. When an excursion/incursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the excursion/incursion organiser to determine the medical needs of those students attending the excursion/incursion.

This information should include:

- Any known medical conditions.
- When the student last had a tetanus injection.
- Any medication that is required.
- Any allergies.
- Any medical condition that may prevent a student from participating in a particular activity.
- Dietary needs
- Specific written instructions from parent(s)/guardian(s) for the administration of medicine or action to be taken. See Student Medication Request form.

4. When one or more of the following occurs during the course of an excursion/incursion, a Special Incident Report shall be submitted to the principal by the teacher in charge of the excursion/incursion:
- A participant suffered an injury
- A participant experienced ill health
- An incident related to discipline, safety, or any serious consequence occurred

5. If an event occurs in the course of a school excursion/incursion, which constitutes a critical incident, as defined in the Non-Government Schools Registration Standards, the St Helena's Crisis Management Policy will be adhered to.

5. GLOSSARY

Excursion:
Any school activity conducted away from the school premises including, but not limited to, off-site sports activities, day trips, retreats, and overnight camps, interstate and international study tours

Incursion:
Any school activity conducted on the school premises

Duty of Care:
Common law duty on a Principal to identify reasonably, foreseeable risks of harm and to take reasonable steps to prevent such harm.

The Principal's duty of care cannot be delegated to any third party used to deliver any service during an excursion.

Foreseeable risk:
A risk of harm which a foreseeable educator could be expected to identify.

Teacher in charge:
School staff nominated as the main supervisor of an excursion