



Mater Dei Catholic Primary School

EXCURSION POLICY

Excursions are an important part of our school's curriculum. They broaden and enhance learning in the classroom and provide opportunities for children to have new experiences.

They are designed to:

- enhance students' aesthetic and cultural education
- increase students' understanding of the concepts being taught in a particular program
- facilitate social interaction, which will benefit the development of the students.

Excursions are broadly classified into three categories:

- those which take place within walking or cycling distance from the school
- those requiring the use of public transport or private cars to convey the children to particular locations
- those requiring overnight accommodation.

It is expected at Mater Dei that students in Years 5 and 6 will participate in a major overnight excursion.

Excursions should be conducted with full consultation and approval of the Principal and in accordance with CSO guidelines: [Overnight Excursion Policy](#) and [Overnight Excursion Procedures](#).

Permission for Overnight excursions needs to be requested from CSO at least six weeks prior to departure.

Plans must be discussed with the Principal (especially those that include potentially dangerous activities) and co-ordinated with other excursions to ensure an even distribution of parental finances.

Parents will be notified in writing prior to an excursion taking place in the last two categories. While the School Council expects parents to meet the costs of most excursions, lack of family income should never be the reason that a child does not attend an excursion. Some assistance may be available to help pay for excursions for these children in some circumstances. Parents are encouraged to contact the Principal if necessary.



Mater Dei Catholic Primary School

EXCURSION MANAGEMENT PLAN

1. PURPOSE OF THE EXCURSION:

The educational purpose of the excursion is described.

2. ASSESS THE RISKS: Complete a [risk assessment](#) as shown on Schools Web

Assess the environment:

The site has been assessed and is considered to be appropriate for the excursion.

Assess transport arrangements:

Arrangements have been made for the safe transport of excursion participants.

Assess the students' capacity:

- Excursion activities are suitable for the students' capacity.
- Provision has been made for any student with special needs.
- Up to date information regarding student health care maintenance and/or intensive health care needs has been obtained.

Assess the capabilities of the supervisory team:

Collectively the supervisory team has the skills to:

- identify and establish a safe activity environment
- effect a rescue and/or render emergency care
- monitor weather and environmental conditions before and during activities
- monitor the physical well being of the students

Assess the involvement of external providers

- Competence of external providers is established.
- External providers conducting activities with students have a current national police certificate.
- Staff responsibilities of the school and venue have been established.
- External providers hold the appropriate level of public liability insurance.

3. ESTABLISH SUPERVISION STRATEGIES

Outline supervision strategies that have been established.

4. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Explain systems for identifying excursion participants have been established. Eg a class roll is formulated and kept by supervising teacher.

5. PROVIDE INFORMATION AND SEEK CONSENT

- Parents/guardians of student participants have been provided with full details of the excursion.
- Student participation is subject to receipt of the signed medical and consent form.

6. DEVELOP COMMUNICATION STRATEGIES

Develop and demonstrate appropriate methods of communication, including emergency signals, have been developed.

7. COMPLETE EMERGENCY RESPONSE PLANNING

An appropriate emergency response plan has been developed or obtained.

The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

8. BRIEF STUDENTS AND SUPERVISORS

Students and supervisors have been/will be fully briefed on responsibilities and obligations.

9. RETAIN EXCURSION RECORDS

Relevant excursion details will be retained.

10. GAIN APPROVALS

Medical and parental consent forms are completed and checked prior to excursion. A Medical Officer is appointed collects and distributes medication as required.