



# Excursion Policy

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## Policy Statement

The SCCC Excursion Policy outlines the process for submitting an Excursion Application and identifies the requirements of staff undertaking an excursion. The OH&S Fact Sheet (2014) states that all Excursions/ Camps must have clear educational outcomes which take into account both the overall educational program and the educational needs of the students.

## Rationale

Excursion application procedures are designed to ensure accurate information is available for parents, staff and the CLT.

## Scope

This policy will be used by classroom teachers, sport coaches, camps and other extra-curricular staff and be overseen by the Deputy Head of Campus. Staff are required to follow the procedures within this policy to ensure accuracy of information to parents, students and the CLT and the safety of all students.

## Principles

Excursion Application

1. Complete the Excursion Application. This document is located on the Common Drive:  
Curriculum Common  
Excursions  
Excursion Forms  
2014 Excursion Application
  - *The application should be submitted via email at least 7 school days prior to the excursion.*
2. Email the completed document (including letter and RAT) through to Sandra Harrison and Mandy Sullivan for editing.
3. Upon return email print both the PDF attachment and 2014 Excursion Application Form and have the relevant Middle Leader/s approve and sign the excursion application.
4. Submit the signed and printed application and PDF to Mandy for final approval.
5. The PDF will be returned to the teacher organising the excursion and a copy of the application will be copied and forwarded to relevant staff.
6. Confirm transport arrangements (College Bus – Sonya Carloff EXT 3643or KBL)
7. Distribute permission letter to students and collect prior to departure
8. Inform all staff of the excursion via email with list of students attending

**On the day of the excursion the staff member in charge of the excursion must ensure:**

- The role is marked
- All permission slips have been submitted
- A copy of students attending the excursion has been provided to Student Services
- Students must be in full correct uniform as outlined on the Parental Excursion letter
- The organising staff member must carry their phone in case of emergency
- Collect First Aid kit from Student Services

*Budget*

Compulsory excursions must be included in the subject levy. The cost of the excursion must include ticket/ entry, transport and relief staff if necessary.

*In class excursion:*

Local excursions, in designated class time, related to the curriculum do not require permission slips, however an excursion application must be submitted (procedures above) and the parents letter sent home via email or print.

*Permission Forms:*

Parents must be asked to sign a form acknowledging the receipt of the information about the excursion, providing medical history and any medication requirements, and giving their consent for their son/daughter to participate. If a series of similar excursions is to take place on a regular basis (eg. class swimming lessons), one consent form at the beginning of the year is sufficient.

*Medical Records:*

For any excursion the accompanying staff members must carry a record of students' significant medical conditions. Where the excursion extends overnight, full information regarding any illness, allergies, etc suffered by a student must be supplied by the parent. Where medication is to be administered to student during an excursion, the relevant provisions of the OHS Policy: Medication to Students: Routine, Emergency and Over the Counter must be observed. Student Services can provide/ print accurate details re medical issues for day excursions.

*First Aid:*

First aid equipment appropriate to the excursion must be readily available at any time on the excursion. Depending on the nature of the activity, it may be appropriate to have one or more qualified first aid staff present. Refer to the fact sheet titled: First Aiders for Excursions.

*Private Vehicles:*

Use of private vehicles for excursions is generally discouraged, however it is at times unavoidable. If private vehicles are to be used, principals should satisfy themselves that vehicles are reliable and registered and that the driver is licensed adequately for the type of vehicle. The Transport of Students by Parents/Volunteers form should be obtained from each driver prior to the excursion.

Responsible Staff	Deputy Head of Campus
Review	Yearly
Associated Documents	OH&S Fact Sheet 2014; First Aiders for Excursions