OUTDOOR EDUCATION AND EXCURSION POLICY

ST JOSEPH’S SCHOOL
KINGSWOOD

Reviewed April 2012
St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

1. Definition

Outdoor education takes place the moment the student leaves the classroom, focusing on our relationship with the environment and each other.

It includes;

1.1. Environmental activities outside the classroom
1.2. Recreational activities
1.3. Excursions away from the school
1.4. Camps and overnight stays

2. Principles

In order to support the concept of developing the whole child, we believe that St Joseph’s Outdoor Education Program is to be age appropriate and driven by curriculum (South Australian Curriculum Standards and Accountability Frameworks, and Australian Curriculum) and pastoral principles.

It should provide opportunities for all students to:

2.1. Experience the inter-relationships between people, animals, plants and the physical environment.
2.2. Participate in environmental and social problem solving.
2.3. To experience meaningful and challenging activities.
2.4. Develop and exercise appropriate social skills within group living situations.
2.5. To learn and appreciate the value of a responsible approach to personal health, hygiene and safety.

3. Aims

We aim to develop in all students;

3.1. An awareness, knowledge, appreciation and respect for the environment.
3.2. A sense of pride and celebration in how to live as a Christian and God’s creation in the St. Joseph’s community.
3.3. An enhanced self-concept through experiencing success in positive and challenging outdoor educational activities.
3.4. An understanding of the social skills needed to work and learn co-operatively.
3.5. A sense of responsibility for the safety and well-being of all members of the group.

We aim to involve all children in;

3.6. A variety of activities which promote positive outdoor and environmental interests
3.7. At least one excursion or outdoor educational experience each term which may include visiting performers. Staff of St. Joseph’s will endeavour to contain costs within the composite fee allocation for excursions.

4. Incursion and Excursion Guidelines

“Excursion” in these guidelines means an out of school experience, either pastoral, educational or recreational, which is a part of the school’s program. “Incursion” means an out of classroom
experience, pastoral, educational or recreational, which is a part of the school’s program. The school owes the students duty of care in all such cases and must first obtain the parents’ consent.

Parents will be advised of approximate cost and dates one term before the event if an overnight experience is planned.

Potential activities: Appendix 1

4.1. Duty of Care

Teachers owe a special duty of care to the children in their charge. If the school or the teacher is negligent in discharging this duty and a child is injured, then the school and the teacher may be liable for civil damages if the child’s parents bring an action.

4.2. OHS & W

OHS & W policies and procedures apply to outdoor activities. For further information on this matter refer to the OHS & W Manual and associated bulletins, in particular:

4.2.1. Risk assessment completed prior to incursion/excursion
4.2.2. Police check of all adult helpers
4.2.3. First Aid — supervisor is nominated and responsible for First Aid kit and any medications
4.2.4. Induction of volunteer visitors and helpers
4.2.5. Sunsmart policy
4.2.6. Reporting accidents (adults and students) and incidents (adults only) via Hazard reporting forms
4.2.7. Manual handling

4.3. Consent Forms

Consent forms are required at the discretion of the duty teacher based on risk assessment for outdoor activities, excursions and selected incursions. These must be kept on file for 7 years.

One consent form would be acceptable to cover an entire planned program of activities. Eg. the Tenison morning walks program.

The school is required to tell the parents about the nature of all incursions/excursions and outdoor activities and their risks.

If the activity entails some travel or overnight residence then the school should obtain in writing from the parents:

4.3.1. Information about the child’s health needing any special care and knowledge, e.g. an allergy to antibiotics or bee sting.
4.3.2. Consent to act as the parents’ agents if emergency medical treatment is needed. This should include indemnity against any costs for ambulances or medical treatment.

4.4. Liability

If a child is injured during an excursion because a teacher was negligent, the teacher is liable and the employer is vicariously liable if the excursion is an official school activity. However, the teacher alone would be liable for damages if he/she were to take a group of students on an activity during a school vacation on his/her own initiative. This would be deemed not to be an official activity of the school. Teachers are therefore not advised to lead school holiday activities unless the school accepts them as part of its program.

4.5. Volunteers
Where parents and other volunteers help on school excursions, the school is responsible for ensuring that such persons are inducted into the activity before they commence and that a registered teacher is supervising the activity. Correct staff/adult to student ratios must be adhered to.

4.6. Student Behaviour

In some activities consideration might need to be given to a student’s behavioural history and special arrangements may need to be made to ensure the safety and well-being of all students.

4.7. Staff Behaviour

Staff behaviour should at all times be in accord with the professional standards expected of teachers in Catholic schools. Teachers are reminded that their professional duty of care extends beyond school hours, requiring them to be more aware of their behaviour in front of the students. The more casual atmosphere of care beyond school hours should not result in a lowering of standards or supervision. All staff must strictly adhere to the protective practices for staff, as outlined by the Catholic Education Office, in their interaction with students.

4.8. Cost

The cost to parents is to be kept in mind when planning an excursion.

No child is to be excluded because of cost

5. Procedure for Organising an Excursion

5.1. Check Catholic Education Office booklet “Guidelines and Legal Requirements for Excursions, Camps and Adventure Activities” for the legal requirements of;

5.1.1. children/adult ratio
5.1.2. use of public or private transport
5.1.3. safety/First Aid

5.2. Make preliminary enquiries/tentative booking for excursion but do not confirm until the following has been completed;

5.2.1. Principal's Consent form (a term's notice for camps and at least a fortnight’s notice for excursions). Please check with Bursar once costs have been negotiated. This information needs to be presented to the Principal when making proposal.
5.2.2. General risk assessment completed
5.2.3. Teacher’s check list

5.3. Notify parents of excursion and call for supervising parents four weeks before excursion. Parents are to be notified of the full details of the excursion - reason for the excursion, outline of the activities, name of teacher in charge and the other supervisors, the itinerary and transport arrangements, location, cost of the activity, the name and phone number of the school contact and the school and after hours number and any specific items required for the excursion.

5.4. Distribute school’s consent form for excursion at least three weeks prior to the planned date.

5.5. Excursion consent forms and any additional forms, eg. medical forms, are to be returned at least a week prior to excursion.
5.6. Respond to supervising parents one week before excursion. Ensure that all parent volunteers have a current Police check. If the situation should arise that adequate supervision is not available, the school has the right to cancel an excursion.

5.7. The school material and personnel resources are available so long as their absence forms no unfair imposition on other children or teachers of the school community.

5.8. Any cost of supervising adults will be covered by adding a small percentage to each child’s expense.

5.9. A General risk assessment must be completed following the excursion.
Appendix 1

Potential outdoor education and excursion activities

Early Years

- BBQ / cook out / order in
- Film
- Life. Be In It activities
- PE week activities
- Walking to Kingswood Oval – sporting activities, orienteering (basic)
- Mitcham library visit
- Guest speakers

Primary Years

- Camp 2 days / 1 night or overnight stay away from school
- Investigator Science Centre
- Warrawong Sanctuary
- Narnu Farm – Hindmarsh Island
- Loftia Park
- Orienteering with simple maps
- Swimming lessons Mitcham Girls High School

Middle Years

- Minimum 2 night / 3 day camp
- Zoo School
- Tenison outdoor education program
- Mitcham historic walks
- Life. Be In It
- Orienteering / map / compass
- Loftia Park
- Adventure activities
- Woodhouse
- Tents – outdoor
- Aquatics
- Aquatic Centre
- Year 7 Big Day Out
- Year 7 bike ride
## Excursion/Event/Request for TRT

<table>
<thead>
<tr>
<th>Staff Members name/Excursion Leader</th>
<th>Venue of Excursion/Event</th>
<th>Class/Year Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Excursion/Event</td>
<td>Time of Departure</td>
<td>Time of return to school</td>
</tr>
<tr>
<td>Cost Per Student</td>
<td>Budget Line</td>
<td>Permission notes returned</td>
</tr>
<tr>
<td>Number of students attending</td>
<td>Ratios Checked</td>
<td>Transport Required</td>
</tr>
<tr>
<td>Number and names of students NOT attending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrangements for these children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students attending with Special Needs and OR School Action Plans. List arrangements made.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Names of adults attending with current Police Checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Assessment Completed (Attach to Principal copy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person Responsible for First Aid</td>
<td></td>
<td></td>
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<tr>
<td>Yard Duty swapped/covered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRT needed Half Day/Whole Day. Name preference</td>
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<td></td>
</tr>
<tr>
<td>Specialist Teachers and ESO’s Notified.</td>
<td></td>
<td></td>
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<tr>
<td>Alternate activities if weather is inclement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation and Follow-up</td>
<td></td>
<td></td>
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</tbody>
</table>

Teacher Signature: __________________________ Date ________________

Principal Signature: __________________________ Date ________________

This form must be completed at least 5 days prior to any excursion and returned to Principal/Assistant Principal. A copy is to be given to the Bursar and one for your own records.
EXCURSION CHECKLIST

Preliminary discussions – please tick each completed item

- Checked school calendar
- Preliminary discussion with Principal
- Make tentative bookings - location, transport
- Check with Bursar re costing of excursions
- Enter details into school calendar
- Provide Principal, secretary and bursar with copy of excursion notice/letter to parents
- Make tentative bookings - location, transport
- Provide Bursar with documentation to substantiate that excursion is part of the curriculum (requirement of Australian Tax Office)

Subsequent actions – please tick each completed item

- Notify parents - aims, cost, transport, children’s needs e.g. lunch, itinerary, consent forms, medical information. Any other relevant information
- Check that all parents sign consent and/or medical forms and they have been returned
- Checked first aid and emergency arrangements (first aid kit to be taken if necessary)
- Checked students’ health forms for physical/medical, disabilities.
- Organise any materials, equipment or work sheets required and check with Principal for approval to take school equipment on excursion, etc.
- Notify canteen
- Notify specialist teachers, L.A.P. tutors, piano/guitar/flute teachers
- Organise yard duty replacement
- Organise for Tax Invoice from providers
- Organise for any spare cash which may be needed during the excursion
- Notify venue of exact numbers if necessary and ensure adequate supervision is provided
- Provide principal with class list of students attending and arrangements for non-attendees
- Check that transport arrangements are adequate
- Arrange for accompanying car if necessary
- Arrange school contact person for emergencies after school office hours
- Note nearest: Doctor/Hospital/Ambulance/Police Station
- Mobile Phone - charged
- On completion of excursion fill in brief report of excursion and return to Principal for future use by yourself and others.

On the day of the excursion

- School Mobile phone present
- First Aid Kit ready
- Children’s emergency medication
- List of children attending
PROFORMA CONSENT FORM

Dear Parents,

PARENTS INFORMATION REGARDING EXCURSION

On ___________________________ as part of our ………………………………..programme the students in our class are undertaking an excursion to ___________________________________________. The purpose of this excursion is _____________________________________________________.

I(teacher’s name) will be the teacher in charge and our other supervisors will be ______________________________________. The class will leave the school at ________________ and return approximately at ________________.

We will be travelling by _____________________________________________________.

The cost of this outing is $________________ per student.

Requirements (e.g. correct school uniform, correct school sports uniform, hat, jacket – labelled, sunblock, labelled drink container, recess, packed lunch – marked with name, folders and writing materials, etc.)

Please complete the attached Consent below and the Personal Information Sheet attached and return to class teacher, together with the cost of the excursion, in a sealed, named envelope no later than ________________.

Yours sincerely,

CLASS TEACHER

ATTENTION CLASS TEACHER

As parent/guardian of ___________________________________________ I ___________________ (Please Print Name)

give my consent for him/her to take part in the excursion to ________________________________________________________________
on _______________________________________________________.

SIGNED _________________________ DATE _______________________

(In the event of any illness or accident, I authorise the school to obtain on my behalf whatever medical treatment my child might need. I will pay all such medical expenses.)
DECLARATION BY DRIVERS OF PRIVATE CARS ON SCHOOL ORGANISED OR INITIATED ACTIVITIES

I___________________________________declare that I am the driver/owner of the following vehicle, which is to be used to carry students on school organised or initiated activities, :

♦ Vehicle registration number __________________________
♦ Equipped with seat belts for ______________children
♦ Registered
♦ Covered by a minimum third party property damage insurance policy
♦ In safe mechanical condition
♦ The driver has a full licence to drive a vehicle and will drive in a safe and responsible manner
♦ No student will occupy a seat that is not fitted with a seat belt
♦ The vehicle will not be overloaded
♦ I am aware of the law regarding alcohol and drugs
♦ In the event of an accident I agree that the school will not be required to reimburse me for any expenses which may be incurred
♦ The School Board and Catholic Church Endowment Society Incorporated accept no liability from an accident involving private vehicles.

Signed __________________________ Date _________________

The following information is to be entered when passengers are allocated

Event:_______________________________________________________

Passengers:___________________________________________________