



# St Brigid's School, Bridgetown School Excursion Policy

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Reviewed: 2019  
Next review: 2024

## **RATIONALE**

To contribute to students' Christian development, the starting point for all curriculum decisions will be the students themselves and their individual needs. Education that seeks to promote integrated personal development relates curriculum content to students' real life situations (Mandate, para 66). School excursions are opportunities for students to experience learning outside of their normal school environment.

## **PRINCIPLES**

1. The principal, in discharging their duty of care, shall ensure that the highest emphasis is placed on the safety and well-being of all participants in school excursions.
2. The principal shall ensure that, as appropriate, school excursions are part of the educational program.
3. School excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all participants for the duration of the excursion. All relevant legal requirements, school policies and processes shall continue to be applicable.
4. Staff and volunteers on excursions shall ensure the highest standards of child safety are implemented. This includes and is not limited to familiarising themselves with the CECWA Child Protection Policy Statement and Procedures as well as any legal requirements of the jurisdiction(s) in which they are travelling. Appropriate training will be provided for any adult participants who require it.
5. The principal, in planning school excursions, shall make provision for the individual needs of students and their families and ensure that pastoral care systems are in place to support the needs of all students.
6. The principal shall consider the financial implication on families of conducting compulsory excursions.
7. Provision shall be made by the school so that no student is prevented from attending a compulsory excursion on financial grounds.
8. Staff shall ensure that prayer/liturgical experiences are integrated into the excursion program.

## **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 include but are not restricted to day trips, Catholic school retreats, overnight camps, interstate and international study tours, including immersion programs.

There are two types of excursion:

1. **Compulsory excursions** are considered integral to the educational program (e.g. a class/year retreat, a subject specific requirement).

2. **Optional excursions** are considered complementary to the educational program (e.g. an overseas language study tour).

Student includes all students, including children and young people and children enrolled in early learning and care services.

Participants includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion.

Parents includes parents or guardians or carers.

Duty of care refers to the duty imposed by law on a principal 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.

## PROCEDURES

1. Each school shall have its own school excursions policy that is compatible with this policy statement. The school policy shall also make reference to and shall be in accordance with the Catholic Education Western Australia publication School Excursions – Guidelines for Catholic Schools.
2. In order to discharge their duty of care, the principal shall ensure that appropriate planning, hazard identification and risk assessment has been completed prior to approving any school excursion.
3. Students shall not be allowed to attend a school excursion unless permission is granted by the parent. In the application for enrolment of a child at St Brigid's Bridgetown, parents give consent to the school carrying out camps and excursions as extensions to the teaching and learning program.
4. Compulsory school excursions shall normally be attended by all students. Where parents have specific concerns regarding the attendance of their child/children on a school excursion these issues shall be discussed with the principal or the principal's delegate.
5. Where a student does not attend a compulsory school excursion the school shall provide an alternative educational program.
6. Planning for school excursions shall be in accordance with the School Excursions – Guidelines for Catholic Schools and will take into consideration:
  - the educational purpose of the excursion
  - the participating students' capacity to undertake the excursion, including the medical and other requirements of participants and students with special needs.
  - assessment of the venue or site for the excursion
  - consideration of relevant previous written excursion and incident reports
  - the supervisory team attending the excursion, including an appropriate student to adult ratio
  - 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
  - appropriate CrimTrac 100 Point Check Police Clearance and Working with Children Card for supervisors and volunteers
  - insurance cover
  - transport arrangements, including drivers' licences
  - preparation of students, including advice on developmentally appropriate, personal safety strategies.

7. At the conclusion of any overnight excursion a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:
  - the adequacy of the facilities
  - recommendations for the future use of the facilities
  - the overall management of the excursion
  - any injuries that occurred
  - the achievement or otherwise of the objectives of the excursion
  - other information relating to specific incidents on the excursion
  - any other information which may assist in the planning of future excursions
  
8. When and of the following, during the course of an excursion occur, a report shall be submitted to the principal by the teacher in charge of the excursion.
  - a participant suffered an injury; or
  - experienced ill health; or
  - where an incident related to discipline, safety, or any serious consequence occurred;
  
9. If an event occurs in the course of a school excursion, which constitutes a critical incident, as defined in the Non-Government Schools Registration Standards, the procedures outlined in CECWA policy statement 2-D2 Crisis Management Planning in Catholic Schools shall be adhered to.

# St Brigid's Camp Review Form

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Venue Name \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_ Year Level \_\_\_\_\_

Length of Stay \_\_\_\_\_

Teacher/Parents \_\_\_\_\_

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Camp Objectives

\_\_\_\_\_

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## 1. Please rate the adequacy of the sleeping facilities;

0-----10

Poor Excellent

Comment \_\_\_\_\_

\_\_\_\_\_

## 2. Please rate the food; abundance/variety/meal preparation;

0-----10

Poor Excellent

Comment \_\_\_\_\_

\_\_\_\_\_

## 3. Please rate the location and distance by bus;

0-----10

Poor Excellent

Comment \_\_\_\_\_

\_\_\_\_\_

## 4. Were the facilities appropriate for the age level, safety and purpose of the camp?

0-----10

Poor Excellent

Comment \_\_\_\_\_

\_\_\_\_\_

**5. Were the objectives of the camp successfully met at this venue. If not, please comment.**

0-----10  
Poor Excellent  
Comment \_\_\_\_\_

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**6. Was the overall management of the camp successful? If not, please comment on changes to be made.**

0-----10  
Poor Excellent  
Comment \_\_\_\_\_

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**7. Were there any injuries or incidents that occurred on this camp? YES / NO**

**8. If yes, have you completed an incident report? YES/NO**  
(Please attach a copy of the incident report to this camp review)

**9. Are there any other comments that would benefit the future planning of a camp to this venue? Please comment below.**

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**10. Teacher completing the report** \_\_\_\_\_

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_