



# Excursions and Incursions Policy

## Statement

Excursions and Incursions are considered to be an invaluable aspect of learning and where appropriate should be incorporated into the teaching program. All excursions and incursions must be relevant to a particular unit of work or aspect of study, although exceptions may occur from time to time.

Teachers need to:

- seek the Principal's approval ([Excursion Proposal and Approval Form](#)) before any arrangements are made or dates confirmed.
- plan excursions/incursions well in advance
- include a risk assessment for every incursion/excursion.

## Excursion Details & Consent

Parents must receive prior notice of the event and they must give written or online consent for their child to participate.

Teachers are to use the 'Event' application on Compass to provide clear details of the event including:

- Event description
- Event date
- Additional event details, such as *what to bring, what equipment is needed, educational activities etc.*
- Dress code
- Transport to and from the event

The 'parent to pay/consent online' option must be ticked, and the consent/payment date needs to be at least 2 days before. Teachers are to check the event regularly and remind parents who have not provided consent via the email option on the compass event.

Teachers must mark rolls before leaving the school site. This information is used to manage critical incidents. The teacher in charge is to ensure the office knows the teachers and parents attending the excursion.



## Safety and Supervision

Teachers have a duty of care to ensure that all possible provisions have been made to ensure the safety and well-being of students on an excursion.

In general,

- K- 2 teachers should allow for a ratio of adults/students of between 1:5 and 1:8, depending on the age of the students and the nature of the activity. This will include both parents and teachers
- Year 3-6 teachers should allow a ratio of 1:10 depending on the nature of the activity. This will include both parents and teachers.

Students should be organised into groups with an adult in charge of each group. The teacher is, however, responsible for all the students and should organise the excursion in such a way that s/he is in communication with the groups and can check in with the parents responsible for the groups. **All parents must be on the school's volunteer register before volunteering for an excursion.**

All teachers must hold a current First Aid certificate and carry a school first bag with them on the excursion. Where excursions involve water activities, teachers must be qualified in Cardiopulmonary Resuscitation (CPR).

## Volunteers and Child Protection

All volunteers attending the excursion must complete all requirements listed in the volunteer procedures and guidelines.

- *Volunteers Child Safe Communities Resource Kit* (sent on Compass)
- *Safe Schools Expectations Undertaking: Volunteers* (electronic version)

## Travel

Teachers must satisfy themselves that the transport they are considering for the excursion is appropriate and the risk of any transport option is identified on the Risk Assessment.

Quotes should be obtained to ascertain the best price and overall excursion cost and should be written on the [Excursion proposal and Approval Form](#).

## Cost and Payment

All students are expected to participate in the excursions/incursions organised by the school and contribute to fulfilling the curriculum and pastoral requirements of the educational program.



Excursions/Incursions must be considerate of cost to parents. Where possible and appropriate, local excursions should be planned. No student is to be denied participation in an excursion due to family financial circumstances. Excursion costs are not refunded if a child does not attend. Annual school fees include excursion costs for the year. Payment for excursions is to be arranged with the financial secretary and in keeping with the school's financial processes.

## Water Activities and Safety

Information to parents and consent forms for excursions, including events that involve swimming/water, activities must specify:

- Details about any swimming/water activities planned for the excursion, including information about the facilities to be used
- There must be provision for a parent guardian to indicate whether:
  - his/her child is permitted to participate in the swimming/water activities
  - his/her child is a strong, average, poor or non-swimmer (responses in this regard **should not** lessen the quality or quantity of supervision provided)
  - special requirements are necessary for his/her child to participate in swimming/water activities
  - flotation devices will be provided by the parent/guardian.

At least one teacher accompanying students on an excursion involving water activities must be qualified in CPR.

## Playground Duty

If the teachers going on the excursion are on duty on the day of the excursion it is the teachers' responsibility to organise a 'swap' of duty prior to the day of the excursion. If it is more than one class going, teachers are asked to see the Assistant Principal regarding the organisation of playground duties.

## General Information

- The school fully considers the Work, Health and Safety implications when taking students off the school site and any necessary details are included in the parent/carers information/consent form.
- The school is in an Ambulance Fund, which provides full ambulance service from the school to the nearest public hospital.
- In any incident of accident or illness (either on an excursion or at school), a parent/carers, or if unavailable, a nominated emergency contact, will be informed as soon as possible.



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- The school provides personal and accident insurance coverage to students for accidents that may occur during school time and during authorised school activities such as excursions, camps, retreats, and work experience.

## Review and Evaluation

This policy will be reviewed every second year.