

Overnight Excursion Policy

DIOCESE OF WAGGA WAGGA

Number	07/16
Name	Overnight Excursion Policy
Applicability	All Schools
Contact Person	Director of Schools
Status	Endorsed
Date of Approval	8 August 2007
Date Last Amended	2013
Related Policies/Documents	<ul style="list-style-type: none"> • Safe Schools • Anaphylaxis Guidelines • Overnight Excursion Procedures • First Aid and Medication Guidelines
Review Period:	2017

POLICY FOR OVERNIGHT EXCURSIONS

1. Excursion Policy

1. An excursion is any student learning activity conducted off the site of the school, initiated, organised and managed by a member of the school's teaching staff and has gained the approval of the Principal.
2. Excursions are an integral part of the curriculum. They broaden student's outlook and encourage links and enrichment between classroom learning and the real world. They are also of value in developing the social learning of a student. An educational excursion must have clear educational outcomes which take into account:
 - the learning and teaching program of the school
 - the needs of the student
 - the resources of the schools
 - the financial impact of families.
3. Schools will develop their own excursion policies and procedures which are consistent with the CSO requirements.
4. The school Principal will be responsible for approving all educational excursions. The Director of Schools must be given prior notification of all intended overnight excursions. Relevant details of such excursions must be lodged with the CSO **six weeks prior** to the event to obtain the consent of the Director.
5. Parents must be given clear and comprehensive details of all proposed educational excursions.
6. Written parental consent of each student must be obtained for all educational excursions.
7. The school will provide appropriate educational alternatives for students whose parents/guardians do not approve participation in an excursion.
8. All teachers participating in an excursion owe a duty of care to the participating students for the duration of the excursion.
9. Schools will ensure that all health and safety precautions are taken prior to and during the excursion.
10. Principals are responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both student and supervisors.

2. RELATED CSO POLICIES, PROCEDURES, GUIDELINES and LEGISLATION

- Medication and First Aid Information for Schools
- Duty of Care
- Student Safety in Schools Policy Guidelines CEC NSW
www.cecnsw.catholic.edu.au
- Guidelines for the Safe Conduct of Sport and Physical Activity in Schools found on the CSO website.
- Occupation Health and Safety Act (19)

Endorsed at DCSC Meeting on 8 August 2007.

Reviewed December 2013

Alan Bowyer
Director of Schools

December 2013

EXCURSIONS – REQUIREMENTS SNOW SKIING

- 1) The Coroner recommends that where possible all students on school ski excursions be closely and directly supervised by either teachers capable of skiing with them on the ski run they are skiing on, or by qualified ski instructors. (Please note the qualification in Recommendation 5)
- 2) The Coroner recommends all students on school ski excursion must have ski lessons each morning of every ski day. (Please note the qualifications in Recommendations 4 and 5)
- 3) The Coroner recommends schools encourage students of beginner and intermediate level to have a second ski lesson in the afternoon.
- 4) The Coroner recommends that students only be excused from ski lessons if qualified instructors or appropriately qualified and experienced teachers assess that the students are capable of skiing safely and in control on the ski runs where they are allowed to ski.
- 5) If schools conducting ski excursions take the view that students may ski without close and direct supervision by teachers or appropriately qualified persons, the Coroner recommends the following requirements be adhered to:-
 - a) Written and informed consent must be given by their parents;
 - b) The students can only ski on runs where they have been previously taken by ski instructors or other qualified supervisors;
 - c) The students ski in groups of at least 4 and NEVER leave a fellow student alone;
 - d) The students ski within the ski resort boundaries;
 - e) The students be told to always stay in control and be able to stop and avoid other people or objects.
- 6) The Coroner recommends that the Minister for NSW Department of Education and Training consider incorporating the preceding recommendations into their “Guidelines for Specific Sports and Physical Activities Skiing – Snow (Alpine and Nordic)” at:-
<http://www.sports.det.nsw.edu.au/spguide/activities/skiing /skiing.php>