



S^tPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.10

Excursions

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AIM

Excursions are planned to:

- Extend the curriculum;
- Promote career options;
- Provide real life experiences in the wider community;
- Relate classroom experiences in a practical/real environment;
- Foster and enhance partner College relationships;
- Develop interpersonal relationships;
- Provide broader life experiences;
- Allow the utilisation of resources at other venues;
- Allow students and staff to represent the College in events/seminars/competitions;
- Enhance understanding of technology;
- Provide a safe environment for students;
- Ensure students develop:
 - Basic skills in a variety of activities that occur outside the usual classroom environment;
 - Leadership and team building skills;
 - Safety knowledge in a working environment

POLICY

The *South Australian Curriculum Standards and Accountability Framework* and the *South Australian Certificate of Education (SACE)* emphasise learning in the following ways:-

- Through and for personal and social action;
- Within and about the wider community;
- With practical applications.

Activities such as excursions can greatly enhance the progress of learning offering new, varied, challenging and practical experiences across the learning areas.

St Patrick's Technical College encourages and fully supports excursions as part of students' learning provided the excursions are a supplement to the curriculum offered within the College and add to the curriculum by enriching student learning.

It is important for students of the College who are considering undertaking an apprenticeship to be exposed to the latest technology and visit practical demonstrations of the technology at the coalface. In many instances these experiences can become some of a student's most significant and meaningful educational experiences.

Excursions may take place over a day, part of a day, or may involve an activity in which students stay overnight or more than one night away from the College.



ROLES AND RESPONSIBILITIES

Proposer

- Discuss proposal and educational rationale with the Deputy Principal (Education and Training Manager), Line Manager or the appropriate manager;
- Ensure the timing of the excursion fits into the College calendar and with other student activities;
- Complete all relevant College documentation including the preparation of a Risk Assessment;
- Ensure relevant legal, medical and insurance requirements are able to be met;
- Keep costs to parents and students to a minimum;
- Consider costs to the College (relief teachers/release time costs, etc.);
- Provide students and parents/guardians with all relevant information in writing, and by information meetings if overnight/interstate travel involved;
- Complete all College requirements;
- Ensure the “teacher in charge” is fully briefed if they themselves are not taking the excursion;
- Where subsidies and / or scholarships are available information is provided to all students, parents and staff;
- Ensure decisions re awarding of subsidies and / or scholarships are made equitably.

Deputy Principal

- Support the proposer through the process to ensure appropriate outcomes for students;
- Ensure that opportunities are built into specific curriculum areas, programs and Pastoral Care programs to provide equitable access and resource allocation and that these opportunities are communicated to staff, students and parents;
- Ensure the proposer has satisfied all the requirements for the organisation of the excursion, in particular:-
 - Educational links / links to the current curriculum
 - Excursion proposal fits overall plan of students activities within the learning area
 - Relevant documentation is completed, including a Risk Assessment
 - Non-attending students are catered for
 - Transportation, catering and accommodation (as applicable)
 - Feedback and review.

Teacher-in-Charge

- Observe all Duty of Care* requirements;
- Carry contact and medical information and consent forms;
- Leave full documentation with school contact as nominated;
- Provide suitable supervision at all times;
- Ensure all supervising adults are familiar with documentation;
- Have mobile phone contact.
- Ensure safe environments for our students / trainees / apprentices;



- Support students to gain confidence in their identity and develop their capabilities and strengths;
- Respect the diverse and special needs of students;
- Are sensitive and responsive to changes in behaviour which may be indicative of abuse.

***Duty of care**

“Under common law, teachers owe a special duty of care to the students in their charge. If the College or the teacher is negligent in discharging this duty and a student is injured, then the College and the teacher may be liable for civil damages if the student’s parents bring an action.”

Source: Catholic Schools Handbook

Duty of Care varies according to:

- Age of the student
- Venue
- Weather conditions
- Ability of the students
- Physical or mental disability
- Inability to understand the rules e.g. language problem
- Behaviour profile of the student
- Level of skills.

Principal

- Approve the selection of a leadership team where more than one teacher is involved;
- Approve the nomination of the leadership team’s teacher-in-charge;
- Be satisfied that the leadership team has the necessary skills and experience;
- Ensure all leaders are aware of their mandatory responsibilities;
- Ensure that the roles and responsibilities outlined in this policy are adhered to;
- Ensure that the leadership team/students ratio is adequate;
- Ensure that correct protocols for gaining parents’ consent have been observed;
- Ensure that appropriate approvals have been received;
- Approve appropriate safety procedures and ensure they are consistent with Work Health and Safety (WHS) policies and instituted;
- Ensure that planning has taken account of the special needs of students;
- Ensure that documentation is kept as required.

Students

- Convey all information and communication to parents/guardians promptly;
- Return consent forms and money within nominated deadlines;
- Follow the College’s behaviour codes at all times;
- Wear full College uniform (unless otherwise advised).



Parents

- Provide all information as requested and update where necessary;
- Ensure their student is appropriately prepared;
- Be responsible for any cost incurred should their child be required to leave the excursion early for any reason;
- Contact the “teacher in charge” with any queries;
- Be responsible for relevant insurance e.g. ambulance, medical not covered by College insurance.

MEDICAL REQUIREMENTS

A Medical Form must be completed for each student and must accompany the teacher-in-charge on the excursion.

All medication must be kept by the teacher-in-charge and is to be administered at the correct time.

A suitable First Aid kit must accompany the teacher-in-charge.

The teacher-in-charge must have a current basic casualty care certificate. In addition, in an overnight camp situation, access to someone with a senior first aid certificate is essential.

LIABILITY

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

TRANSPORTATION

Students are only to be transported by registered charter operators, public transport or College cars. **Students are never to be transported to an excursion by private transport (i.e. another person's car) unless prior approval is received from the parents of the students travelling as passengers and the parents of the student driver.**

RELATED POLICIES

- *5.1 - Pastoral Care*
- *5.4 - Duty of Care / Health, Safety and Welfare*
- *Work Health & Safety**
- *First Aid**

* *Catholic Safety Health and Welfare (CSH&W) policy*