

EXCURSION POLICY

This policy is informed by:

- **CMS Student Welfare Policy 2015**
- CMS Student Behaviour Policy
- CMS Medication Policy
- CMS Sun Smart Policy
- CMS First Aid Policy
- CMS Duty of Care Policy
- CMS Code of Conduct for Visitors and Volunteers Policy

Statement:

Children learn from experience; therefore, excursions are seen as a valuable part of the Canberra Montessori School curriculum. Planning to maximise the learning potential of the experience, whilst ensuring the safety of students on excursions is of paramount importance to staff at Canberra Montessori School.

Rationale:

Excursions are an important part of the Montessori philosophy of 'going out'. Educational excursions should provide enriching experiences for students in a variety of environments. For this reason, we aim to include a number of excursions throughout the year, ideally related to The main focus of the work being undertaken in each class.

This policy:

- Covers all excursions including local and overnight.
- Outlines responsibilities in relation to the out of school movement of students and staff.
- Sets out requirements to help ensure the health and safety of students on excursions.

When the child goes out, it is the world itself that offers itself to him. Let us take the child out to show him real things instead of making objects which represent ideas and closing them in cupboards.

[Maria Montessori, From Childhood to Adolescence]

Definitions:

- An excursion is a school-related activity by students, under the supervision of a teacher/s, directly related to the curriculum of the school. An excursion is a variation to normal activity and is not predominantly recreational.

Excursions generally fall into the following categories:

Category Description

A Movement, generally on foot or by bicycle in the vicinity of the

- school or a variation to normal activity
 - B Excursions other than Category A within the ACT
 - C Excursions which involve day travel beyond the ACT
 - D Excursions which include overnight accommodation regardless of the distance from the school
- Director/teacher in charge refers to the teacher nominated by the principal to have ultimate responsibility and therefore authority for the duration of the excursion.
- Legal duty of care requires that accompanying adults should take all reasonable measures to ensure the health and safety of any school student under their care. This duty of care will arise whenever a student/school relationship exists. Primary responsibility remains with the teacher in charge.
- Parent(s) is inclusive of those with parental responsibility and guardians.
- Informed consent means that parents give written agreement to their child participating in an excursion after they have been made aware of the supervision details of the excursion and the risks and associated costs involved.
- Accompanying adults include teachers, school administrative staff, parents, activity leaders and volunteers who are registered with Working with Vulnerable People (WwVP Act 2011)

Responsibilities

It is the responsibility of the principal to ensure that:

- The excursion is directly related to the curriculum and not predominantly recreational.
- All participating teaching staff know the requirements of this policy and other relevant departmental and school policies, supervision requirements and safety procedures.
- Accompanying adults are advised of their responsibilities and relevant school policies and the consequences of non-compliance.
- If the planned excursion is a Category C or D excursion, an Excursions - Risk Assessment is undertaken in relation to the safety of the participants. For Category A and B excursions, the completion of an Excursions - Risk Assessment is recommended but not mandatory.
- An assessment has been undertaken to determine that a private provider meets the following criteria relevant to the excursion activity and any risks involved:
 - * the provider's staff are trained to the industry standards required to supervise the activity and accreditation is sighted
 - * the provider meets industry standards and accreditation is sighted

- * the provider has a risk management and/or safety plan relevant to the activity and it is sighted
- * the provider has appropriate insurance including at least a \$20 million Public Liability cover for any one event.

- parents are aware of any Disclaimer Statements from private providers and make their own informed decision about whether to participate.
- supervision is adequate in relation to the number and needs of students, their maturity, anticipated behaviour and the activities planned.
- arrangements are made for any student unable to participate in an excursion by having alternative activities and/or strategies available. Students with a disability should have an equal opportunity to participate in excursions. Principals must therefore consider what reasonable adjustments may be made to allow a student with a disability to participate in an excursion.
- accompanying adults are aware that they must not drink alcohol during hours of duty or when they have a continuing responsibility for students. This includes school excursions/outdoor adventure activities and any other school activity that may be held outside ordinary school hours.
- copies of emergency contacts and procedures and contingency plans are kept in the school and by the teacher in charge of the excursion

It is the responsibility of the teacher in charge:

- to know and to comply with the requirements of related and relevant policies.
- to ensure that students and parents are aware of supervision and transport arrangements.
- where private or hire vehicles are used, to advise the owner and/or driver to have appropriate insurance cover as highlighted in Section 11.
- to give consideration to those occasions when it is desirable for a participating staff member to have a current first aid certificate and an appropriately stocked and maintained first aid kit to be carried.
- to ensure that all accompanying adults hold a WwVP card, qualified and/or experienced and are advised of their responsibilities and relevant school policies and safety procedures.
- to gain informed consent by ensuring that parental information, medical and consent forms are issued where appropriate and completed and returned prior to the excursion.
- to ensure Excursion Medical Information and Consent Forms are provided to parents for Category B, C and D excursions.
- to ensure Excursion Medical Information and Consent Forms are carried on Category C and D excursions and to be aware of relevant medical conditions for Category A and B excursions.
- to develop emergency contacts and procedures for all excursions. Copies of these contacts and procedures must be taken on Category C and D excursions.
- to ensure the cultural and religious needs of all students are considered

and met in both the preparation stage of the excursion and whilst on the excursion.

- for overnight excursions, to ensure that girls and boys are not accommodated in the same rooms.

It is the responsibility of accompanying adults to exercise their duty of care throughout an excursion and ensure that school policies are followed.

Supervision Requirements

- Accompanying adults may be used to meet the supervision requirement, provided the principal is satisfied there are sufficient teachers to maintain adequate control of the whole excursion, and to control each activity. Additional adults should accompany excursions when extra care is considered necessary for the safety and welfare of students.

Category	Category Description	Gender Balance	Minimum Supervision Ratios
A	Vicinity of the school/ variation to normal activity	Not required	1 teacher per class group
B	Within the ACT	to be considered by principal	1 teacher per class group
C	Day travel beyond the ACT	to be considered by principal	2 adults per class group including 1 teacher
D	Overnight Accommodation: Single gender: Mixed gender:	- not required - required	1 adult per 20 students with a minimum of 2 adults per excursion

Additional information for Category D excursions:

- For mixed groups of boys and girls both genders must be represented amongst the accompanying adults.
- Parents, activity leaders and volunteers may be used to meet the gender balance requirement.
- Responsibility for and control of the excursion remains with the teacher in charge.

Parent consent and medical forms

Notification of Category A excursions must be sent to parents.

- Category B excursions. Full details of each excursion, together with the Excursion Medical Information and Consent Form, must be sent to parents to complete and return to the school prior to the excursion.

- On sequential excursions of a similar nature multiple parent consent forms are not required for Category A and B excursions. Parents must advise of any changed medical requirements and/or other needs prior to each excursion.
- Category C and D excursions. Full details of each excursion or series of related excursions, together with the Excursion Medical Information and Consent Form, must be sent to parents to complete and return to the school prior to the excursion.
- While the use of the Excursion Medical Information and Consent Form does not absolve schools and teachers from liability as a result of an act of negligence, it is evidence of care and parent awareness to have forms completed, returned to the school and retained on file. In the event of an accident/incident these forms should be attached to the Student Accident/Incident Report Form and given to the principal.

Accidents

The teacher in charge should abide by policies and procedures to be followed in the event of an accident.

In serious cases where medical attention is obviously necessary and a parent is not available, the teacher in charge or the billet parents should send for an ambulance or a doctor, whichever is appropriate, or arrange transport to the nearest or most convenient medical facility.

The choices stipulated by the parent on the Excursion Medical Information and Consent Form should be respected where possible.

Parents must be advised as soon as practicable of action taken in an emergency.

Use of Transport

On each occasion informed parental consent must be given in writing for their children to travel by public transport, government plated and private plated buses, or by private car driven by a staff member, parent, or other adult.

Where private or hire vehicles are used, each owner and/or driver must:

- carry the required licence
- have valid insurance which is appropriate to the excursion
- ensure that the vehicle is registered and roadworthy
- ensure that the seatbelt provision of the vehicle is not exceeded.

For bus transport the registered carrying capacity must not be exceeded. Wherever possible, students should be transported in buses with seatbelts.

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022