



WHITTLESEA SECONDARY COLLEGE
OFF-SITE ACTIVITIES POLICY AND PROCEDURES
(DAY) EXCURSIONS POLICY AND PROCEDURES

Rational:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement and are an important aspect of the educational programs offered at our school.

Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world.

Implementation:

- Day excursions are defined for the purpose of this policy as any organised and supervised school activity that requires children to venture beyond the school boundary.
- The Principal in consultation with AIC are responsible for the approval of all non-adventure single-day excursions other than those that must be approved by School Council.
- School Council is responsible for the approval of all overnight excursions, camps, interstate and overseas visits, excursions requiring sea or air travel, excursions involving weekends or vacations and adventure activities.
- A designated "Teacher in Charge" will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must apply formally to AIC and present a planning summary for the proposed activity.
- If approval is granted, detailed planning should commence, this may include a site visit and a risk assessment.
- The following will be considered when the Teacher in Charge is seeking approval
 - What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
 - Is an appropriately trained member of staff able to provide first aid?

- Have supervisory adults who are not registered teachers completed a working with children's check?
- Is the location of staff and students throughout the excursion including during travel known?
- Is a record of telephone contacts for supervising excursion staff available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?
- If day excursions include adventure activities organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the necessary requirements.
- If approved, the online Notification of School Activity form must be submitted four weeks prior to the activity if required. (Required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- School Council prefers that students only travel