



# Excursion Policy

School excursions and camps are initiated, organized and supervised by schools to further develop both social skills and make links with the world outside the school. Students attend excursions to enhance their learning and understanding of the core curriculum and make real life links with the society around them.

Coolum School:

- Approves all school excursions ensuring appropriate organisation and curriculum relevance;
- Considers resources of the school, needs of students, costs of excursions and total learning program when determining educational value of school excursions;
- Informs the P&C at monthly meetings;
- Ensures ratio of at least one adult to 5 preschool/prep students and at least one adult to 10 students (for Years 1, 2 and 3) be maintained;
- Considers the following important factors when determining adequate supervision for other year levels:
  - age, capabilities and number of students;
  - individual educational needs of a student within group;
  - rationale for activity;
  - risks when hazardous ventures are undertaken;
  - adequate instructions for students and supervisors;
  - provision of sufficient safeguards;
  - and full information about experience, qualifications and insurance status of commercial excursion organisers if used.
- Maintains a register of approved school excursions containing:
  - times, date/s, venue and itinerary
  - number and year levels of participating students
  - names of supervising teachers and other assistants
  - transport, accommodation, meal and first aid arrangements
  - arrangements for students not participating
  - cost per student
  - educational aims and planned follow-up activities

- copies of approvals.
- Ensures students remaining at school have a program for duration of school excursion, and that adequate teacher supervision is provided;
- Ensures that when students are being transported in private vehicles these safeguards are implemented:
  - written consent of Parent/Guardian for their child to travel in a privately owned vehicle;
  - details of insurance, registration and roadworthy condition of vehicle to be used by Parent/Guardian agreeing to transport students in privately owned vehicles;
  - authorised teacher for excursion establishes most trafficable route to be travelled;
  - that if a number of privately owned vehicles are involved, a convoy should be formed wherever possible.
- Chooses parents/guardians to accompany students according to expertise they have relevant to activities undertaken and instructs them prior to departure regarding their roles, hazards that might be encountered and precautions taken;
- Regularly reviews and updates school excursion procedures.