



<b>Policy Name</b>	<b>Excursion Policy &amp; Procedure</b>
<b>Related Policies and Legislation</b>	
<b>Policy Category</b>	Student Wellbeing & Safety
<b>Relevant Audience</b>	All Treetops Community
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<b>Person/s Responsible for Review</b>	Treetops Administration

## Excursion Policy & Procedure

### Excursion Policy

Excursions will be of an educational nature and have tangible outcomes linked to the curriculum being studied or have an association with some other school educational programme (e.g. school productions, pastoral care programmes etc.) Excursions of a social or a purely recreational nature are not acceptable during school hours.

### Excursion Procedure

- A.** Teachers arranging excursions must take into consideration the following when choosing venue and activities:
- The age and ability of the students.
  - The degree of supervision required to ensure our Duty of Care can be met.
  - All legal requirements that may need to be met. For example, special requirements for water based activities. (See AISWA, Royal Lifesaving Society Guidelines).
  - Any disclaimers or indemnity clauses binding on the school from external providers.

At Treetops the guide for ratio of supervision for general activities is as follows:

For children 3-8 years                      one adult per six children.

For children 8 – 11 years                one adult per ten children.

For children 11 – 15 years               one adult per twelve children.

For “special activities” please see individual policies.

**B. Once arrangements for the excursion have been made teachers must:**

- Ensure that the Principal has been informed of all activities to be undertaken.
- Ensure that the Principal has seen all paperwork and given consent for the material to be sent out to parents.
- Obtain written consent from parents for their child/ren to attend. Only students with a signed consent form will be allowed to attend the excursion. Before parents can give permission, they must be made aware of all details of the excursion, including:
  - a) An outline of the activities, particularly any hazardous activity or those requiring specialist instruction.
  - b) The identity and number of supervisors and whether any of them will be volunteers/parents (e.g. This may be an issue if the parents are separated and one of the parents has restricted access to the child and is going on the excursion as a volunteer).
  - c) The itinerary and transport arrangements.
  - d) Full details of time and location.
- Fully familiarise themselves with students health forms.
- Ensure that there are gender appropriate supervisors for the activity.

**C. Teachers must prepare volunteers in the following way:**

- Ensure volunteers have signed a confidential declaration.
- Ensure volunteers are clearly briefed on:
  - a) Duty of Care
  - b) Expected behaviours
  - c) Behaviour management.
- Ensure volunteers understand the chain of command.
- Ensure volunteers have any specialised training or qualification they may require.

**D. Whilst on excursion:**

- Teachers and volunteers are responsible for the welfare and safety of all students. Please note even when working with specialists provided by the excursion venue the teacher has the ultimate responsibility.
- Teachers should roster volunteers to ensure that the supervision ratio and appropriate gender requirements are always met.

**Disruptive Behaviour** – all disruptive behaviour should be treated as per the Behaviour Policy of Treetops Montessori School.

**Medical Emergency and Illness** – the teacher should take all practical steps to deal with the situation immediately then phone the parents to arrange the next steps in the care of the student. Phone the school to inform them of the situation.

**Emergency Plan** – Teachers should make themselves aware of the Emergency/Evacuation plan of the excursion site and be prepared to implement this, should it be required.