



Incursions and Excursions School Based Procedures

1. Aim

The purpose of this document is to provide the specific procedures required for all Lumen Christi staff in the planning and conducting of Incursions & Excursions.

Sources of Authority	
CECWA Policy	Education Policy
Executive Directive	Offsite Activities Executive Directive

2. Scope

These school based procedures apply to any staff member who organises, approves or attends an incursion or excursion.

3. Definitions

Duty of Care	Refers to the common law duty on a principal to identify reasonably, foreseeable risks of harm and to take reasonable steps to prevent such harm.
Excursions	Any school activity conducted away from the school premises including, but not limited to, off-site sports activities, day trips, retreats, and overnight camps.
Incursions	Any school activity that is conducted on school premises, which requires an amendment to the timetable, and for which an external provider is engaged to come into the school to run an educational activity for students. In addition, any activity which occurs on school premises outside of the hours of 7:30am to 4:30pm.
Initial approver	The line manager of the teacher in charge, responsible for the initial approval the planning and educational purpose of the activity.
Foreseeable Risk	A risk of harm which a reasonable educator could be expected to identify.
Parents	Includes parents or guardians or carers.
Participants	Includes students, staff, volunteers from a school community directly involved in the incursion/excursion.
Supervision	The responsibility of caring for the safety, health and well-being of students throughout the duration of a school excursion by appropriately qualified, physically and mentally able staff and volunteers.

Teacher in charge School staff member nominated as the main supervisor of an incursion/excursion.

4. Procedure

Planning:

- The teacher in charge must ensure the incursion/excursion is approved by the Vice Principal and visible on the College calendar no later than 28 days prior to the event.
- The teacher in charge must plan for the incursion/excursion in accordance with the [CEWA School Excursion Guidelines](#).
- The teacher in charge must complete the planning of the incursion/excursion using the EMS360 ACE planning system no later than 14 days prior and submit for approval. The planning documentation will cover:
 - The educational purpose of the excursion
 - The participating students' capacity to undertake the excursion, including medical and other requirements, considering students with special needs
 - Risk assessment of the venue or site for the excursion
 - Consideration of relevant excursions and incident reports
 - The responsibilities of staff and participants
 - Preparation of students, including advice on developmentally appropriate, personal safety strategies
 - The student to adult ratio in consideration to the type of activity, location, site facilities and staff qualifications
 - The identification of foreseeable risks and planning of risk controls
 - Transport arrangements (if required)
 - The information letter to be sent home to parents (see appendix 1 – 3)
- The initial approver must review the planning documentation in EMS360 and provide approval to be sent to the Deputy Principal Senior School no later than 10 days prior to the excursion.
- The Executive Assistant to the Deputy Principal Senior School will send the information letter to parents via Seqta no later than 5 days prior to the incursion/excursion. For excursions, an accompanying SMS will be sent to parents via Seqta informing parents of the upcoming excursion.

Preparation for Excursions:

- A medical file containing individual student information will be provided by Student Services to the Teacher in Charge no later than 2 days prior to the event. Staff attending the excursion need to ensure they are aware of the contents and location of the medical file while on the excursion.
- A First Aid Kit will be provided by Student Services for every group, no matter how small. This First Aid Kit must be accessible on all occasions for each group. Staff should ensure they have adequate First Aid Kits available on the camp to cover all sub-groups. Student services will provide any prescription medications/medical action plans for students which will be the responsibility of the supervising staff.
- At least one supervising teacher/adult has a current Senior First Aid Certificate. Note: If the excursion involves any aquatic activities, specified supervision ratios apply. Please refer to the [CEWA School Excursion Guidelines](#) to ensure an approved ratio of staff with lifesaving qualifications must be in attendance.

Departure:

- Before departing on an excursion, staff must ensure that Student Services have been supplied with:

- Full names of students attending (clearly indicating students who are absent from the excursion list)

Incidents or Injuries:

- Misbehaviour by students on an excursion is not to be tolerated. Serious breaches of the College rules must be communicated through to the school as soon as possible. The Principal or delegate will indicate the desired action to be taken, which could include a parent being required to immediately collect their son or daughter from the excursion venue. The excursion staff will deal with minor misbehaviours in line with the College Student Behaviour Procedures.
- Minor injuries - Take immediate and appropriate action using the first aid expertise available. If uncertain of the nature or severity of the injury, staff should treat as a major injury.
- Major injury – Take immediate and appropriate action using the first aid expertise available. If the student requires medical attention:
 - From a hospital: Call an ambulance and inform parents via phone.
 - From a GP/medical centre: Call parents and request they collect the student.
 - As soon as possible, contact the College Principal or Principal's delegate and report the incident, providing as much information as possible. Ensure that exact details of the incident are recorded on the [Incident Report Form](#) upon returning to the College.
- Reportable incidents - If an event occurs on a school excursion, which constitutes a reportable incident, as defined in the Non-Government Schools Registration Standards, the College Principal must be notified immediately. Reportable incidents include:
 - The death of a student or staff member at school or during a school-related activity or following an incident at school or during school-related activity.
 - An incident involving injury, illness or trauma to a student or staff member at school or during a school related activity requiring ambulance or hospital attendance.
 - An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.
 - An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
 - The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student - (a) by a staff member or another student; or (b) by another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.

Duty of Care:

While on an excursion, duty of care responsibilities is required of staff on a continual basis. Therefore, staff are not permitted to use intoxicating substances at any time during the excursion. Students must be under supervision during all activities. Student 'free time' must be structured and supervised by staff.

Photographs & report:

Excursion coordinators are asked to organise photographs of events (using a college device) for possible inclusion in college publications, e.g., the newsletter or the yearbook. Copies of the photographs and report should be submitted to the Marketing and Public Relations Officer upon return to the College.

Excursion Review:

The teacher in charge is responsible for the review of the excursion (Appendix 4). The review should be completed no later than 10 days after the conclusion of the excursion and uploaded to the EMS360 ACE plan.

Authorised by	Karen Prendergast	Signature:	<i>K. Prendergast</i>
		Date:	25 January 2023
Effective Date:	25 January 2023	Next Review:	February 2024

APPENDIX 1

Information letter for incursion

Dear {Parent/Guardian},

{Student name} will be participating in an upcoming [Insert incursion name] Incursion. This incursion has been planned to [insert educational purpose]. The details of the incursion are:

Date/s: [Insert incursion date/s]

Time: [Insert incursion time]

Location: [Insert incursion location]

Supervising Staff: [Insert staff members]

Uniform: [Insert uniform to be worn]

Additional Notes: [Add any additional information required/ delete if unnecessary]

Incursion Contact: [Insert Teacher in Charge]

Contact Email: [Insert Teacher in Charge email]

Contact Phone: [Insert Teacher in Charge work phone]

APPENDIX 2

Information letter for excursion/camp/retreat

Dear {Parent/Guardian},

{Student name} will be participating in an upcoming [Insert excursion name] Excursion/Camp/Retreat. This Excursion/Camp/Retreat has been planned to [insert educational purpose]. The details of the Excursion/Camp/Retreat are:

Departure Date/Time: [Insert excursion departure date & time]

Departure Location: [Insert excursion departure location]

Return Date/Time: [Insert excursion return date & time]

Excursion/Camp/Retreat Location: [Insert excursion location & address]

Venue Contact Details: [Insert venue contact details]

Transport: [Insert transport details]

Supervising Staff: [Insert staff members]

Uniform: [Insert uniform to be worn]

Additional Notes: [Add any additional information required such as attachments; student collection location; additional equipment / delete if unnecessary]

Excursion Contact: [Insert Teacher in Charge]

Contact Email: [Insert Teacher in Charge email]

Contact Phone: [Insert Teacher in Charge work phone]

APPENDIX 3

Information letter for sports excursion

Dear {Parent/Guardian},

{Student name} has been selected as part of the [Insert sports team] and is invited to take part in an upcoming [Insert excursion name]. The details of the [Insert excursion name] are:

Date/s: [Insert sports excursion date/s]

Time: [Insert sports excursion time]

Location/s: [Insert sports excursion location]

Transport: [Insert transport details]

Supervising Staff: [Insert staff members]

Uniform: [Insert uniform to be worn]

Additional Notes: [Add any additional information required such as attachments; fixtures, student collection location; additional equipment / delete if unnecessary]

Excursion Contact: [Insert Teacher in Charge]

Contact Email: [Insert Teacher in Charge email]

Contact Phone: [Insert Teacher in Charge work phone]

APPENDIX 4

Excursion review form

Excursion: [Insert excursion name]

Teacher in Charge: [Insert Teacher in Charge]

Excursion Location: [Insert excursion location]

1. Was the venue adequate? Provide details.

2. Were the activities undertaken appropriate and engaging? Provide details.

3. Considerations for future planning of the excursion:
 - a) Staffing or supervision considerations.

 - b) Transport considerations.

 - c) Other.

NOTE: If any incidents occurred during the excursion please complete and submit the incident report form.