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**St. Damian’s Primary School**

**Excursion / Incursion Policy**

RATIONALE

St. Damian’s excursion/incursion program enables students to further enhance their learning and social skills by visiting a facility outside the school or engaging people to visit the school. Excursions and incursions complement the educational programs offered at our school.

PRINCIPLE

At St. Damian’s we believe that:

· learning opportunities can be reinforced, complemented and extended beyond the classroom

· powerful learning can take place in a variety of environments

· people and facilities from outside the school environment can be involved in this learning

PROCEDURAL GUIDELINES

· A designated organizer will coordinate each excursion/incursion

· The designated organizer will ensure that all excursions, incursions, transport arrangements and activities comply with CECV guidelines

· Adult supervision for excursions/incursions will be in accordance to CECV guidelines.

· Adults outside the supervision ratio may be required to pay costs associated with the excursion/incursion attendance

· Prior to an excursion/incursion a Preparation Form is to be completed, giving all details, for Principal’s or Deputy Principal’s approval

· All endeavours will be made not to exclude students from planned excursions/incursions

· Prior to any child attending an excursion parents/guardians must give written, signed permission to the school. Parents will be notified of any incursions happening at school

· The completed and signed permission slips must be carried by excursion staff at all times

· Confidential Medical Information for children at risk will also be taken on the excursion

· Children are required to wear a school I.D. badge, when attending an excursion

· The school will endeavour to provide a staff member with first-aid training to attend the excursion

· The school will provide a mobile phone and first-aid kit for all excursions

· A senior staff member will be in attendance at school whilst the children are returning from any out-of-school hours excursion. The designated organizer will communicate with this person with regards to anticipated return time

· Excursion and incursion dates are to be noted in the school diary

· Excursion organiser to inform Administration Staff of excursion so that information can be added to Student Activity Locater on CEVN

· All buses to be booked prior to activity by Administration Staff

· In line with Child Safety Requirements, a Risk assessment will be completed for both excursions and incursions prior to the event and then evaluated once event has concluded.

Reviewed 2018