

# *Guardian Angels' School*

## *Excursion Policy*



### **School Commitment**

Guardian Angels is committed to the provision of educationally valid excursions as part of the school curriculum. Excursions will be prepared, managed, supervised and monitored in a way that ensures the health, safety and security of the participating students and staff, as well as others who may be affected by the conduct of the excursion.

### **Management priorities**

This school will ensure that:

- legislative and regulatory requirements for the organisation and management of excursions are complied with, and staff are aware of any mandatory guidelines relating to excursions
- excursions will be planned and conducted using risk management principles
- records will be kept of the risk management process for each excursion
- contingency arrangements and emergency procedures are included in planning procedures
- staff, students and others involved in the excursions (such as supervising parents) are fully briefed on all aspects of an excursion before its commencement and have time to undertake preparatory activity
- supervisory roles and responsibilities are clearly allocated and understood by all staff and students going on the excursion
- parents are informed of the excursion and provide consent for their child's involvement
- staff involved in planning excursions have the requisite skills and experience for the excursion
- where possible, preliminary inspection of the excursion site will be undertaken
- the qualifications and licensing of, and safety precautions taken by, outside persons or agencies used as part of an excursion are carefully checked
- transport arrangements are made with the safety of participants in mind
- excursions will be selected to match the participant's levels of competence and ability
- a first aid kit containing equipment appropriate to the excursion will be taken on all excursions, as will qualified first aiders where necessary
- the school will provide insurance to cover the excursion
- any incident occurring on an excursion will be fully investigated and recorded.

### **Principal's commitment**

The principal is responsible for ensuring that:

- the objectives of this policy are incorporated into school procedures
- staff and students are consulted on health and safety matters relating to excursions
- action is taken to ensure that excursions are conducted safely and without risk to health.

### **Staff commitment**

Staff are responsible for:

- planning and conducting excursions with regard to the health and safety of all participants
- cooperating with measures introduced to protect the health and safety of people on excursions
- reporting any accident, incident or near miss that occurs on an excursion.
- Budgeting to ensure cost effectiveness of the event/excursion.