



EXCURSION POLICY

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Purpose

While students are under the care of the College, responsibility for their welfare and safety remains with the College at all times. Excursions are undertaken to further students' learning and social skills development outside their normal school environment.

All excursions contain some, albeit varying, level of risk. It is essential that all staff involved in excursions have an understanding of the level of risk associated with each excursion and are able to manage associated risks appropriately, given the ability level of the students and the location at which the excursion is held. This Excursion Policy has been developed to ensure the safety and wellbeing of students and staff and, in compliance with statutory and regulatory requirements, minimise potential risks associated with excursions.

Scope

This policy applies to all staff, students and volunteers organising and assisting excursions for students at Al-Ameen College. Excursions include camps, field trips, interschool activities, outdoor education and international travel. The Principal is to authorise all excursions and is responsible for the implementation and compliance of this policy and related procedures.

Policy

- Excursions must have a clear educational purpose.
- Duty of care for the safety and wellbeing of participating students and staff is the highest priority and must be compliant with relevant legislation. The College obligations for duty of care to students cannot be waived nor passed on to volunteers or external providers.
- All excursions must only be conducted with the Principal's authorisation and parental consent and adhere to the approval process detailed below.
- Excursions should accommodate students with additional needs wherever possible, to ensure inclusive participation. All staff must ensure inclusivity, access and equitable participation.
- The College will inform parents/guardians of all details of excursions when requesting consent.
- Parents/guardians are required to provide the College with all details of disabilities and/or medical conditions that may affect their child's ability to attend and/or fully participate in the planned activities of excursions.
- When engaging the services of external providers to either run or assist in the running of excursions, the duty of care owed to pupils by the College is only delegable in very specific cases. The engagement of an external provider, no matter what his or her level of expertise is, does not release the College from its obligation to ensure the safety of students participating in the excursion.

- In the case of students with disabilities and/or medical needs, the teacher in charge is to consult the Principal, the child's parents and the child's doctor (at the parent's discretion) and devise an individual emergency and/or medical plan. Parents are required to provide the teacher in charge with all relevant information and sign the plan. The child's parent or a trained nurse may be asked to attend. In cases where the physical disabilities or medical conditions make participation in some or all activities difficult, alternative or adapted activities are to be arranged.

Approval Process

- All excursions, including those linked to curriculum and non-curriculum programs or activities, must be approved by the Head of Learning Area (HOLA), the Work, Health & Safety Officer, and the Principal. For planning purposes, please seek this approval no less than four weeks prior to any excursion within the academic curriculum program. Any excursions with less notice will be approved at the discretion of the Principal.
- Confirmation of the allocation of accompanying staff.
- Supervising staff
 - All must have a current valid Working with Children Check.
 - At least one staff member must be trained in providing first aid.
 - Only qualified staff, or third-party providers, may run high-risk activities.
 - Leaders of the excursion must include a fully registered teacher.
 - Ensure staff: student ratios are met for the specific activity.
 - At least one copy of the Emergency Management Plan must be taken on all excursions.
- Complete excursion planning and risk management forms.
- Schedule and deliver a staff briefing appropriate for the excursion.
- Ensure compliance with all duty of care, insurance and supervision ratio requirements.
- All moderate to high-risk activities must have a completed risk assessment, signed off by the Work, Health & Safety Officer.
- A detailed excursion consent form must be signed by parents/guardians and include:
 - Destination, date and purpose of the excursion.
 - Transport method.
 - Cost of the excursion and method of payment.
 - Notification of any medical conditions.
 - Request consent to call a doctor and/or ambulance if necessary and advise that parents will be required to meet all associated costs.
 - Emergency contacts.

- Transport
 - College buses or reputable licensed transport providers must be used.
 - Private vehicles may only be used with written permission from the Principal and must meet insurance and licensing requirements.
 - All drivers must hold the appropriate class of licence.
- Communication of Expectations to Parents and Students
 - Students must behave in accordance with the College Student Behaviour Policy.
 - Students who are deemed to pose a safety or behavioural risk may be excluded from excursions.
 - In the event of serious behavioural breaches, students may be sent home at parent expense, or parents requested to attend and collect their child/children. Further consequences may be applied in accordance with the College's Student Wellbeing and Behaviour Support Policy.

Relevant Legislation

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *School Education Act 1999*
- *School Education Regulations 2000*
- *Working with Children (Criminal Record Checking) Act 2004*

Review

Year of Review	Reviewed By	Amendments/Review	Next Review
2011	YI	Originally Released	2013
2013	PR	Reviewed	2015
2017	NM	New Policy Written	2019
2019	NM	Reviewed	2021
2021	NM/PR/ME	Reviewed	2023
2025	PR/FP	Reviewed	2027
JULY 2025	HY	Reviewed and revised	2027