



ST JOSEPH'S NUDGEES COLLEGE

EXCURSION AND INCURSION POLICY

POLICY DOCUMENT - MARCH 2019



ST JOSEPH'S
NUDGEES
COLLEGE

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2 Excursion and Incursion Policy

CONTEXT

St Joseph's Nudgee College is a Catholic day and boarding school for boys in Years 5 to 12 in the Edmund Rice tradition, established in 1891 by the Christian Brothers and operated by Edmund Rice Education Australia (EREA) since 2008. Academic programs are administered according to the guidelines and policy indicated by the Queensland Curriculum and Assessment Authority (QCAA).

RATIONALE

An **excursion** is defined as any school-related activity by students, under the supervision of a teacher/s, directly related to the curriculum of the school. An excursion is a variation to normal activity including exams where students are taken out of other classes to complete and is not predominantly recreational.

An **incursion** is defined as an activity organised by the **school**, whereby an outside body is employed or visiting the **school** to run an educational activity for the students.

The **organising teacher** is the teacher responsible for the conduct of the excursion/incursion and the oversight of all administrative and safety arrangements, regardless of the extent to which any part of the duties in these two areas is delegated to others. The designated organising teacher remains in charge even if a more senior staff is assigned to the excursion/incursion team.

Legal **Duty of Care** requires that accompanying adults take all reasonable measures to ensure the health and safety of any school student in their care. This duty of care will arise whenever a student/school relationship exists. Primary responsibility remains with the teacher in charge.

In this policy **parent** is any person (including carer) having parental responsibility for the child. (Under the Children and Young People Act 1999 Working with Vulnerable People Act 2011).

Informed consent means that parents give written agreement to their child participating in an excursion after they have been made aware of the supervision details and the risks and associated costs involved.

Introduction

SCHOOL DAY EXCURSIONS

The teacher attending must check student lists for medical needs, responses and contingencies. There is no need to carry copies of medical forms on the excursion.

OVERNIGHT EXCURSIONS

the teacher/coach attending must get copies of medical forms for each boy attending prior to departure. At all times whilst away, the location of these forms must be known and accessible to all teachers/coaches. Medical forms (including copies) must be returned to the Health Centre at the end of the excursion.

OUTDOOR EDUCATION CAMPS

these providers will have their own medical forms separate to our medical forms. The collection of these will be coordinated by the Student Office or Junior School Office prior to the camp. The teacher leading the group will be provided with medical forms prior to departure; these forms are to be given to the provider upon arrival at the destination. These do not need to be returned to the school.

As excursions involve both staff and students leaving the school premises, there may be increased risks to their health and safety. The increased risk may arise from:

- the nature of the excursion itself
- a less controlled environment (that is, the reduced control that the school can exercise over external factors such as the safety of the excursion or the people with whom students might come into contact)

Schools have the responsibility to ensure that the health and safety of staff and students on excursions is managed just as it would be within school grounds. It is for this reason that schools need to undertake risk management in relation to each and every excursion. This means taking all reasonable steps during the planning, organising and execution of the excursion to minimize foreseeable risks of injury.

Organisers of any excursion/incursion need to apply risk management principles. This means

- identifying hazards pertaining to the excursion
- assessing the potential risks associated with the hazards
- deciding on ways of controlling the risks
- implementing appropriate control measures
- monitoring and reviewing the effectiveness of these actions – this will include keeping records for use by future organisers of a similar excursion.

EXCURSION POLICY CHECKLIST

Teachers have a special duty of care to students on excursions. This duty exists both during and outside of normal school hours. It is therefore essential to ensure that all excursions are well 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. Provision may need to be made for students with special needs.

4 Application for Excursion Approval

The below steps are required to take place for teachers requesting an incursion/ excursion.

STEP 1

Fill in the **Excursion request form AND Excursion risk assessment** which are located on the portal under L&T. At this time your incursion/excursion is pending the Dean of Learning and Teaching approval. These forms should be submitted as early as possible, no later than 2 weeks prior to the excursion date.

Please note: BOTH forms are to be submitted.

STEP 2

If approved, you will receive an email notification from the L&T office. Once you have received this notification you may proceed with completing the **Bus information form**, also located on the portal. This form is then sent directly to **transport@nudgee.qld.edu.au** and a bus is allocated for your excursion. All bus related communication will then take place between you and Nudgee Transport.

STEP 3

Once the excursion/Incursion is approved, please email the EA to the Dean of Students advising of the student excursion, providing dates, the time you are leaving and returning to the College and a list of students involved in the activity so students can be marked internally approved absent in TASS for the period they will be missing classes.

STEP 4

A class roll **must** be taken and the Student Office notified of any student absences immediately. Please complete a roll as the boys are getting on the bus or transport, and if you are aware of any students missing prior to the excursion leaving the grounds, notify the Student Office.

Transport

The teacher requesting the excursion is responsible for the bus booking.

- The College bus or hired public/private bus services will be the normal means of transporting students on an excursion. The transport regulations that determine the maximum seating in these buses needs to be strictly observed. No teacher has the authority to vary the maximum number of passengers for which a vehicle has been certified to carry.
- Plan the route to be taken; to minimize time spent on the road and while travelling students need to be supervised so as to ensure minimal distraction to the driver
- Under normal circumstances approval will not be given for students to use their own vehicles on an excursion, nor will teachers be given approval to use their own vehicles to transport students. No special indemnity exists to protect a driver from being sued for negligence in the case of an accident.
- If teachers/parents use their own cars to transport students, they should ensure that their insurance cover is adequate, that the school administration is aware of the use of the car for school business and that the car used is safe. The Dean of Learning and Teaching can only give permission for use of a private vehicle.
- While a supervising teacher cannot influence the skill of a bus driver, a teacher can have some influence over the proper loading of the bus, plans as to where children should embark and disembark, and behaviour of students while on the bus.

6 Supervision

Accompanying adults may be used to meet the supervision requirements provided there are sufficient teachers to maintain adequate control of the whole excursion. The teacher student ratio most commonly used across the sector to meet Duty of Care and Insurance requirements is:

Vicinity of the College	1 teacher per class - 30 students
Within QLD	1 Teacher per class - 30 Students
Day travel beyond QLD	2 adults per class group including 1 teacher
Overnight	1 adult per 20 students with a minimum of 2 teachers per excursion. Teachers comprise half the number of supervising adults.

Where parents are engaged to assist in excursions it is important to realise that the school cannot delegate a duty of care to a parent as it will be equally liable for any negligent acts or omissions of supervising parents. All staff and parents who are involved in an excursion should be thoroughly briefed on safety instructions, their specific and their particular duties prior to the commencement of the excursion.

Parents or other supervising adults are to fill in a 'National Criminal History record Check' application form and return completed form to the Principal's office.

Boarders

Staff are to ensure arrangements are in place with the kitchen for boarders to receive a packed lunch on the day of their excursion/field trip.

First Aid

First aid equipment appropriate to the excursion must be readily available at any time on the excursion. Depending on the nature of the activity, it may be appropriate to have one or more qualified first aid staff present and contact the Health Centre regarding medical information on students.

Collection of Excursion Money

The organizing teacher is required to supply the Finance Office with a copy of the excursion form and a list of the students attending the excursion at least two week's prior to the excursion date. The finance office is responsible for the collection of money.

Communication

It is essential that some form of communication is maintained between the College and those staff/students who are involved in the excursion. Therefore the organising teacher will need to carry a mobile phone.

For overnight excursions, the teacher in charge is to have an emergency contact number for every student on the excursion roll. It is also important that the teacher in charge has access to the telephone numbers of medical practitioners or medical facilities en route and at stopovers. The organising teacher will also need to keep in contact with the College on a daily basis.

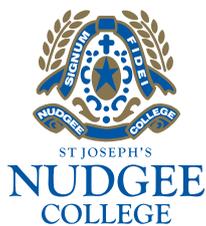
Overseas Excursions

Overseas trips must be pre-approved by the Deputy Principal prior to any external advertising taking place. A full risk assessment, including copies of passports/itineraries etc, in accordance with EREA guidelines, should be collated and given to the Deputy Principal.

PLEASE REFER TO

WWW.NUDGEE.COM

FOR FURTHER INFORMATION.



ST JOSEPH'S NUDGEE COLLEGE

2199 Sandgate Rd, Boondall, QLD 4034
Telephone: 07 3865 0555 | Fax: 07 3865 0500
Email: contact@nudgee.com

www.nudgee.com

A Catholic School in the Edmund Rice Tradition

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