

# **St Mark's Primary School Incursion, Excursion and Camp Policy**



## **School commitment**

St Mark's is committed to the provision of educationally valid excursions that enrich 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.

All students are expected to attend camp so they can gain important life skills. Camp is a great opportunity for students to access the curriculum outside the normal school routine. St Mark's considers camp to be an important part of school life and an experience that is beneficial for all.

## **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 current BCE 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 activities if required.
- 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 or delegate 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 acceptable educational or recreational intent.
- 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
- advising students about expectations and what they will need to bring
- delivering feedback for future reference.