



ST AGNES SCHOOL EXCURSION/INCURSION POLICY

Rationale

At St Agnes School we believe that learning takes place inside and outside the classroom. Incursions and excursions, including camps, provide excellent opportunities for the enrichment of student learning. Well planned relevant outdoor learning provides contexts in which students can experience a range of valuable learning interactions and develop positive social relationships. Excursions can take place in a range of forms such as: visits and walks within the local area, swimming and aquatics, sporting and other learning in out of school venues, camps, sleepovers at school or educational centres, demonstrations and instructions by community groups, other events such as school concert or graduation dinners.

An excursion is an activity organised by a school or preschool during which children and young people leave the site to engage in educational and recreational activities.

An incursion is an activity organised by a school or preschool during which children and young people remain on site to engage in educational activities.

Excursions and incursions are a valuable teaching and learning experience providing an opportunity for children and young people to learn from the wider community, building on the curriculum and reinforcing school based learning.

To ensure the safety and wellbeing of children, young people and staff, educational excursions should be conducted with awareness by all parties of their responsibilities.

Excursions aim to support students to:

- Develop an understanding that valuable and powerful learning also takes place in the real world
- Become more aware of and appreciate the environment and develop outdoor skills
- Increase independence in self as a learner and transfer BLP learning muscles into lifelong learning opportunities through collaboration, resourcefulness, independence, resilience and shared leadership
- Develop problem solving skills and student voice opportunities
- Extend their understanding of their physical and cultural environment

Responsibility of staff:

- provide opportunities for a wide range of educationally valuable outdoor experiences through excursions
- ensure that the program is forwarded to the Principal for approval with the appropriate forms including risk assessments and contingency plans
- notify parents of the intent, purpose, venue, date and requirements of all excursions to be held as soon as is practicable with as much advance warning as possible
- ensure that all excursion fees are received no less than 5 days prior to the event
- ensure DfE regulations and guidelines are followed
- ensure all paperwork is saved to staff/incursions&excursions
- ensure that all medical information and medication is collected and available
- ensure first aid knowledge and provisions are available
- provide an alternative program for students not attending excursions
- complete a risk assessment for the excursion to identify and evaluate hazards and to develop and implement risk control strategies (refer to [Sporting and adventure activities \(edi.sa.edu.au\)](http://edi.sa.edu.au) for category of activity and the risk assessment required)
- ensure adult to student ratio is complied with
- ensure that financial costs allow for all students to participate
- have training and development and access to information so that effective programs can be delivered
- be familiar with the excursion site or camp so that maximum use can be made of the program
- provide and offer opportunities for payment plans

Adult-to-student ratio:

A teacher (or responsible person in a preschool setting) must be in charge of all camps or excursions.

Make sure there is enough supervision for the student group. The minimum adult (staff, instructors and volunteers) to student ratio is:

- 1:6 for preschool to year 2
- 1:10 for years 3 to 7
- 1:15 for years 8 to 12.

Some activities may have a higher ratio if:

- the activity has a prescribed ratio
- the risk assessment or needs of the students attending indicates a higher ratio is needed.

While travelling on a bus or public transport, the minimum supervision ratio (1 site departmental employee who is a passenger on each bus or public transport) applies. As soon as students alight from the bus or public transport, there must be 1 teacher-in-charge and enough adults present to meet the general or prescribed supervision ratio.

Refer to the department Camps and Excursions website for further information [Camps and excursions \(edi.sa.edu.au\)](http://edi.sa.edu.au)

Responsibility of students:

- consistently demonstrate school values leading up to and on an excursion in order to ensure participation
- participate in class planning for the excursion
- follow the direction of teachers and all adults
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- act responsibly with other students

Parents / Carers:

- ensure that all excursion fees and signed consent are received no less than 5 days prior to the event
- support the school's programmes by encouraging their child's participation in excursions
- notify the school if cost of excursion prohibits participation of their child
- assist on excursions if able
- provide full medical information and any required medication
- participate in discussions regarding the inclusion/exclusion of their child

See DfE "Camps and Excursions Guide" for more information regarding specific outings

Parent volunteers on camp

Parent volunteers will be requested only when the staff attending do not make up the required ratio, additional people may first be sourced from within the school. Site leaders will determine who will attend as parent volunteers. If parents are required to make up ratio, they will not be charged for attending camp. Should parents need to attend camp to support their child the parent will need to stay off site (at their own cost) and administer medication or provide support as the student requires it.

Policy Ratified by Governing Council: 04/12/2024

Next Policy Review Date: Term 4, 2026

'Learning today, leading tomorrow'

PERSONAL EXCELLENCE | TRUST | RESPONSIBILITY | COURAGE