

### **Student Inclusion in Excursions, Camps and Extra – Curricular Activities Policy**

#### **Rationale:**

Excursions, camps and extra – curricular activities enable students to further their learning and social skills development in a non-school setting.

They are an integral part of the college's curriculum and specifically of the student learning program.

Excursions, camps and extra – curricular activities offer students an enrichment experience to the planned curriculum.

#### **Aim:**

- To provide a safe, secure learning experience for students in a venue external to the school.
- To ensure that all staff are aware of changes to the routine in the school.

#### **Implementation:**

Strict adherence to the DET excursion policy and procedures must be maintained.

Involvement in these activities will be linked to potential safety risk, effort, behaviour and completion and submission of school work by due dates. Decisions regarding a student's exclusion from excursions, camps and extra – curricular activities will be made by the leadership team in consultation with the organising teacher.

The following statements of policy apply to all excursions, camps and extra – curricular activities:

- The needs and resources of the school and its students must be taken into account when determining the educational value of an excursion.
- A duty of care is owed to students while on an excursion.
- The DET duty of care cannot be delegated to others for the duration of the excursions, camps and extra – curricular activities.
- The child protection protocols of the DET are to be followed while on excursions, camps and extra – curricular activities, particularly the reporting aspects.
- A risk assessment is to be conducted and risk management plan developed before seeking approval for excursions, camps and extra – curricular activities.
- Signed consent forms granting permission for students to participate in excursions, camps and extra – curricular activities and a medical information form are to be obtained from parents and caregivers.
- Safe transport or a safe walking route is to be organised for excursions, camps and extra – curricular activities.
- Students must behave appropriately at all times while on excursions, camps and extra – curricular activities.
- All excursions, camps and extra – curricular activities organisation and arrangements, including payment of all student monies and approval and completion of variation to routine forms, must be finalised at least one week before the excursion is to leave the school.
- Staff organising and attending excursions, camps and extra – curricular activities must make sure that they acquaint themselves with the DET and school accident policies.