



## **Excursions and Incursions Policy**

### **College Mission**

Cabra Dominican College is a Catholic school in the Dominican tradition. It strives to provide an environment that nurtures and develops young people's unique gifts: liberating them in the search for truth and empowering them to create a better world. Cabra Dominican College is committed to providing an environment in which all students feel welcomed, safe and valued.

### **Context**

Excursions/incursions are a valuable and enriching part of the learning experience at Cabra. Excursions/incursions complement and build upon classroom learning, increase the general knowledge and skills of students for current and later use in life and introduce students to a variety of experiences that they may not otherwise have access to.

### **Policy Statement**

For the purpose of this policy, excursions are defined as any organised, school activity that takes students out of the College during the course of the normal school day and in those instances where the excursion conducted outside of school hours is considered a compulsory part of a course of study. Incursions are defined as an activity organised by the College that is outside of a students' regular timetabled lessons. On occasions, incursions can be run by an outside body that are employed to run an educational activity for the students.

This policy and its associated procedures apply whether or not other classes are disrupted by the excursion. This policy does not apply to Curriculum Extension Activities or other College activities that occur outside of normal school hours.

### **Scope**

This policy applies to all students, parents/caregivers and is supported by staff working within or for Cabra Dominican College.

### **Principles**

The conduct of excursions/incursions at Cabra Dominican College is based upon the following principles:

- excursion/incursion activities are in accord with the values of the College, as expressed in the College Vision Statement;
- each excursion/incursion has clearly defined and enunciated rationale and outcomes appropriate to the spiritual, educational, pastoral, cultural and sporting programs offered by the College;
- the rationale of the excursion/incursion will be conveyed to parents, students and staff;
- as far as possible, excursions/incursions cause minimum disruption to normal programmed school activities and routines;
- wherever possible, excursions/incursions will be programmed on the school calendar well in advance;
- the school duties of staff absent on excursions/incursions are fully attended to, including the provision of educationally valid relief lessons;
- the current Catholic Education South Australia guidelines for the conduct of excursions/incursions are adhered to;
- all relevant College organisational procedures are adhered to;
- proper Duty of Care and Child Protection provisions are adhered to;
- all relevant documentation including Risk Management Procedures is completed and approved.

## Responsibilities

Students will:

- adhere to all excursion/incursion requirements, which includes behaviour, conduct and uniform and personal presentation codes;
- represent the College well in the wider community.

Parents/caregivers will:

- complete and submit all excursion/incursion forms in a timely manner;
- provide all relevant information.

Staff will:

- follow due process for the application, planning, organisation and execution of the excursion/incursion;
- ensure the excursion/incursion is compliant with Cabra and CESA policies and procedures;
- ensure the excursion/incursion is relevant to that subject's curriculum;
- complete and familiarise themselves with a detailed risk assessment;
- familiarise themselves with students' medical needs before commencing the excursion/incursion;
- ensure appropriate communication equipment is available at all times during the activity;
- provide active supervision on the excursion/incursion.

The College Administration Team will:

- coordinate the scheduling, bookings and management of excursions/incursions;
- assist teaching staff with the administration of all excursions/incursions.

Executive Leadership will:

- ensure all excursions/incursions and camps fit within the overall curriculum of the College;
- ensure staff are trained and aware of excursion/incursion expectations;
- ensure those conducting an activity are suitably trained and qualified;
- ensure that all applications for any off-campus activity are pre-approved;
- ensure that all excursions/incursions are subject to detailed planning and preparation in accordance with the prescribed *CESA Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005 and school guidelines*;
- ensure that required risk assessments and safety procedures have been implemented.

## Related Documents and References

- CESA Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools (2005)
- SACCS Behaviour Education and Personal Responsibility Policy (2010)
- Cabra Dominican College Principles for Working Together
- Consent2Go
- Cabra Dominican College Student Handbook
- Cabra Dominican College Staff Handbook

**Policy Title:** Excursion and Incursion Policy

**Ratified by Executive:** 2018

**Policy due for review:** 2021