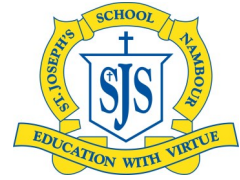


**ST JOSEPH'S PRIMARY SCHOOL  
NAMBOUR**



FIRST PRESENTED - June 2010  
NEXT REVIEW DATE - June 2018

REVIEW COMPLETED - June 2014

## **GUIDELINES**

### **Excursions, Incursions & Camps**

**Definitions:** An 'excursion' is an activity that takes place outside the school grounds and is planned to support a class or group educational program. An 'incursion' is such an activity but occurs within the school grounds.

#### **Rationale**

At St. Joseph's, we strive to develop a learning environment in which the education of the whole child is paramount. To this end, we believe it is important for all students to experience life at times, outside of the classroom and in the wider community. To assist this process, appropriate excursions, incursions and camps are organised through the year.

#### **Objectives**

##### **Excursions**

School excursions provide a great opportunity for students to engage in curriculum related activities outside of the normal school routine. As such, they are part of the school curriculum and it is expected that all students participate.

##### **Incursions**

At different times throughout the year, touring groups and/or guest presenters visit the school. These incursions are generally related to units of work being studied by particular classes though they may have a broader focus and be a 'one off' opportunity.

##### **School Camps**

Students in Years 5, 6 and 7 participate in overnight camping programmes each year. These camps provide opportunities for developing team building, peer support and engaging in extra curricular activities like canoeing, land ropes courses.

#### **Implementation**

Teaching staff request approval for such curricular related activities that are outside normal school routines via The Staff Portal.

Approval is dependent upon:

- the educational potential of the experience
- adequate supervision (including first aid officer) is provided
- travel arrangements are appropriate
- an emergency plan is in place
- informed parental consent has been obtained
- students & volunteer helpers being advised of the school's expectations relating to their role and behaviour, and
- it is within budget.

## References

### Excursions and camps

OH&S Standard Excursions

Form: Camp Consent Form & Medical Information

Form: Excursion Parent Consent Form

Form: Excursion Request Form

Form: Transport of Students by Parents/Volunteers Letter

OHS Fact Sheet: Excursions

OHS Fact Sheet: First Aiders for Excursions

Resource: Wld Government—Gastroenteritis Outbreaks in Camp Facilities.

Prevention and Management School Manual

### Risk Management

Form: Risk Assessment Template

OHS Fact Sheet: Risk Management

### Bed Bugs

OHS Fact Sheet: Managing Bed Bugs

### Buses

Resource: QCEC Circular 2009/059—School Bus Standards

Resource: Queensland Transport - Chartering a bus. A guide for school communities.

All References above are accessible via the link below:

[Link to Brisbane Catholic Education k-web](#)