

**ST JOSEPH'S PRIMARY SCHOOL
NAMBOUR**



FIRST PRESENTED - June 2010
CURRENT AS AT MAY 2019

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.

Current as at May 2019

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](#)