

Excursion policies

Safety on school excursions

Bus, train, tram and ferry travel

Instruction to students:

- wait for teacher instruction before moving on or off transport
- do not distract driver or operator
- While waiting for transport to arrive stand well back from the road, train line or edge of wharf. Wait sensibly and do not push any other student.
- Remain seated on transport

Teachers will monitor movement on and off transport. Teachers will assist students to embark and disembark safely.

Walking

Instructions to students:

- Stay in sight of the supervising adult
- Stay with your group
- Pay attention to teacher instructions
- Stop at the curb and wait for teacher instruction before crossing

Teachers will supervise at the front and back of lines at crossings and teachers will be the first and last to cross.

Special activities

If the excursion involves special activities discuss specific instructions prior to the excursion with the Principal. Keep students well away from any body of water (unless there are approved, supervised water activities).

Playground equipment

Teachers will check playground surface for any hazards such as impacted ground, syringes and broken glass before use. Teachers will supervise closely and actively and to give safety instructions to students before use. No use of swings.

Toileting

A teacher will accompany to the outside of the toilet facility and if necessary/appropriate check inside the facility before and after use.

Medication on excursions

Student medical records will be reviewed before any excursion. Teachers will take a copy of an health care plan with them on excursions. For overnight excursions detailed medical information will be gathered. Students with puffers or epi-pens will be required to carry them on their person. A first aid kit, including a Ventolin puffer, will be taken on each excursion.

All staff have been trained in emergency care and CPR. In any case of medical emergency, emergency care will administered and medical assistance (doctor or ambulance) will be called for.

Overnight excursions

Instructions to students:

- Stay in your room at night
- Don't wander around the property
- Follow curfew and lights out
- Respect others privacy

Teachers regularly check if students are safe and comfortable. Teachers to inform the students of where to find them in case of an emergency. Review the emergency plan for accommodation and use the buddy system.