EXCURSION/INCURSION

Rationale:
St. Bernadette’s excursion/incursion programme enables students to further enhance their learning and social skills by visiting facilities outside the school or engaging people to visit the school. Excursion and incursions complement the education programs offered at our school.

Aims:
At St. Bernadette’s we believe that learning opportunities can provide and extend beyond the classroom.

Implementation:
- A designated organiser will co-ordinate each excursion/incursion.
- The designated organiser will ensure that all excursions, incursions, transport arrangements and activities comply with the CECV guidelines.
- Adult supervision for excursions/incursions will be in accordance with CECV guidelines. Adults outside the supervision ration may be required to pay costs associated with the excursion/incursion attendance.
- Prior to an excursion/incursion a School Excursion Information Sheet is to be completed, giving all details, for Principal’s or Deputy Principal’s approval.
- All endeavours will be made not to exclude students from planned excursions/incursions.
- Prior to any child attending an excursion, parents/guardians must give written, signed permission to the school. Parents will be notified of any incursion happening at school.
- The completed and signed permission slips must be carried by excursion staff at all times.
- Confidential Medical Information Action Plans for children at risk will also be taken on the excursion. Plans will be photocopied and placed in a plastic bag along with appropriate medication.
- The school will endeavour to provide a staff member with first-aid training to attend the excursion.
- The school will ensure that a mobile phone and first-aid kit will be taken on all excursions.
- Excursion and incursion dates are to be noted in the school diary.

Evaluation:
This policy will be reviewed as part of the school’s review cycle.