

Excursions Policy – Single Day Excursions

Introduction

This policy must be read in conjunction with the Excursion Policy – Master as well as any other relevant WorkSafe Policies and Student Duty of Care Policies.

What is a Single Day Excursion?

A Single Day Excursion is a one off excursion (as opposed to a Regular Off Campus Activity) that does not involve an overnight stay. A single day excursion can range from an excursion which takes a few hours (e.g. a visit to a restaurant) through to a whole day trip.

Excursion Management Plan

An Excursion Management Plan must be developed for each Single Day Excursion. Where the excursion involves recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from the single day excursion, as well as from the recreational and outdoor activities.

Incident Notification

If during the course of a Single Day Excursion an incident occurs (e.g. a child is lost), whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal.

Record Keeping

Copies of all records relating to a Single Day Excursion must be maintained in accordance with the Excursions Policy – Master.

Related Policies

- Excursions Policy – Master
- Excursions Policy – Recreation & Outdoor Education
- Outsourcing (External Service Providers) Policy

Related Documents

- Excursion Management Plan Template

From Complispace – current as at June 2020

