

Rationale

The Deutsche Schule Melbourne – A German International School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. Teachers will cater for students with different learning abilities, interest and needs. Excursions complement and are an important aspect of the educational programmes offered at the school. Adequate supervision of students on such excursions is a requirement of the school's duty of care.

Principles

Excursions are an important means of complementing a student's learning opportunities and developmental needs. The school will ensure each student's welfare and safety by providing adequate supervision when off-site. Reference is also made to the school's Welfare Policy.

Goals

- To provide adequate and appropriate supervision of students on excursions.
- To provide a safe and secure environment for our students and staff.
- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Strategies

Supervision on excursions

- An excursion is defined as any activity beyond the school grounds.
- The school board must approve excursions that extend beyond a school day. All other excursions require the approval of the Head Teacher.
- All excursions require each student's parents' express prior written consent.
- Parents will receive adequate notification of planned excursions.
- A designated teacher will co-ordinate each excursion.

Supervision of Students Off Site

- The school may decide to exclude a particular student from an excursion. The decision to exclude a student will be made by the Head Teacher, in consultation with the designated teacher.
- The school may participate in camps and excursion programs to locations, which may be a considerable distance from the school and emergency services. The school will endeavor to conduct such camps and excursions in locations and at times that are not likely to pose an unreasonable risk to participants.
- Supervision of students is the responsibility of all staff accompanying the students.
- Staff accompanying the students must avoid potentially dangerous situations arising.
- If a potentially dangerous situation nevertheless arises, staff must react accordingly keeping in mind each student's safety and welfare. If possible and appropriate, staff must call for assistance.
- An emergency, which occurs during a camp/excursion, is to be reported by the supervising teacher to the emergency services. The Head Teacher is then to be advised. If practicable, the Head Teacher will attend. Otherwise, the school may ask the regional office to send an officer to the incident to assist staff at the scene and to liaise with the school.
- The school will provide the opportunity for teachers to update their first aid skills.
- All excursions will have at least one Level 2 first aid trained staff member at all times.
- All students attending excursions will provide a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment. Copies of the signed medical forms are to be taken on excursions, as well as kept at school.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with procedures laid out in the Administration of Medication policy, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- A mobile phone and a first-aid kit will be taken on all excursions.

Date
October 2007

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