

2.2 John Pujajangka–Piyirn Catholic School Excursion Policy (2012)

Rationale:

School camps and excursions are part of school life that enhances the educational program offered by John Pujajangka-Piyirn School. Thorough planning and preparation are essential to ensure the safety of students and staff during the course of such activities.

Participation in school excursions is one of a number of practical ways that students will experience Aboriginal and Non- Aboriginal activities while at school. By participating in bush trips, students can learn from Aboriginal Teaching Assistants, elders and community members. On camps, students can experience non-Aboriginal culture in a positive, enjoyable and structured manner, where they will learn about the world outside of Mulan and develop a positive attitude to non Aboriginal people from other cultures.

Principles

1. School camps and excursions shall be designed to enhance the educational program offered by the school.
2. The Principal shall ensure that maximum emphasis is placed on the safety and well being of all participants.
3. The Principal and staff, in planning school camps and excursions, shall consider the needs of both students and their families.
4. The Principal shall consider the financial burden on families sending students to camps or excursions.
5. School camps and excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion.
6. A duty of care exists at all times and teacher/student relationships must be maintained at all times.
7. Staff shall ensure that appropriate prayer / liturgical experiences form an integral part of the camp or excursion program.
8. All undertakings in terms of camps and excursions should comply with the *School Camps and Excursions – Guidelines for Catholic Schools*.

Educational Justification

All excursions should be a learning activity and outcome based. As in all areas it is important to ensure children develop a love of learning. Excursions should develop this aspect further but at the same time be firmly linked to the Curriculum Frameworks (overarching outcomes, values and more specific outcomes addressing different areas). Excursions should also have a preparation period, the actual participation and a follow up.

Basic outcomes and values that should be addressed are as follows:

Values:

- 1 Self-Acceptance and respect of self.
- 2 Respect and concern for others and their rights.
- 3 Pursuit of knowledge and a commitment to achievement of potential.



Overarching Outcomes:

9: Students interact with people and cultures other than their own and are equipped to contribute to the global community.

13: Students recognise that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.

Specific Outcomes:

Excursions enable students to:

- Enhance the belief in themselves and their Aboriginal culture.
- Participate confidently in Non-Aboriginal activities
- Demonstrate an understanding of
 - a. their own local culture in Mulan
 - b. other similar communities outside Mulan
 - c. the world outside of Mulan
- Demonstrate an ability to code switch between cultures.
- Demonstrate a capacity to perform capably in a range of activities.

Teaching / Learning Strategies

- Preparation in terms of knowledge and practical aspects to allow for further extension during the trip.
- The students are involved in the planning and everyday running of the excursion where appropriate which includes developing clear outcomes.
- Participation in hands on activities.
- Providing a range of activities.
- Compilation of a journal during longer excursions.

Assessment and Evaluation

Observation

Anecdotal evidence

Concrete evidence of learning through writing and oral work

Teacher-T.A. Parent conferencing

Student's diaries

Students reflect on excursion orally, in writing and where possible through practice.

Photos and Videos



Organisation

- 1 Class teacher prepares excursions with specific outcomes in mind and in consultation with the community, other staff involved and the Principal.
- 2 Children's participation in and available finance for longer excursions are negotiated but all students' carers must make some financial contribution to the camp.
- 3 Bush-trips are to take place regularly (Terms 2 and 3)
- 4 Although all teachers in the school would not be directly involved in longer excursions they would be expected to offer some assistance in preparation where appropriate.
- 5 The number of days spent on an excursion varies but K- PP would have a maximum of an overnight camp, Years 1-2 would be two nights and Years 3 – Secondary would have a maximum of 10 days.
- 6 The essential and desirable requirements should be taken into account when organising an excursion.

Essential and desirable requirements when organising a trip:

When planning a bush trip or longer excursion, the following requirements in regard to safety and supervision need to be adhered to:

The following are **essential** requirements-

1. For water-based activities the following procedures must take place before approval and conducting the activity.
 - a) Risk Management evaluation.
 - b) Student swimming capabilities should be taken into account.
 - c) Accredited teacher/student ratio's for swimming excursions
 - Primary students 4-12 years up need an adult / child ratio of 1:8
 - Secondary students 13-18 years up need an adult / child ratio of 1:12
 - e) A nominated holder of a current, recognised and accredited Bronze medallion must be present.
2. A copy of drivers' licences for staff members and any other drivers taking part in excursions to be kept in the school office.
3. One copy of signed permission notice and medical information for students to be left at school office and one copy to accompany group on camp/excursion.

Emergency Plan

3. The following preparations should take place before beginning a trip:
 - a) Check that all of the **safety equipment is in the vehicle** including:
jack and tools, 25 litres of portable water, satellite phone in carry bag with up to date list of phone numbers (current Kutjungka phone guide) and mobile phone, rubbish bag and toilet rolls, Emergency Kit with collapsible spade, recovery strap, shackle, torch, jumper leads, matches and/or lighter under rear seat next to jack.
 - b) Have a list of staff and students in each vehicle.



- c) An emergency plan for activities at destination are to be designed and given to the principal.
- d) Regular planned stops for comfort stretching, and driver change, as per the national standard not to drive for more than 2 hours without a break
- e) Roll checking system.
- f) An adult to child ratio of 1:3
- g) At least two drivers when travelling over 500km although three would be desirable.
- h) Cultural considerations considering male / female to be taken into account and a buddy system set up. Number of people travelling in the car.
- i) A Kukatja speaker is to be present on the excursion.
- j) Permission slips for students attending the excursion should be signed and a note placed at the store the week before leaving on the trip.

4. During the trip the following should be adhered to:

- a) Seatbelt Policy. Car will not progress until all occupants have fastened seat belts.
- b) Students to stay on the left hand side of the road at all times when not in the vehicle.
- c) Regular contact with Office/Principal to report current journey progress and E.T.A's
- d) At least one adult travelling in a vehicle is to have a Senior First-Aid Certificate.
- e) At least one Kukatja speaker should be present on the excursion.

The following are **desirable** requirements:

1. All staff intending to drive the school vehicles to complete the nationally accredited 4wd Driver course.
2. A Kukatja speaker in each vehicle.

Parental Involvement

It would be desirable for camps taking place throughout the year to be discussed with parents before being put into the school diary.

The parents will be informed well in advance of objectives, adult accompaniment, destination and cost involved.

A parent or T.A. will accompany children on all excursions.



Resources

Broome camp File

Brochures of the destination

Parents involved through personal contact and written work including displays

Old people

School Vehicle

Records of previous excursions

The country

Video Camera

Aboriginal Culture

Policy created: 2003

Minor review: 2004

Reviewed: 2006

Reviewed: 2012

