

DOMINIC COLLEGE

A Catholic School in the Salesian Tradition



EXCURSION POLICY

Date	December 2022
Responsible Position	College Leadership Team
Approved By	College Board
Next Review Date	December 2027
Related Documents	Complaints Policy Australian Privacy Principals Disability Discrimination Act Education Act 2016 St John Bosco's Preventive System Children and Young Persons Act 2008

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1. RATIONALE

At Dominic College we aim to adhere to the four domains of the Archbishop's Charter of:

- Catholic identity
- Learning
- Leadership
- Mission

The Salesian Charter guides how Dominic College enacts these domains with a focus on:

- A HOME that welcomes,
- A PARISH that evangelises
- A SCHOOL that prepares for life
- A PLAYGROUND where friends meet

Our excursion management policy reflects the ethos of the College and our legal obligations.

2. THE SALESIAN CHARTER

Living out the Salesian Charter requires us to manage excursions, incursions, camps, and trips in certain ways.

A HOME THAT WELCOMES

Being a HOME that welcomes means that:

- We design curriculum-based excursions for students of all abilities
- We schedule acceptable alternate activities where safety or access prevent full inclusion
- We provide timely, accurate information to families allowing for informed consent where required
- We provide support for families to access, update, and approve event permissions where required

A PARISH THAT EVANGELISES

Being a PARISH that evangelises means that:

- We ensure that our actions, activities, and presentation, model and reflect the teachings of Christ
- We acknowledge that our behaviour reflects on the school requiring us to always be examples of our Catholic identity and Salesian ethos

A SCHOOL THAT PREPARES FOR LIFE

Being a SCHOOL that prepares for life means that:

- We follow the law and all relevant legislation including:
 - a. Verified WWVP (Working with Vulnerable People) registration for staff, contractors, and volunteers
 - b. Appropriate licences, insurance, and safety checks for event activities
 - c. Training in Safeguarding Children for all volunteers, staff, and relevant contractors
- We link events clearly to relevant curriculum areas
- We require excursion staff to have completed detailed excursion planning
- We identify and address health and safety risks and maintain records of our actions
- We require all excursion staff to be familiar with the approved risk mitigations
- We acknowledge that optional trips are a privilege and participation may be restricted for financial, operational or behavioural reasons

A PLAYGROUND WHERE FRIENDS MEET

Being a PLAYGROUND where friends meet means that:

- We foster friendship, honesty, fair play, and active participation
- We support appropriate behaviour and language
- We welcome parent/carer participation in line with our volunteer policy

3. EXCURSION MANAGEMENT

THE PROCESS

- Staff will utilise the approved method to propose and plan events
- Approval is required at both the proposal and planning stage
- Authority to approve proposals and planning and issue event invitations is restricted
- Proposals must be approved by appropriate member of the leadership team
- Events must meet College requirements including:
 - a. Clear and valid links to curriculum
 - b. Scheduling that meets operational requirements
- All excursion planning and risk management processes must be reviewed and approved by the Compliance and Resources team
- Final approval for events rests with designated staff:
 - a. Incursions and minor excursion with relevant Directors
 - b. Intra and Inter state with the Deputy Principals
 - c. Overseas trips with the Principal
- The excursion procedure provides detailed guidance and requirements for developing, identifying, and managing excursion planning