



AL-AMEEN COLLEGE EXCURSIONS POLICY

1. PURPOSE

While students are in the College's care, the responsibility for the welfare and safety of students remain with the College at all times. Excursions are undertaken to further students' learning and social skills development outside their normal school environment and include camps. All excursions contain some level of risk. Some excursions will have a much higher level of risk than others. It is essential that all staff involved in excursions have an understanding of the level of risk associated with each excursion they conduct and are able to manage the associated risks appropriately given the ability of the students and the location at which the excursion is held.

Al-Ameen College (formerly known as Langford Islamic College), places utmost importance on the safety and well-being of all students and staff. Accordingly, the College responds to all elements of foreseeable risk and takes reasonable steps to ensure that students and staff do not risk injury and that their health and safety are not put at risk at any time, including during excursions and camps. This Excursions Policy has been developed to minimise risks associated with excursions and camps.

2. SCOPE

This policy applies to all staff organising excursions for students at Al-Ameen College. The Principal is to authorise all excursions and is responsible for the implementation and compliance of this policy and related procedures.

3. POLICY

Excursions need to have a clear educational purpose and ensure that the duty of care for participating students and staff is adequate and compliant with relevant legislation. All excursions must only be conducted with the Principal's authorisation and parental consent. The College is to inform all parents/guardians of all details of all excursions and camps and

parents/guardians are required to provide the College with all details of disabilities and/or medical conditions that may affect their child's ability to attend and/or fully participate in the planned activities of excursions and camps.

Standard of Care: Staff are to be familiar with this policy and implement related procedures to ensure that an adequate standard of care is provided for every excursion. The standard of care will vary depending on the venue of the excursion and the activities that are conducted. Each excursion holds a different level of risk and therefore, a different level of care will be required. The higher the risk, the higher the level of care required. The level of care varies according to:

- number of students;
- age of the students;
- venue;
- conditions;
- ability of students.

When engaging the services of external providers to either run or assist in the running of excursions, the duty of care owed to pupils by the College is only delegable in very specific cases. The engagement of an external provider, no matter what his or her level of expertise is, does not release the College from its obligation to ensure the safety of its students who participate in the excursion.

The standard of care will be breached if staff do not comply with this policy and related procedures and thereby, compromising duty of care. Compromising duty of care will result in a warning and possible disciplinary action.

Students with Disabilities and/or Medical Needs: For students with disabilities and/or medical needs, the teacher in charge is to consult the Principal, the child's parents and the child's doctor (at the parent's discretion) and devise an individual emergency and/or medical plan. Parents are required to provide the teacher in charge with all relevant information and sign the plan. The child's parent or a trained nurse may be asked to attend. In cases where the physical disabilities or medical conditions make participation in some or all activities difficult, alternative or adapted activities are to be arranged.

Parent Consent for Medical Treatment: Parents are required to provide detailed medical information and consent for medical treatment for all excursions and camps. The College is

to request (on the consent form) that it be permitted to call a doctor and/or ambulance if necessary and that parents will be required to meet all associated costs.

4. RELEVANT LEGISLATION OR AUTHORITY

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

School Education Act 1999

School Education Regulations 2000

Working with Children (Criminal Record Checking) Act 2004

**Al-Ameen College acknowledges the Department of Education of WA and AISWA in the production of the Excursions Policy and Procedures.*

5. REVIEW

| YEAR OF REVIEW | REVIEWED BY | AMENDMENTS/RERVIEW |
|----------------|-------------|---------------------|
| 2011 | YI | Originally Released |
| 2013 | PR | Reviewed |
| 2017 | NM | New Policy written |
| 2019 | NM | Reviewed |
| 2021 | NM | Reviewed |
| 2021 | PR/ME | Reviewed |