Rationale
Nagle College endeavours to provide opportunities for all students to experience a broad range of educational activities and environments. These are designed to enhance the learning experiences of students by broadening their skills and knowledge by giving them access to experiences they may not be able to obtain at school.

In doing so the College recognises it has a responsibility to provide a safe environment for staff, students and volunteer workers.

Teachers are in a special legal relationship with students to protect them from reasonably foreseeable harm, when the school is operating inside the school grounds and outside them by reason of their teacher student relationship.

The requirement is to take positive and protective reasonable precautions at all times for the safety of students to prevent reasonably foreseeable harm which might befall a student.

Scripture
The beginning of wisdom is: get wisdom; at the cost of all you have, get understanding
Proverbs 4:7

Give instruction to a wise man, and he will be still wiser; teach a just man, and he will increase in learning.
Proverbs 9:9

Mission
Stewardship as Service
“As a Catholic Community in the Salesian Tradition we will demonstrate considerate, effective and efficient stewardship of human, environmental and material resources entrusted to our care”.

As a dynamic and effective learning community we will promote creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and through the pursuit of academic excellence.

Vision
Nagle College is a dynamic, hope-filled community, pursuing personal excellence and self-discovery through education for all students in a nurturing Catholic community in the Salesian tradition.

Definitions
Excursion An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).
Offsite activities

Offsite activities include: excursions, camps (includes study camps and any activity involving overnight or weekend stays), tours, holiday trips and off campus activities such as sporting fixtures. They do not include work experience programs.

Duty of care

The duty of care of a teacher is to protect students in his or her charge from risks of injury that the teacher should reasonably have foreseen also applies during offsite activities.

During any offsite activity the teacher has responsibility for the safety of the students from the moment of departure to the moment of dismissal from the activity, which usually occurs when the students are returned to their parents/guardians.

Policy Statement

Nagle College respects the right of students within a specific learning group or specialist area of the College to have equal access to participate in excursions. Excursions are to be well organised, comply with all relevant law and policy statements and provide a safe learning environment for students, staff and volunteer workers.

Overseas trips are not covered in this policy. Please refer to the International Trips Policy.

Responsibilities

The conduct of all excursions should address the following principles:

• Staff or students do not miss an unreasonable amount of time due to excursions.

• An official Nagle College notification of school activity form is completed prior to the activity.

• A planning and approvals process is undertaken, which takes into account the following considerations:
  o detailed planning and preparation;
  o selection of an appropriate and safe venue including a safe transport route (walking or other mode of transport);
  o safety, emergency and risk management (including first aid trained staff);
  o informed consent from parents or guardians;
  o parent meeting, where appropriate;
  o medical information;
  o appropriate staffing and supervision which includes the provision of appropriately qualified staff;
  o student preparation and behaviour;
  o requirements for any adventure activities.

The staff member in charge of the excursion will comply with all relevant policies and procedures and complete all required documentation using the official Nagle College format.
Guidelines

1. All excursions will be based on sound educational rationale.
2. In determining the educational value of an excursion the College will take into account the needs and resources of the College, the needs of the students and the total learning program.
3. A duty of care is owed to students while on excursion.
4. The duty of care cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
5. A risk assessment is to be completed and a risk management plan is to be developed before seeking approval for any excursion.
6. A new risk assessment plan is to be developed for all excursions. Risk plans that may have been used in past excursions cannot be used for future excursions.
7. All applications for excursions are made in accordance with College policies, processes and procedures.
8. Nagle College excursion policy, processes and procedures will comply with all relevant legislative and external requirements.
9. All requirements of the College planning and approval process will be completed and authorised by School Organisation Coordinator.
10. In the event of staff members conveying students in their private vehicle this must be noted in the risk management documentation. The staff member must also provide a copy of their current drivers licence, registration and certificate of insurance.
11. In the event of staff members conveying students in their private vehicle there must be a minimum of 3 persons in the vehicle. A staff member must not travel alone with 1 student; there must be a minimum of 1 staff member/2 students or 2 staff members/1 student.

An excursion shall not proceed without the express approval of the School Organisation Coordinator.