

Excursions Policy – Overnight Stays

Introduction

This policy must be read in conjunction with the Excursion Policy – Master, the Excursion Policy – Recreation and Outdoor Activities, and as well as any other excursion policy that may be relevant.

What is an Overnight Stay Excursion?

An Overnight Excursion is an excursion that involves one or more overnight stays. A Overnight Excursion can range in length from one night to a number of weeks (in the case of International Excursions).

Excursion Management Plan

An Excursion Management Plan must be developed for each Overnight Excursion. Where the excursion involves an overnight stay and recreational and outdoor activities, only one Excursion Management Plan needs to be developed which will take into account risks arising both from overnight stays and from the recreational and outdoor activities.

Incident Notification

If during the course of an Overnight Excursion an incident occurs (e.g. a child is lost), whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal.

Record Keeping

Copies of all records relating to Overnight Excursions must be maintained in accordance with the Excursions Policy – Master.

Related Policies

- Excursions Policy – Master
- Excursions Policy – Recreation & Outdoor Education
- Outsourcing (External Service Providers) Policy

Related Documents

- Excursion Management Plan Template

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