This document sets out what we expect from you and what you can expect of us in relation to Adult Helpers on School Excursions.
Introduction:

At St Augustine’s we actively seek opportunities for our students to look beyond the school fence and explore their world. We aim to engage students in vibrant, creative learning experiences that develop inquiring minds.

We believe that by participating in excursions and away from school activities, students are given experiences which make learning authentic, provide a common experience for all students and the opportunity to practise life and learning skills including:

- Independence
- Investigation
- Leadership
- Co-operation
- Respect for others
- Respect for the environment
- Responsibility
- Deep learning

So that we can provide worthwhile, safe and enjoyable excursions and out of school experiences, we require the assistance of Adult helpers.

Adult helpers on school excursions increase the ratio of adults to children.

An adequate ratio of adults to children allows for thorough supervision and quality interactions maximising learning, ensuring safety and increasing enjoyment for all.
All adult helpers on excursions need to:

- Understand that the selection of adult helpers is determined by a range of factors including but not limited to: gender balance, needs of individual children, expertise required, previous attendance on excursions
- Know that they may or may not be in a group with their child
- Understand their purpose for being on an excursion is to assist all children not just their own
- Understand that teachers are in charge and have ultimate authority in all aspects of the excursion
- Not publish or transmit any photos of students without parent consent

Parents are requested to refrain from contacting parents of any students or allowing student access to parent contact. Connecting a student to a parent remains the judgement of a teacher.

Duties that may be required of adult helpers include:

- Supervision of students in small groups or as members of a whole class
- Escorting students to the toilet
- Caring for sick or unwell students
- Interacting with students to maximise their learning in an activity
- Asking and answering student questions
- Re-focusing students
- Being aware of potential hazards
- Assisting students to get the most out of the whole experience
- Being an official photographer
- Being in charge of First Aid
As an adult helper on an excursion, you are expected to:

- Be punctual and reliable in fulfilling your commitment to attend an excursion/out of school experience
- Respect the privacy & confidentiality of all members attending the excursion or out of school activity
- Follow teacher instructions when assisting with activities
- Actively assist in the management of students during travel, eating and activity times
- If allocated a group, supervise them closely and carefully
- Report any inappropriate behaviour (disruptive/disrespectful) to a teacher as soon as possible
- Limit use of mobile phones to non supervising times only
- Adhere to “No Smoking” policy
- Refrain from purchasing anything for any student
- Use appropriate language at all times
- Assist, where necessary, gathering & packing any equipment prior to the excursion or unpacking the bus and putting away equipment at the end of the excursion

As an adult helper on an excursion, you can expect:

- To be informed of the day’s program of activities
- Students to follow school/travel/venue rules at all times
- Inappropriate behaviour reported by you to a teacher be followed up immediately or as soon as practical
- To have a great time and a shared experience to follow up with your child

Volunteers are sought prior to each excursion