Policy Rationale
CCAE’s excursion program is intended to enable students to further their learning and social skills development by introducing them to learning experiences beyond the classroom and develop an awareness that valuable learning occurs in the real world.

Policy Aims
An excursion is an event extending student skills/knowledge through activities external to a normal classroom environment. It may involve group or individual excursions, structured workplace learning and/or observation.

Procedure - General Principles
- The Manager must approve all daytime excursions and has sole authority to approve/disallow any excursion.
- Both the Manager and the Board of Management must approve all overnight excursions.
- Only students who have displayed reliable behaviour will be invited to participate in CCAE excursions.
- The Manager will determine the ‘Excursions Levy’ and endeavours made not to exclude students simply for financial reasons.
- Students whose payments have not been finalised 24 hours before departure will not be allowed to attend unless alternative payment arrangements had been organised with the Finance Officer and approved by the Manager.

- A designated ‘Teacher in Charge’ will coordinate an excursion and ensure arrangements comply with DET guidelines.
- CCAE will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed “Confidential Medical Information for Board of Management Approved Excursions” forms must be carried by excursion staff at all times with duplicates held with office.
- CCAE will ensure that at least one member of staff on an overnight excursion has first aid/CPR skills.

Procedure - Parents/Guardians/Volunteers Attending Excursions
- Parents/Guardians selected to assist with an excursion may be required to pay costs associated with the excursion.
- When deciding on which parents will attend, the Teacher in Charge will take into account:
  1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  2. The need to include both male and female parents.
  3. The special needs of particular students.

Procedure - Implementation for students with Parents/Guardians
- Parents/Guardians will pay for excursions as they occur and invited to discuss a payment plan with the Finance Officer.
- Families will have sufficient time to make payments for excursions and be reminded of finalisation of payments.
- Finance Officer is responsible for managing/monitoring payments and will provide classroom teachers with detailed records.
- Before a student can participate in excursion, Parents/guardians must provide CCAE with a signed permission form, a signed “Confidential Medical Information for Board of Management Approved Excursions” form, and must have paid all costs.
- Non-English speaking families will receive information in a manner that provides informed consent to their child attending.
- Parents/Guardians will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour. A decision to exclude a student will be made by the Manager in consultation with CCAE staff.

Procedure - Implementation for Independently Living Students
- Students will pay for excursions as they occur and invited to discuss a payment plan with the Finance Officer.
- Students will have sufficient time to make payments for excursions and be reminded of finalisation of payments.
- Finance Officer is responsible for managing/monitoring payments and will provide classroom teachers with detailed records.
- Before a student can participate in excursion, student must provide CCAE with a signed permission form, a signed “Confidential Medical Information for Board of Management Approved Excursions” form, and must have paid all costs.
- Students will be notified if they are in danger of losing their invitation to participate in an excursion due to poor behaviour at CCAE. A decision to exclude a student will be made by the Manager in consultation with CCAE staff.

Evaluation
- This policy will be reviewed bi-annually.