

[Excursions]

Extra-curricular student activities are a great way to extend learning outside of the classroom and good, meaningful excursions are activities that students rate highly. That being said, extra care needs to be taken when under 18s are taken off site. Preparation and systems are key to the enjoyment of safe excursions for this group. This starts with the training and induction of teachers, administration staff and homestay providers, as well as a risk assessment for each excursion.

It is critical that permission forms are signed, accommodation providers are notified of drop off and pick up times and that the student is under the supervision of Centre staff members at all times until the student is picked up and transported home. Where under 18s are included in a mixed age group, it is wise to require them to return to the Centre at the end of the excursion, even if adult students leave from the venue. Also, ensure that teachers are trained and prepared to manage any student injuries while ensuring the continued supervision of other students. Often it is advisable to involve other stakeholders such as the student's homestay provider or carer.