

# EXCURSION POLICY

## BASIC BELIEFS

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

## AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

## GUIDELINES FOR ACTION

- All excursions must be approved by the Principal or his nominee(s)
- Staff wishing to organise an excursion must submit the request in writing to the school Principal. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal. The Principal or his nominee(s) will consider the educational outcome of the excursion as well as the cost and impact on the school for the proposed date.
- The Principal or his nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [DEECD Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). The Principal will complete the 'Notification of School Activity' available at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal or his nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

## EXPECTATIONS

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.

The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.

Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

## PROGRAM

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff

- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

#### **Arrangements for payments**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the Business Manager, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager or Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

#### **Teacher Responsibilities:**

- A designated "Teacher in Charge" will coordinate each excursion.
- In the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes, family contact details and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The 'Teacher in Charge' will carry a mobile phone during the period of the excursion.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.

- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

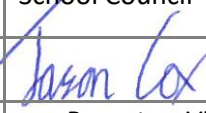
All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

The Key Links which are connected with this policy are sourced through : [DEECD Excursion Policy](#)

#### Evaluation:

<b>Date Reviewed</b>	16.10.2017
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Communication Procedures</b>	<ul style="list-style-type: none"> <li>▪ Parents – Via school website and on request.</li> <li>▪ Staff – Via Induction pack.</li> </ul>
<b>Next Review Date</b>	Oct 2020 or as necessary.

## Appendix A

### NOTIFICATION OF SCHOOL ACTIVITY (EXCURSIONS)

SCHOOL COUNCILS ARE RESPONSIBLE FOR ENSURING THAT THE ACTIVITIES LISTED BELOW ARE THOROUGHLY PLANNED, CHECKED AND DOCUMENTED IN ACCORDANCE WITH DEPARTMENT OF EDUCATION & TRAINING GUIDELINES FOR THE PLANNING AND CONDUCT OF CAMPS, EXCURSIONS AND OUTDOOR ADVENTURE ACTIVITIES.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at:

[www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp)

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

#### Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

## Excursions: Risk Management Assessment Form

### Section 1 – Environment Emergency Management Assessment

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>Bushfires</li> <li>Severe storms and flooding</li> <li>Earthquake</li> <li>School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>Missing Student</li> <li>Medical Emergencies</li> <li>Incidents</li> <li>Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Intruders</li> <li>Internal fires and smoke</li> <li>Snakes and other wildlife</li> <li>Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
<b>Impact</b>					

Environmental Emergency	Event	Risk Management Strategies
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood / Very high, high or moderate impact</b>		
<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.