



## EXCURSIONS 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.

### GUIDELINES FOR ACTION

- All excursions must be approved by the Principal or nominee.
- The Principal or nominee will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.
- Once the excursion has been approved all relevant documentation must be completed. This includes the 'Notification of School Activity' at : [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) three weeks prior to the excursion departure date, and ensure relevant details are entered on the Term 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 nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- Parents may give written approval at the beginning of each year for short walking excursions in the local area. For each excursion, the Staff member in Charge will ensure that parents have been notified of the details and purpose.

### 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 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 Training (DET) 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.

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

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

## **PROGRAM**

Prior to conducting an excursion, the Department's requirements and guidelines relating to excursions, will be rigorously observed.

Consideration in planning will include:

- [Safety, Emergency & Risk Management](#) , including Bushfires

Prior to conducting any excursion, the formal approval of the principal will be obtained. In approving an 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 DET
- 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

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

Prior to the excursion parent/carers are to be made aware that DET 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 principal. Decisions relating to alternative payment arrangements will be made by the principal in consultation with the appropriate staff, 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.
- 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. The Teacher in Charge must provide the Office with final student numbers.
- All students must have returned a signed permission note and payment to be able to attend the

excursion. Copies of completed permission notes 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 this prior to leaving.
- Any specialised medication and first aid information required for individual students attending an excursion will be collected by the staff member in charge and given to the teacher who is directly responsible for the student on 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 with excursions. All adults assisting must have a current Working With Children Check.
- 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 and/or Assistant Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on excursions consistent with the School's Student Code of Conduct. In extreme cases the excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return to school or go home during an excursion. Any costs associated with the student's return will be the responsibility of the parents/carers.

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, fire safety precautions will be implemented.

**Bushfire Risk Assessment must be completed prior to any excursion.**

#### **EVALUATION**

This policy will be reviewed each strategic cycle or more often if necessary due to changes in regulations or circumstance.

<p><b>Last updated and ratified by School Council – June 2018</b></p>
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