



Policy: Excursions

Rationale:

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.

An excursion is defined as any activity beyond the school grounds.

Purpose:

- 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 the physical and cultural environment.

Guidelines:

- All excursions must be approved by the Principal or their nominee(s).
- Staff wishing to organise an excursion will ensure all excursions are maintained at an affordable cost and comply with all Department of Education and Early Childhood Development (DEECD) guidelines and requirements. Staff must complete an excursion proposal form and lodge this for approval.
- The Principal or their nominee (s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or their nominee (s) will ensure that all excursions, transport arrangements, emergency procedures and staffing will comply with DEECD guidelines.
- Risk Assessment documentation must be completed prior to approval of an excursion.
- Once the excursion has been approved all relevant documentation must be completed.
- All approved excursions will be placed on the SAL (School Activity List) notification website prior to the excursion, in accordance with DEECD guidelines. The website is <https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal or their nominee is responsible for the approval of all single day excursions other than those that must be approved by the School Council.

Implementation:

Safety

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The emergency management process of the school will extend to and incorporate all excursions.
- Risk assessments will be undertaken for bushfire in the activity location.

- 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.
- All excursion staff and where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each excursion.
- Teachers leaving the school on an excursion must carry a mobile phone, first aid kit, asthma plans other relevant medication, emergency anaphylactic kits and management plans where applicable.
- Children on the Program for Students with a Disability will need to be accompanied by an ES Staff Member where appropriate.
- Prior to the excursion parents/carers will be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements.
- Seat belted buses are required for all excursions.

Organisation

- A designated “Teacher in Charge” will coordinate each excursion and is responsible for ensuring the excursion, transport arrangements and excursion activities comply with the DEECD guidelines.
- The Teacher in charge will provide the General Office with a final student list.
- All students must have returned a signed permission note and payment to be able to attend the excursion. In exceptional circumstances verbal permission may be given to the Principal or their nominee.
- Copies of completed permission forms will be carried by teachers on the excursion and will be archived following the excursion in accordance with DEECD guidelines.
- Parents/guardians will be notified at least two weeks prior to any activity.
- 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.
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- To participate in the excursion all children will be expected to travel by the same mode of transport to and from the designated venue unless otherwise approved by the Principal.
- An additional trained adult may accompany students on an excursion if required.
- Occasions may arise where staff are requested to transport students in their own cars. Staff will be required to have signed permission forms, which include their insurance company (full comprehensive insurance is compulsory), registration details and the name of the designated driver. A copy of these details will be filed in the office.
- Parents/carers may be invited to assist with excursions. When deciding on which parent will attend, the teacher in charge will take into account:-
 - Any valuable skills the parents have to offer e.g. first aid etc.
 - The need for both female and male parents.
 - The special needs of particular students.
 - The currency of Working With Children Check

Behavioural Issues

- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and teacher in charge. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion.
- Disciplinary measures apply to students on excursions consistent with the school’s ***Wellbeing and Behaviour Management policies***. In extreme cases the excursion staff,

following consultation with the Principal or their nominee, may determine that a student should return home during an excursion. In such circumstances the parent/carer will be advised of the circumstances, the time to collect their child or the anticipated time that the student will arrive back at school. Any costs associated with the student's return will be the responsibility of the parents/carers.

Arrangements for Payments:

- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion details as well as information clearly stating payment finalization dates.
- Full payment is required prior to any student attending any excursion.
- 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, will be required to discuss their individual situation with the Principal. Alternative payment arrangements may be made to enable all students to attend excursions.
- Children whose payment has not been finalized at least 2 days prior to the excursion will not be able to attend unless alternative payment arrangements have been organised with the Principal.
- Money will be sent to the office for processing. Class teachers will be responsible for keeping permission forms following the school's payment process.

This Policy is underpinned by the:

- Behaviour Management Policy
- Bullying, Cyber-bullying and Harassment Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

Date School Council Approved: Wed 4th June 2014