



## 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

- All excursions must be approved by the Principal or his nominee(s)
- Staff wishing to organize an excursion must complete an excursion proposal form, complete with costing and submit this to the Principal or their nominee(s) for approval. All excursions must be approved prior to running. 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 or their nominee(s). 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 comply with DEECD guidelines. Refer to: [DEECD Excursion Policy](#)
- The Principal or their nominee(s) will complete 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 as required, 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 their 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.

Approval to subsidise any excursion or activity must be sought from school council in the planning stage.

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 an 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 approving an excursion, the Principal or their nominee(s) will consider the following:

- 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 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 Business Manager 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 finalization dates. Children whose payment have not been finalized at least 7 days prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing 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 General Office with a final student list as well as posting a copy on the school intranet and daily bulletin.
- In the case where an excursion involves a particular class or year level group, the organizing 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 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 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 the delivery of excursions. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc.), gender balance and special needs of particular students. Parents in attendance require a Working with Children (WWC) Card.
- 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.

### **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

**Ratified: 19<sup>th</sup> September 2017**

**Review: June 2018**



**EXCURSION APPROVAL APPLICATION**

To be submitted to the Principal or their nominee(s) for approval as required by DEECD.

EXCURSION: .....

DATE/S: .....

DESTINATION / DETAILS:  
.....  
.....

NUMBER OF STUDENTS ATTENDING: .....

PURPOSE OF EXCURSION:  
.....  
.....

ORGANISING STAFF MEMBER: .....

STAFF PROPOSED: .....

ARE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: .....

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:  
.....  
.....

**COSTINGS:** Cost of Venue \$  
  
Cost of Transport \$  
  
Other Costs \$  
  
**Total Cost of Excursion \$**  
  
**Cost per student \$**

Signed:

Date:

# PARENT EXCURSION CONSENT



**“Parent Copy”** Please retain for your records

Title of excursion:	
Date of excursion:	
Classes/Year level involved:	
Cost of excursion:	
Last day for payment:	

**Excursion itinerary:**

**Educational purpose of the excursion:**

**Staff participating in the excursion:** Teacher in Charge:

**Departure details:**

**Return details:**

**Transport arrangements:**

**Dress requirements:**

**Parent helpers:** To be confirmed

**OFFICE COPY – Please return to school**

Title of excursion:	
Date of excursion:	
Classes/Year level involved:	
Cost of excursion:	
Last day for payment:	

**Parent consent:**

I have read all of the above information provided by the school in relation to the excursion, including any attached material.

**I give permission for my son/daughter**

First name: \_\_\_\_\_ Family name: \_\_\_\_\_ Class: \_\_\_\_\_  
**to attend the excursion.**

Parent/guardian: \_\_\_\_\_  
 (full name)  
 \_\_\_\_\_  
 (signature)  
 \_\_\_\_\_  
 (date)

In case of emergency I can be contacted on:

\_\_\_\_\_ or \_\_\_\_\_

**Parent helpers:** Please indicate if you are able to be a parent helper on this excursion

Yes, I can be a parent helper  My WWCC Card Number is \_\_\_\_\_ - \_\_\_\_

My card is linked to the school  and the school has a copy on file

The teacher in charge will contact you to confirm your involvement if you indicate you are available to assist on the excursion.

*Please indicate by ticking the appropriate boxes below.*

**Medical Alert:**

My child **does not** have a medical condition excursion staff need to be aware of

**OR**

My child **does** have a medical condition excursion staff need to be aware of.

If you indicated your child does have a medical condition excursion staff need to be aware of, please complete the appropriate boxes below.

The school has an up-to-date Medical Condition Form on file at the school that provides the necessary information about my child’s medical condition.

The school **does not have** an up-to-date Medical Condition Form. (If you tick this box a Medical Condition Form will be sent to you which must be completed and returned to the school before your child is allowed to participate in this excursion).

**\*Medication Alert:**

Please indicate by ticking the box below if your child required medication to be administered whilst on the excursion (check excursion departure and return times above)

No, my child will not require medication to be administered whilst on the excursion.

**OR**

Yes, my child will require medication to be administered whilst on the excursion. If you indicated your child does require medication to be administered whilst on the excursion please complete the appropriate box below.

The school has an up-to-date Medication Permission Form on file at the school that authorises the school to administer medication.

The school does not have an up-to-date Medication Permission Form. If you tick this box a Medication Permission Form will be sent to you which must be completed before your child is allowed to participate in this excursion. AND If you indicated your child does require medication to be administered whilst on the excursion, please complete the details below.

The medication should be taken from the supply held by the school for my child.

I will send the medication to the school on the day of the excursion. The medication must be clearly labelled with the child's name, class, class teacher's name, dosage required and time dosage is required

**Student behaviour:** I understand that in the event of my son/daughter's misbehaviour or behaviour that poses a danger to himself/ herself or others during the excursion, he/she could be excluded from future excursions.

**Photograph consent:** I agree to my child being photographed and/or visual images of my child being taken during the excursion by the school in accordance with the "Publication of Student Photos and Work" agreement that I signed upon enrolment.

**Consent for emergency transport:** I understand that the teacher in charge of the excursion is legally responsible for implementation of the emergency procedures that may include the involvement of others who have more experience in dealing with emergencies. This includes the calling of an ambulance if the teacher in charge deems this necessary. I understand that the cost of any emergency treatment will be my responsibility.

**Medical consent:** Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first aid as the teacher in charge judges to be reasonably necessary.

**Variable weather conditions:** I understand that it is my responsibility to ensure that my child is suitably attired and prepared for variable weather conditions. This includes the provision of sun protection. ie sunscreen, sun protection hat, suitable clothing etc for warm weather, jacket, raincoat for cool/wet weather.

**Student accident insurance:** The Department of Education & Early Childhood Development does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

**School Council, Camps & Excursion Policy:** The school council has reaffirmed existing policy that payment for camps, excursions, incursions and special events must be made at least ONE WEEK PRIOR to the activity. If there are any individual situations which inhibit this process, please phone Andrew or Jackie to make special arrangements. We will aim to support your children's participation in school activities where-ever possible.