

EXCURSION POLICY



Rationale:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of, the educational programs offered at the school.

Aims:

- To reinforce, complement and extend 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.

Guide lines for Implementation:

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The primary reference that must be consulted when considering all day excursions is the **Victorian Government Schools Reference Guide 4.4.2 – Student Safety & Risk Management**

Approval & Planning

- The Campus Principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must present the Campus Principal with a planning summary, discuss the proposed activity, and seek in principle support for the event.
- When presenting information to the Campus Principal, the Teacher in Charge must be aware that the Principal will consider the following:-
 - What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
 - Is an appropriately trained member of staff able to provide first aid on the excursion?
 - Have supervisory adults who are not registered teachers completed a Working with Children Check?
 - Is the location of staff and students throughout the excursion including during travel known?
 - Is a record of telephone contacts for supervising excursion staff available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the Parental/Carer Consent and Confidential Medical Advice forms for those students on the excursion available?
- If day excursions include adventure activities organising staff should consult the DEECD Adventure Activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- If approved, the online DEECD Notification of School Activity form must be submitted three weeks prior to the activity if required. (Required if metropolitan schools are travelling beyond the greater metropolitan area).

Financial

- All endeavours will be made not to exclude students for financial reasons. Parents/carers experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager and/or Campus Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Children whose parents/carer have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Business Manager and/or Campus Principal, may not be eligible to attend.
- Office staff will be responsible for managing and monitoring the payments made by parent/carers and will provide classroom teachers with detailed records on a regular basis.

Staff

- A designated Teacher in Charge will coordinate each day excursion.
- The Campus Principal requires that a report from the Teacher in Charge to occur after an excursion if any mishaps or concerns have arisen.
- Classroom teachers will be given the first option to attend excursions involving their class.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person regarding the anticipated return time.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parent/carers may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account:
 - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 - Any preference to include both male and female parents.
 - The special needs of particular students.
- Parent/carers selected to assist with day excursions may be required to pay their excursion costs and will require a Working With Children Check (WWCC).

Students

- If students have not displayed sensible, reliable behaviour at school they may not be invited to participate in school excursions. Parent/carers 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/Campus Principal, in consultation with the Teacher in Charge.

Communication

- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- A mobile phone and a first-aid kit need to be taken on all excursions.
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.

Excursion Duty of Care - Staff need to be aware that:

- Children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Excursions outside the school require the teacher to fully comply with DEECD guidelines, and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Excursion activities require the teacher to ensure that the venue and transport adhere to DEECD guidelines.
- School policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursions.
- The Teacher in Charge will have copies of all Confidential Medical Forms and Permission Notes with contact details. A copy of this material will also be kept at school.
- Arrangements need to be made for students not attending to continue their normal program at school under supervision of another classroom teacher.
- The Teacher in Charge or designated teacher of an excursion will carry mobile contact known to the school and a first aid kit.
- If the return time from an excursion is delayed, the Teacher in Charge will contact the school to inform the Principal or Office of the new arrival time so that parent/carers can be contacted and a senior staff member will remain at school until they arrive.
- If crossing roads students are to use designated crossing points. Staff are to walk to middle of crossing to ensure visibility and orderly crossing. Other staff will control the flow of students across the road.

All staff must follow the DEECD guidelines when organising an excursion. All procedural steps contained in the School Excursions Policy must also be followed.

Evaluation:

This policy will be reviewed as part of the school's regular policy review process.

Emerson School Council last ratified this policy in

October 2014