

## 3.22 EXCURSION POLICY

### 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. 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 the Assistant Principal.

The Excursion Organiser will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines.

Once the excursion has been approved all relevant documentation must be completed.

### EXPECTATIONS

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The Excursion Checklist must be completed prior to the excursion.
- 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 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 should include:  
[Safety, Emergency & Risk Management](#), including Bushfires  
[Student Preparation](#)  
[Student Medical Information](#)  
[Safety Guidelines for Education Outdoors](#)
- In organising 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 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
  - effective communication to parents/carers
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

- Parents/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 Principal or Business Manager. Decisions relating to alternative payment arrangements will be made 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 24 hours 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 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 General Office with a final student list.
- 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 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.
- Parents may be invited to assist in the delivery of excursions.
- Disciplinary measures apply to students on excursions consistent with the School’s Engagement and Restorative Practices policy.
- The school’s emergency procedures 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 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.

## LINKS AND APPENDICES (including processes related to this policy)

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

- Appendix A: Excursion Checklist
- Appendix B: Excursions Notice Pro-forma
- Appendix C: Excursion Risk Management Assessment Form
- Appendix D: Incursion Risk Management Form

## EVALUATION

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

<b>Approved By</b>	School Council
<b>Date Ratified</b>	May 2014 Reviewed 2016
<b>Responsible for Review</b>	Assistant Principal
<b>References</b>	DEECD Excursion Policy

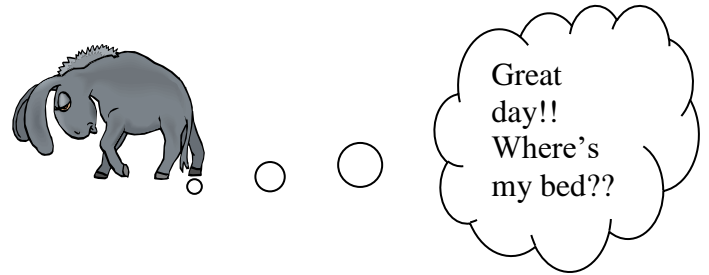
# OAKLEIGH PRIMARY SCHOOL & KINDERGARTEN

## Appendix A EXCURSION CHECKLIST (to be placed in **EXCURSION** folder in office when completed)

<b>Venue:</b>	<b>Date:</b>
<b>Excursion Coordinator:</b>	<b>Grades attending:</b>
<b>Mobile Phones: (Name)</b>	<b>Number:</b> Bus No.: 1
<b>Name:</b>	<b>Number:</b> Bus No.: 2
<b>Name:</b>	<b>Number:</b> Bus No.: 3
<b>Departure Time:</b>	<b>Return Time:</b>

<b>TASKS</b>	<i>Relevant Notes</i>	<b>Date Completed</b>
Costings: • Bus • Entry • Replacement teacher if required		
Do school fees cover or are extra charges required? (If so, how much?)		
Approval from Principal/Assistant Principal		
Venue booked		
Buses booked and entered into bus book at office		
Noted in school diary & white board calendar		
Notice/Permission form completed and checked by classroom teacher		
Notice sent home		
Copy of notice emailed to Jane		
Diary date for newsletter		
Student/adult ratio correct		
Name of qualified Level 2 first aid adult attending		
Yard duty changes for attending staff		
Clearly defined roles for attending staff and parents		
Rolls ready for teachers on the day to send to office		
Notified any specialist/outside helpers ie. RE;ESL		
Bus allocation organised		
Name tags organised		
Buses confirmed 2 days prior to excursion		
First Aid Kits for each bus – obtained from the office to be signed in/out		
Camera/Video		
<b>DAY OF EXCURSION</b>		
Medical permission forms carried by supervising teachers on day of excursion		
Student medication taken – from First Aid Room		
Name tags attached to students		
Rolls marked showing absences and non-attendees and sent to the office		
Names of Parents/Adults attending (other than teachers)		
This form, fully completed, to be given to office		

**PROFORMA EXCURSION NOTICE**



**GUIDELINES**

1.Name of school

2.Title of excursion/incursion

3.Destination

4.Date

5.Information about the excursion: The school needs to provide sufficient information to parents about the nature of the proposed excursion, including a description of the activities to be undertaken and the degree of supervision, to enable the parents to give informed consent to their child's participation. As a minimum, such information would normally include:

- departure and return times.
- a description of the excursion including general and specific activities.
- the excursion.
- contact details: school phone number. travel arrangements.
- staff members and supervision.
- name of staff organizing

6.Cost. The cost of the excursion will be deducted from the annual excursion levy which is part of the Parent Contribution Fee. Parents experiencing difficulty with payments will need to see the principal/vice principal/Business Manager to make an arrangement about payment. Students who haven't returned their consent forms and haven't paid (and have not communicated with the school for other arrangements) will not attend the excursion.

7.Clothing and equipment needed. As standard procedure school uniform should be worn.

Wording for permission/medical section available on curriculum network

**staff/excursions/medical proforma**

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## Appendix C: Excursion 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>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<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.

## Appendix D: Incursion Risk Assessment Form

**Duty of care resides with teachers for the period of the event:**

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

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

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	<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		
<p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		