

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.

RATIONALE

- 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 FOR IMPLEMENTATION

- All excursions must be approved by the Principal or his/her nominee
- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this with a member of the Principal or nominee for approval. All excursions must be approved prior to booking and /or sending notes to parents. 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 Assistant Principal. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- Sub-School Leaders under the Principal's direction will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to School Policy Advisory Guide.
- Once the excursion has been approved all relevant documentation must be completed. This is available on Compass. The Assistant Principal will complete the 'Notification of School Activity' at : 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 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 is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- Principals, teachers, school councillors and others involved in school excursions must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

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 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.

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.

Students will be required to display sensible, reliable and safe behaviour when participating 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 consistent with the school's Student Engagement and Wellbeing Policy.

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

All DET 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 a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning may include:

- [Safety Guidelines for Education Outdoors](#) website
- [Risk management](#) website
- [Emergency management](#) website
- [Student preparation](#) website
- [Student medical information](#) website
- [Bushfire](#) website

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 conducting any camp or excursion, the formal approval of the School Council and principal will be obtained. In approving a camp or 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
- student experience
- Bushfire risk assessment

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 camp or 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 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.
- 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 the excursion.
- The Teacher in Charge must provide the Koroit Campus office staff with a copy of the note to parents being sent home. The note must be provided to the office on the day of, or prior to, sending the note home.
- The Teacher in Charge must provide the Sub-School Leader with a final student list.
- 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 (unless special arrangements are made with the Principal). Copies of completed permission notes must be given to the office for archiving on return from the excursion. An attendance on

excursion form must be completed and a copy given to the office and to the Sub-school Leader prior to leaving on the excursion. Medical information must be carried by excursion staff at all times.

- The school will provide a charged mobile phone and 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 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 in the delivery of excursions.
- Students participating in excursions must demonstrate the capacity to behave in a sensible, reliable and safe behaviour. If there are concerns that a student is unable to meet these requirements on a proposed excursion then prior to the excursion additional support or alternate arrangements will be made in consultation with parents.
- 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 back to school from an 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 weather conditions, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special safety precautions will be implemented.

Excursion groups will be equipped with charged mobile telephones and first aid kits to be used in emergency situations

APPENDICES (including processes related to this policy)

- Victorian Bushfire Information Line (24 hours) 1800 240 667

Appendices which are connected with this policy are:

- **Appendix A:** Term Excursions Planner
- **Appendix B:** Attendance List

EVALUATION

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

APPENDIX B:

**_SUBSCHOOL EXCURSION LIST
ROOM _**

DATE _____/17 TIME DEPARTURE _____ RETURN _____

STAFF ATTENDING _____

EXCURSION VENUE/S _____

NAMES	STUDENTS ATTENDING	NOT ATTENDING IN ROOM No.	STUDENTS ABSENT	LUNCH MONEY	MEDICATION NO / YES - TIME

STAFF & MOBILES:

APPENDIX C:

Excursion 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"> ● Bushfires ● Severe storms and flooding ● Earthquake ● School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> ● Missing Student ● Medical Emergencies ● Incidents ● Aggressive student behaviour 	<ul style="list-style-type: none"> ● Intruders ● Internal fires and smoke ● Snakes and other wildlife ● Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very higher high impact		
Very high, High and moderate likelihood /Very high,		

high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		