

POLICY NO. CUR017

EXCURSIONS

PURPOSE:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement the Victorian Curriculum and are an important aspect of the educational programs offered at our school which develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

GUIDELINES:

- ✓ 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 Victorian Schools Reference Guide guidelines for excursions will be followed.
- ✓ Specific instructions as outlined in the school's excursion procedures will be followed.
- ✓ The Principal/Assistant Principal can approve all non-adventure single-day excursions, whilst School Council must approve all excursions in the following categories:
 - Overnight excursions
 - Interstate and international visits
 - Excursions requiring sea or air travel
 - Excursions involving weekends or school holiday periods
 - Adventure activities
- ✓ Prior to the commencement of any detailed planning relating to a proposed excursion, the Teacher in Charge must meet formally with the principal, to present the principal with a [planning summary](#), to discuss the proposed activity, and to seek 'in principle' support for the event. The principal will complete the [Principal Checklist](#) to ensure all information and planning is in order.
- ✓ If the principal's approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. This must include a site visit and [risk assessment](#).
- ✓ When presenting information to the 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 ?
 - Have supervisory adults who are not registered teachers whom have a 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 consent](#) and [confidential medical advice](#) forms for those students on the excursion completed?
- ✓ If excursions include adventure activities organising staff should consult the [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 [Notification of School Activity](#) form should then be submitted three weeks prior to the activity if travelling beyond the greater metropolitan area.
- ✓ School Council prefers that students only travel on buses fitted with seatbelts if available.
- ✓ Excursions, which are not organised in accordance with the appropriate guidelines, may be cancelled at the discretion of the Principal in consultation with the excursion Coordinator.

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- ✓ The principal requires that a report from the Teacher in Charge occur after each excursion including any mishaps or concerns that have arisen.
- ✓ The schedule of excursions, including costs, will be distributed in a February edition of the school newsletter, and will be updated on term or as needs basis.
- ✓ All endeavours 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. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- ✓ All families will be given sufficient time to make payments for excursions. Children whose parents 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 Principal will not be eligible to attend.
- ✓ Classroom teachers will be given the first option to attend excursions.
- ✓ The school will continue to provide the opportunity for teachers to update their first aid skills.
- ✓ Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times, and copies remain at school.
- ✓ 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 with regards 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.
- ✓ Parents/Guardians may be invited to participate in excursions. When deciding on which parents/guardians will attend, the Teacher in Charge will take into account –
 1. Any valuable skills the parents/guardians have to offer. e.g. bus licence, first aid etc.
 2. The preference to include both male and female parents/guardians
 3. The special needs of particular students
 4. If the parent/guardian holds a valid WWC check
- ✓ Parents/Guardians selected to assist with excursions may be required to pay their excursion costs
- ✓ Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents/Guardians 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 Teacher in Charge.
- ✓ The primary references that must be consulted when considering all excursions is the School Policy and Advisory Guide website:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- ✓ Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed “Confidential Medical Information for School Council Approved Excursions” form, and must have paid the costs involved.
- ✓ Payments for excursions are factored into a levy which is paid at the beginning of each school term. Children whose term levies have not been finalised will not be allowed to attend unless alternative payment arrangements have been made with the Business Manager.
- ✓ The school will provide a first-aid kit for all excursions. Epipen Bags for students with Anaphylaxis will be taken including a spare, emergency Epipen. Copies of completed Permission Forms, and signed “Confidential Medical Information for School Council Approved Excursions” forms must be carried by excursion staff at all times.

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EVALUATION:

- * The children's enjoyment, interaction with staff and peers, social and academic growth linked to the Victorian Essential Learning Standards (VELS) will serve as a means of determining the excursion effectiveness.
- * This policy will be reviewed as part of the school's three-year review cycle, or after any unexpected or adverse incident originates from an excursion.

Related Policies:

Policy CUR018 Incursions (#39)

Policy CUR016 Camps (#3)

Policy MED002 Student Health and Medicine (#13)

Policy MED001 Student injury and first aid (#63)

Policy MED004 Anaphylaxis Management (#72)

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