

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 organised and supervised school activity that requires children to venture beyond the school boundary.

1 Aims:

- 1.1 To reinforce, complement and extend learning opportunities beyond the classroom.
- 1.2 To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- 1.3 To provide a safe, secure learning experience for students in a venue external to the school.
- 1.4 To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- 1.5 To extend understanding of students' physical and cultural environment.

2 Implementation:

- 2.1 School Council is responsible for the approval of:
 - 2.1.1 Overnight excursions.
 - 2.1.2 Camps.
 - 2.1.3 Interstate visits.
 - 2.1.4 International visits.
 - 2.1.5 Excursions requiring sea or air travel, weekends or vacations.
 - 2.1.6 Adventure activities.
- 2.2 Day excursions must be approved by the Principal or their nominee.
- 2.3 Staff wishing to organize an excursion must complete the *Excursion Approval Application form* and lodge this for approval. This decision will be made by the Principal or nominee. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- 2.4 Approved excursions must have all relevant documentation completed. This is in the Staff Drive in the Excursions folder.
- 2.5 The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [DEECD Excursion Policy](#)

3 Teacher Responsibilities

- 3.1 A designated Teacher in Charge will plan and coordinate the excursion.
- 3.2 The Teacher in Charge must provide the General Office with a final student list of students attending and the arrangements for students not attending.
- 3.3 Teachers of students not attending will ensure that there is an alternative program available for those students not attending the excursion.
- 3.4 All students must have returned a signed permission note, medical information, and payment to be able to attend the excursion. Excursion staff must carry copies of completed permission notes and medical information at all times.
- 3.5 The teacher in charge is responsible for ensuring a first aid, asthma kit and individual student medication is signed out at the office and returned at the end of the excursion.
- 3.6 Teachers/staff must refer to the Anaphylaxis checklist for excursions.
- 3.7 A risk assessment is undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion, size of venue, distance from medical assistance, the structure of the excursion and corresponding staff-student ratio.
- 3.8 The auto-injector and a copy of the Individual Anaphylaxis Management Plan (IAMP) for each student at risk of anaphylaxis should be easily accessible and excursion staff must be aware of their exact location.
 - 3.8.1 The teacher supervising a child at risk of anaphylaxis must ensure the child, IAMP and auto-injector are with them at all times during the excursion. This includes travelling time e.g. bus to and from an excursion.
- 3.9 Teachers sign students' auto-injectors out of the office when leaving and in on return.
- 3.10 All staff members present during the excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
- 3.11 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.

4 Students

- 4.1 Students who 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 in consultation with the teacher in charge. Both the parent and the student will be informed of this decision prior to the excursion.
- 4.2 Disciplinary measures apply to students on excursions consistent with the NPS Student Engagement and Wellbeing Policy. In extreme cases excursion staff, following consultation with, and the approval of, the principal, may determine that a student should return home.
- 4.3 In such circumstances, the parent/carer will be advised of:
 - 4.3.1 the circumstance associated with the decision to withdraw the student from the excursion;
 - 4.3.2 the time when the parents/carers may collect their child from the excursion.

- 4.3.3 any costs associated with the student's return which will be the responsibility of the parents/carers.
- 4.4 All excursion staff will be familiar with the specific procedures for dealing with emergencies on each excursion.
- 4.5 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.
- 4.6 All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- 4.7 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. In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.

5 Payment Arrangements

- 5.1 School Council will determine an 'Excursions Levy' each year which will be included in the annual Parent Payment tax invoice.
- 5.2 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. The Principal will make decisions relating to alternative payment arrangements on a case-by-case basis.
- 5.3 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 finalisation dates. Children whose payment has not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal.
- 5.4 Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with up to date records on a regular basis.
- 5.5 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.

6 Excursion Staff

- 6.1 Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.
- 6.2 Volunteers invited to assist with day excursions may be required to pay their excursion costs.

Links And Appendices (including processes related to this policy)

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

Appendices which are connected with this policy are:

- Appendix A: Essential Planning Information for Excursions and Incursions
- Appendix B: Teacher/Student Ratios
- Appendix C: Excursions Approval Application
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

Essential Planning Information for Excursions

There are a number of administrative parts to the excursion and incursion planning process. It is important that the teacher planning for an excursion works through all the planning steps in a timely and methodical way. If this doesn't occur, unnecessary delays can occur for all involved in preparing for the excursion. Please ensure ALL planning steps are completed within the timeframe.

Timeline	Action	Who
6 weeks before excursion	Check staff / student ratio, invite volunteers to attend, and check that WWCC and/or volunteer registration current.	Teacher in charge
5 weeks before	Complete the Approval Application for Excursions form, and the Excursion Risk Management Form (see Appendix). Submit to Principal for approval. When approved, provide to office staff to create the Permission Notification report to be printed off and distributed to students attending the excursion.	Teacher in charge
4 weeks before	Check excursion charges with Business Manager. Office staff need at least 1 week's notice for Parent Permission notes and applicable charges to be prepared. Excursions with a cost to parents that is not included in the Excursions Levy need to be distributed at least 2 weeks prior to the event, eg. sports events.	Teacher in charge
3 weeks before	Notify DEECD of approved excursion using the Student Activity Locator online form (see Appendix)	Teacher in charge
3 weeks before	Send home Parent Permission notes with a clear return date	Home group teachers
1 week before	Contact parents if a permission note has not been returned.	Home group teachers
1 week before	- Discuss supervision and first aid responsibilities in team meeting. Identify students at risk, eg anaphylaxis. . - Discuss alternative program for children not attending ie location, work requirements etc. Liaise with other teachers and arrange placement for non-attending students.	Teams
3 days before	Re-check signed permission forms.	Home group teachers
Day of the excursion	Mark roll, and identify non-attending students, absent students, and which teacher is responsible for non-attending students. Send to the Teacher in Charge.	Home group teachers
Day of the excursion	All rolls and student arrangements provided to the Office staff.	Teacher in charge
Day of the excursion	First aid, asthma kit, and individual student medication is signed out at the office and returned at the end of the excursion.	Teacher in charge/Home group teacher/ Office Staff
Day of the excursion	Completed permission notes, medical information and student specific medication must be carried by excursion staff at all times.	Home group teachers

Staff/Student ratios

Day Excursions 1:20 students	
Abseiling and Rock Climbing 1:1 Rock Face 1:10 Others 2 Experienced Staff	Ropes Course 1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised
Base Camping 1:10 Residential; canvas 1:15 Study: residential	Scuba Diving 1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff
Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse	Snorkeling 1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff
Bushwalking 1:5 Overnight 1:10 Day	Snow Activities 1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing
Canoeing 1:6 2 Staff members	Surf Activities 1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach
Cycling 1:10	Swimming NB: Swimming instruction has lower ratios 1:20 Enclosed pools 1:10 Open water
Horse Riding 1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10	Water Skiing 1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member
Orienteering 1:10 Bush	

Excursion staff

Excursion staff must be approved by the principal or school council (as outlined in Excursions – [Planning and Approvals](#)) and may include:

- teachers employed by the Department or school council

- other adults on a volunteer or paid basis such as:
 - parents or carers
 - education support class officers
 - community members
 - trainee teachers
 - campsite staff
 - specialist instructors for excursion activities.

Important: school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance see: Volunteer Workers within [Related policies](#)

Where approved excursion staff who are not teachers employed by the Department or school council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis).

Excursions Approval Application

To be submitted to the Principal for approval as required by DEECD.

1	Grade/s or students attending
2	Date of excursion; departure and return times
3	Details of excursion – learning focus, how the learning experience will be used on return to school, links to the curriculum
4	Destination or venue
5	Special needs or requirements
6	Transport method
7	Cost
8	Teacher in charge
9	Proposed staff
10	Non-teaching excursion staff with a supervisory role and current Working with Children Checks.
11	Volunteers
12	Adventure activities
13	Student details – could be grade level attending
14	Return date for permission form

Signed:

Date:

NOTIFICATION OF SCHOOL ACTIVITY

(Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Early Childhood Development guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

schools must notify the Department of any approved school camp or excursion beforehand using the [Student Activity Locator online form](#).

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
 - country schools - beyond the local town/city
 - rural schools - beyond the local area
 - metropolitan schools - beyond the greater metropolitan area

Information required:

- School name and number
- Type of activity: eg. sports day, school closure, excursion
- Date of activity:
 - Commencing and concluding
- Name and physical address of venue and postcode
- Emergency telephone numbers:
 - mobile with group:
 - venue:
- Is emergency transport available at the venue?
 - Yes:
 - No:
- Map reference:
- Total numbers:
 - Students:
 - Teachers:
- Name of person in charge:

ENTER ONLINE (SAL Activities Notification Form)

Visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.

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"> • 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
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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 high or 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		

Section 2 - General Excursion Risk Assessment

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

Class Group/s:	Date:	Teacher in charge:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment 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.

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>

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or after any unexpected or adverse incident origination from an excursion.

This policy was last ratified by School Council: 6 August 2014