EXCURSIONS 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 FOR ACTION
- All excursions must be approved by the Principal or Assistant Principal
- Staff wishing to organize an excursion must complete a proposal form and lodge this for approval at Management Committee. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless there are special circumstances. This decision will be made by the Principal or Assistant Principal after taking into consideration the educational outcome of the excursion as well as the impact on the school for the proposed date(s).
- The Principal or Assistant Principal and the teacher in charge will ensure that all paperwork for excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or Assistant Principal. The teacher in charge 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 school calendar.
- School Council is required to approve:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal or Assistant Principal is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above
- 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 Principal who will consult the Business Manager for payment options. Decisions relating to alternative payment arrangements will be also involve the appropriate teaching staff and will be considered 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 organizing teachers with detailed records on a regular basis.

TEACHER RESPONSIBILITIES

- A designated “Teacher in Charge” will coordinate each excursion
- The teacher in charge in consultation with office staff will provide 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. 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 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 an excursion depending on supervision requirements. They must have a current Working with Children’s Check. All parents will be required to sign a form agreeing to their duty of care and responsibilities on the excursion.
- Only students that 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 which could potentially put themselves and others on the excursion at risk should this behaviour continue. The decision to exclude a student will be made by the Principal and Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School’s Wellbeing and Student Management policies. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the Principal or Assistant Principal, may determine that a student should return home during a camp or 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/careers 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/careers
The school’s emergency procedures must 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 or Assistant 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.

The teacher in charge is to:

- check the latest DET teacher/student ratios for the relevant excursion (School Policy and Guidelines)
- use Hampton Park Primary School’s “Guidelines for Excursions and Sports Days” checklist when planning the event
- use the Hampton Park Primary School’s management proforma when seeking approval for the excursion/incursion
- complete the Notification of School Activity online form as per timeline
- check the DET Excursion Risk Management Assessment Form (School Policy and Guidelines – Excursions) for relevant emergency management if applicable

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.

Reviewed and Updated: August 2015

Ratified: