



## Excursion Policy

### Rationale

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.

### Aims

- To reinforce, complement and extend 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.

### Actions

#### Planning

- All DE&T guidelines will be followed in relation to excursions. <http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- Excursions will complement the work being undertaken in the classroom and aim to extend students' knowledge and understanding of classroom learning topics.
- Bookings are only to be made after careful consideration of the benefits of the excursion to the students.
- All order forms for buses and venues need to be completed and copies of excursion notices are to be provided to office staff at the time of the booking.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Reasonable adjustments will be made to provide access to camp and excursions for students with additional needs.
- Wherever possible, parents/carers are to be notified of excursions via the term newsletter, distributed at the beginning of each term.
- The designated 'Teacher in Charge' of each excursion will complete a risk analysis report and log the excursion on DE&T Student Locator <https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp> at least three weeks prior to the planned excursion.
- 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, or completed and submitted an online version of these forms and must have paid the costs involved.
- Make every attempt to gain signed or online parent/carer approval prior to the advertised date of the excursion. If this does not occur, the students involved will be excluded from the excursion.
- Excursions will be assessed for safety, suitability of venue and the quality of the available activities and relevance to the curriculum.
- In the event of an excursion being cancelled, reasonable attempts will be made to reschedule.
- Excursion staff must be approved by the Principal and where possible, include at least one staff member of each gender.
- A pre-service teacher qualifies as a staff member on excursions. Other excursion staff may include parents/carers, volunteers or education support staff who hold current *Working With Children Checks*.
- Ensure adequate planning to DE&T staff:student ratios (1:20) and expectations for bus hire. Take into account these ratios when inviting the required number of parents/carers to attend the excursion.

- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents 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 classroom teacher and the Teacher in Charge.
- Parent helpers are to be informed of their responsibilities before the commencement of the excursion.
- Parents/carers will be advised of local area excursions taking place prior to the event.
- Refer to 'Transport policy' if transport is needed for an excursion.
- A teacher with current Level 2 first aid, Anaphylaxis and CPR training will be present on each excursion.

### During

- 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.
- A first-aid kit will be carried by the designated first-aider for all excursions.
- Student medications and individual medical plans will be carried by supervising teachers.
- 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 and liaise with this person with regards the anticipated return time.
- Teachers/Supervising Staff will maintain direct supervision of students.
- All parent/carer attendees not in direct teacher supervision on excursions are to hold a current *Working With Children Check*.
- Students are expected to wear their school uniform and understand that their behaviour reflects the school's reputation in the local and wider community.

### Cost

- Excursions are classified as an 'optional' educational item that is provided in addition to the standard curriculum program which are offered to all students. These optional extras are provided on a user pays basis.
- Keep costs of excursions to a minimum: all excursions will be priced with the aim of being as inexpensive as possible while still providing sound educational outcomes.
- Parents/carers with financial difficulties will be encouraged to make a private arrangement with the Principal or Business Manager so that their child is able to attend. Payment plans will be offered.
  - If payment is not made by a parent/carer, and no arrangement is made with the Principal or Business Manager, their child will not attend the excursion.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- All costs are non-refundable.

### Review

This policy will be reviewed as part of the RGLPS review cycle.

### References

- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
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