

# EXCURSION POLICY



Clarinda  
Primary School

## **Rationale:**

Clarinda Primary School's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions are important and complement the educational programs available to students.

An excursion is defined as any activity beyond the school grounds.

Parents / carers need to be aware that DET does not provide student accident cover on excursions.

Principals must ensure that:

- excursions are appropriately planned and approved in accordance with Departmental policy and requirements
- all excursions requiring school council approval meet the requirements of the Safety Guidelines for Education Outdoors.

## **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
- Establish the criteria and approval process for parents or guardians who attend an excursion

## **Planning and approvals (DET website)**

**Important:** When undertaking excursion planning, principals, teachers, school councillors and others involved in school excursions (including camps and adventure activities), 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.

**The excursion planning and approval process should take into account the following considerations:**

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process

### **Venue selection:**

- the suitability of the environment and/or venue for the excursion safety

### **Emergency and risk management**

- assessment of excursion risks
- procedures in the event of an emergency
- arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
- completion of an online notification of school activity form three weeks prior to the activity
- first aid requirements
- any other measures necessary for student and staff safety and welfare

**Staffing and supervision:**

- there are sufficient staff to provide appropriate and effective supervision
- the experience, qualifications and skills of each staff member (including volunteers, instructors, etc.) will allow them to provide effective supervision in general and for planned activities (as applicable)
- there are appropriate levels of supervision in view of the activities undertaken and students involved
- informed consent from parents or carers
- adequate student and staff medical information
- student preparation and behaviour
- requirements for any adventure activities

**Transportation requirements, noting that:**

- public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
- excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
- information on student concession cards is available at: [Public Transport Victoria](#)
- communication requirements
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- requirements for interstate or overseas excursions
- that the excursion meets the requirements of any school-level policy or procedures

**Who approves the excursion? (As outlined by DET)**

This table explains the approval required before the excursion occurs.

Excursion type	Then it must be approved by
<ul style="list-style-type: none"> <li>▪ overnight excursions</li> <li>▪ camps</li> <li>▪ interstate and international visits</li> <li>▪ excursions requiring sea or air travel</li> <li>▪ excursions involving weekends or vacations</li> <li>▪ adventure activities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ the school council, or</li> <li>▪ both school councils when it is a joint activity involving another school</li> <li>▪ the Safety Guidelines for Education Outdoors must be followed.</li> </ul>
<ul style="list-style-type: none"> <li>▪ day excursions (other than those referred to above that must be approved by the school council).</li> </ul>	<ul style="list-style-type: none"> <li>▪ the Principal, or</li> <li>▪ both Principals when it is a joint activity involving another school.</li> </ul>

**Implementation:**

- Excursions will be planned and coordinated in advance by the designated 'Teacher in Charge'
- 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, may discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements can be made by the Principal on a case-by-case basis

- Families should be given notice of excursions in writing and sufficient time to make payments for excursions. Payment is required by the due date
- Classroom teachers and DET administration employees are responsible for managing and monitoring the payments made by parents and appropriate records shall be maintained
- Prior to any child attending an excursion, parents/carers must provide the school a signed permission form
- The Teacher in Charge shall ensure that each excursion, transport arrangements and activities comply with DET guidelines
- On days of extreme fire danger or adverse weather conditions, 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
- The minimum teacher/student ratio for excursions is 1:20
- Students are required to wear uniform unless otherwise advised
- The online DET 'Notification of School Activity Form' – Student Activity Locator will be completed three weeks in advance of the event unless where scheduling of events are beyond the control of school.  
<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/deecdsal/default.aspx>
- The school must provide an appropriate first-aid kit for each excursion
- The classroom teacher will be responsible for ensuring a student who requires Ventolin, EpiPen, etc. has the medication on hand for the duration of the excursion
- Staff attending the excursion must ensure they have their mobile phones with them at all times
- Copies of the completed permission and medical forms (if applicable) must be carried by excursion staff at all times
- The excursion staff must provide the general office with a final student list on the morning of departure
- A DET employee nominated by the Principal shall be in attendance at school while children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with the nominee in regard to the anticipated return time. This will then be communicated to parents via our ENews link
- Parents/carers of children involved in excursions may be invited to assist with an excursion. When deciding on which parent/carer will attend, the teacher in charge will consider –
  - Parents with current Working With Children Check
  - Relevant skills of each parent/carer e.g. first aid
  - The balance of both male and female parents
  - The ability to assist a broad range of students
  - The special needs of particular students
- Parents/carers selected to participate on an excursion may be required to pay any associated cost
- Where parents/carers are involved in transportation of students to/from an excursion, the permission form must indicate the name/s of driver, their registration details and comprehensive insurance details. No student is permitted to travel alone with an adult other than his/her parent or carer
- Appropriate alternative arrangements will be made for students not attending the excursion
- Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to inappropriate behaviour. The decision to exclude a student will be made by the Principal in consultation with the classroom teacher or teacher in charge and parent

- Parents/carers attending an excursion receive school guidelines for excursions to ensure they are fully aware of their responsibilities
- Each excursion requires the written approval of the Principal. Information presented to the Principal will include: -
  - The educational aims and objectives of the excursion
  - The names of all adults attending and their expertise and experience
  - Travel arrangements and costs
  - Venue details and an itinerary of events
  - Risk analysis and procedures followed to ensure the safety of the children
- 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 of the anticipated return time via our ENews

**Related Policies:**

- Camping
- First Aid
- Working With Children Checks
- Accident and Incident Reporting

*This policy was ratified by School Council on 13<sup>th</sup> September, 2016*