



EXCURSION POLICY

RATIONALE

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

Excursions are 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 our school.

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, and individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend student understanding of the physical and cultural environment.

GUIDELINES

All excursions must be approved by the Principal or nominee(s)

Staff wishing to organise an excursion must complete an excursion planning form, and all relevant supporting documentation, and lodge this for approval.

All excursions must be approved prior to running. The Principal will consider the educational outcome of the excursion, as well as the impact on the school for the proposed date.

Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal.

The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines.

The Business Manager will complete the 'Notification of School Activity' four weeks prior to the excursion departure date, and ensure relevant details are entered on the school calendar.

School Council is responsible for the approval of:

- Overnight excursions
- Interstate visits
- Excursions requiring sea or air travel
- Excursions during weekends or vacations
- Camps
- International visits
- Adventure activities

The Principal is responsible for the approval of all single-day excursions, other than those that must be approved by School Council as mentioned above.

EXPECTATIONS

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The principal will ensure that full records are maintained regarding the camp/excursion, and that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.

Prior to conducting an excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Only students who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

STUDENT SAFETY

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions will be rigorously observed.

Consideration in planning should include:

- Safety, Emergency & Risk Management , including Bushfires
- Student Preparation
- Student Medical Information
- Safety Guidelines for Education Outdoors

Principals may need to cancel excursions at short notice on Code Red days (days of extreme fire danger or total fire ban). On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required. When required, schools must follow the DEECD's emergency management (bushfires) procedures for off-site activities for all excursions.

The principal or nominee will ensure that full records are submitted to School Council regarding the camp/excursion, well in advance of the starting date of the event, and that no camp/excursion occurs unless all formal record keeping has already been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD
- information provided by community groups and organisations that specialise in the activity proposed

- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

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 DEECD 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, will be invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager, in consultation with the appropriate staff, 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 finalisation dates.

Students whose payment has not been finalized at least 24 hours prior to the departure date will not be allowed to attend, unless alternative payment arrangements have been organised with the Business Manager.

Office staff will be responsible for the overall management and monitoring of payments made by parents, and will provide organising teachers with detailed records on a regular basis.

TEACHER RESPONSIBILITIES

A designated "Teacher in Charge" will coordinate each excursion, and will provide the school office with a final student list.

In the case where an excursion involves a particular class or year level group, the organising 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 this prior to leaving.

Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time. The teacher in charge will communicate the anticipated return time with the school office in the case where excursions are returning out of school hours.

Parents may be invited to assist in the delivery of excursions.

Only 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 organising 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 Engagement policy*. In extreme cases, the camp or excursion staff, following consultation with and the approval of the principal or nominee, 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
- the time when the parent/carer may collect their child from the camp or excursion
- the anticipated time that the student will arrive home
- any costs associated with the student's return which will be the responsibility of the parent/carer.

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.

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 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 (refer to Appendix D).**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

EXCURSION STAFF

Excursion staff must be approved by the principal and school council, and may include:

- teachers employed by the DEECD 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.

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.

STUDENT / STAFF RATIOS

Expectations for DEECD student/staff ratios must be met and approved, prior to the camp's commencement.

Type of excursions	One excursion staff member per
Day excursions	20 students
Adventure activities	Specific guidelines exist for each activity. Refer to 'Safety Guidelines for Education Outdoors' within DEECD resources
Overnight excursions	
Base camps in residential premises or under canvas	10 students
Study camps in residential premises	15 students
Local and interstate tours	15 students
Overseas tours	10 students

Refer to <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced from the School Policy and Advisory Guide, in relation to school excursions and activities -

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

Appendices which are connected with this policy are:

- Appendix A: Excursions, Camps and Incursions Application form
- Appendix B: Notification of School Activity form (camps and excursions)
- Appendix C: Excursions, Camps and Incursions Risk Assessment template

REFERENCES

School Policy and Advisory Guide, in relation to school excursions and activities:

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

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance.

Date Implemented	28 August, 2014
Approved By	Briar Hill Primary School Council President
Approval Authority (Signature & Date)	Lisa Watson, School Council President
Responsible for Review	Principal
Review Date	August, 2015

Briar Hill Primary School
Excursion/Incursion & Camp Planner

This planner, which is in two parts, should be submitted to the school council or the school for approval as required by DEECD.

PART A must be returned to the office *before the school communicates with parents about the activity*.

PART B should be retained and used for your own planning purposes.

PART A consists of

- a) Notification and approval
- b) Activity planning

PART A – To be returned to the office

1. Student Activity Locator

All activities need to be entered on the online DEECD Student Activity Locator **4 weeks prior to the activity date**:

(Refer to template, below)

Has this step been completed by the office manager ? YES NO (Circle)

Principal approval: Signature _____ Date _____

2. Activity planning

Excursion title	
Person in charge	
Principal approval for this activity NB: The Principal must give approval for all incursions and excursions	YES NO (Circle)
Is school council approval required? School councils are responsible for approving <ul style="list-style-type: none"> • overnight excursions • camps • interstate/overseas visits • excursions requiring sea or air travel • excursions involving weekends or vacations • adventure activities. 	YES NO (Circle)
Date/s NB: Ensure that you have checked the school planner to avoid clashes	

Departure/return times	Expected time of departure _____ Expected time of return _____
Purpose of the activity Briefly explain the link/s to the curriculum	
Venue (if outside the school)	Destination/venue name _____ _____ Address _____ _____ Postcode _____ Phone _____ Melway reference _____
Venue booking details (if/as required)	
Transport (if required) Please obtain quotes to ensure value for money	Transport method _____ Company _____
Risk assessment Has a risk assessment been completed for this activity? (Refer to template, below)	YES NO (Circle)
Return date for parent permission forms (24 hours prior to activity commencement)	
Which classes will be attending?	
Names of staff attending General ratios: 1 teacher: 20 students for excursions 1 teacher: 10 students for school camps NB: Check the ratio for adventure activities	
Name/s of parent/s attending NB: These parents will require a Working with Children Check	

Estimate of Costs

	Column A	Column B	Column C
ITEM/S	TOTAL COST (including GST)	GST	COST (excluding GST)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Materials			
Other (detail)			
TOTALS			

Total of all items excluding GST - Column C \$ _____

Total of all GST (Food only) - Column B \$ _____

Subtotal cost – Column A \$ _____

Budget calculation

This budget needs to be approved by the Principal or Office Manager

NB: Copies of all booking forms and costs are to be left at the office.

Subtotal cost (From Column A, above) \$ _____

+ 10% contingency \$ _____

TOTAL ACTIVITY COST \$ _____

Number of students expected to attend: _____

TOTAL COST PER STUDENT \$ _____

Is the school subsidising this activity?

YES NO (Circle)

Details _____

Amount subsidised per student \$ _____

Yard duty changes required

Please organise these prior to the day of the activity

Arrangements for students NOT participating	
Information and permission note for parents This should be sent home at least <u>2</u> weeks in advance. Please provide a copy of this note to the office	
Name of Teacher in Charge _____ Signature _____ Date _____	

**** Provide a copy of the above information to the office ****

**** Make a copy of the above arrangements for your own records ****

Briar Hill Primary School
Excursion/IncurSION & Camp Planner

This planner, which is in two parts, should be submitted to the school council or the school for approval as required by DEECD.

PART A (above) must be returned to the office BEFORE the school communicates with parents about the activity. **PART B** should be retained and used for your own planning purposes.

PART A consists of

- a) Notification and approval
- b) Activity planning

PART B – Retain this for your own planning purposes

Purpose of the activity Briefly explain the link/s to the curriculum	
Description of the activity Briefly provide an overview of the activity	
Special requirements e.g. special clothing required, lunch etc.	

Pre excursion checklist

Have you...	YES	NO
• organised and distributed parent information and permission forms in a timely way?		
• kept accurate records to monitor the return of forms and payments?		
• discussed the arrangements and expectations with students?		
• accounted for all permission forms and payments?		
• communicated yard duty changes to the Principal and all teachers affected?		
• notified specialist teachers of any changes?		
• provided an alternative program for all students not attending the activity?		

Have you...	YES	NO
• organised students' name tags for the day.		
• copied individual permission forms for the office? <i>(You should take the original permission notes with you on the day)</i>		
• ensured all medication is taken for those students requiring it?		
• collected the first aid bag/s?		
• stored auto injector pens at the correct temperature (15 degrees Celsius)?		
• collected cameras/video recorders for this activity		

Post excursion evaluation

<p>Did the activity go ahead as planned? YES NO (Circle)</p>
<p>Comments/Recommendations/Educational Benefits/Student Management Issues?</p>
<p>Follow up activities directly related to incursion/excursion</p>
<p>After the activity</p> <p>Provide the office with all student permission notices.</p> <p>These should be stored in an A3 envelope, clearly labelled with</p> <ul style="list-style-type: none"> • excursion title • name of the teacher in charge • class/es involved • date of the activity

For further information, refer to
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>

Appendix B - NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

The information on this proforma will be used to provide initial information to the Emergency & Security Management division 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.

Provide the following information to the Business Manager **four weeks prior** to commencing any of 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

Important notes:

1. An additional page, 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. This applies to combined Briar Hill Primary School/DV base room activities.
3. Day excursions should be reported if activities are to be conducted by metropolitan schools, if travel is beyond the greater metropolitan area.

SCHOOL NAME AND NUMBER	Number: 4341	School Name: Briar Hill Primary School
TYPE OF ACTIVITY: (e.g. camp, bushwalking, school closure, excursion, overseas trip, etc.)		
DATE OF ACTIVITY: (see notes, above)	Commencing:	Concluding:
NAME OF VENUE:		
PHYSICAL ADDRESS OF VENUE	Postcode:	
MAP REFERENCE:		
EMERGENCY TELEPHONE NUMBERS:	Mobile with group:	Venue:
IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE?	YES	NO
TOTAL NUMBERS:	Students:	Teachers:
NAME OF PERSON IN CHARGE:		

Appendix – CAMP, INCURSION & EXCURSION RISK MANAGEMENT ASSESSMENT TEMPLATE

Section 1 - Camp Emergency Management Risk Assessment ¹

(This risk assessment MUST be carried out for very camp)

School: Briar Hill Primary School

Supervising teachers/staff:

Venue:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Rating			Treatment
		Effectiveness of existing controls	Risk Impact	Risk likelihood	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?

1 - Use the Risk Assessment Table at the end of this document to determine the treatment priority

Risk Description	Existing Controls	Rating			Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Impact	Risk likelihood	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?

1 - Use the Risk Assessment Table at the end of this document to determine the treatment priority

Section 2 - Incursion Emergency Management Risk Assessment ¹
(This risk assessment MUST be carried out for very Incursion)

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

Duty of care resides with teachers for the period of the event:

Presenter/Contractor has/have WWWC

Activity complies with External Providers Policy guidelines: YES NO

Class Group:	Date:	Supervising Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks	<i>Risk rating</i>
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			

1 - Use the Risk Assessment Table at the end of this document to determine the treatment priority

Environment Factors that impact on the activity e.g. Weather, terrain, water			
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>.</p> <p>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.</p>			

1 - Use the Risk Assessment Table at the end of this document to determine the treatment priority

Section 3 - Excursion Emergency Management Risk Assessment ¹
(This risk assessment MUST be carried out for very Excursion)

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

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks	Risk rating
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			

1 - Use the Risk Assessment Table at the end of this document to determine the treatment priority

<p>Environment</p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>			
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>.</p> <p>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.</p>			

Assess each of the following hazards and any others you think relevant, and complete the tables below, for **LIKELIHOOD** and **IMPACT**:

<ul style="list-style-type: none"> • Bushfires (Bushfire risk MUST be included, for all activities) • 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 • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		LOW	MODERATE	HIGH	EXTREME
	IMPACT				

RISK RATING KEY

	EXTREME
	HIGH
	MODERATE
	LOW

1 - Use the Risk Assessment Table at the end of this document to determine the treatment priority