

# 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 an activity organised by the school during which students leave the school grounds to engage in educational activities (including sports).

## **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, independence, communication, individual and group interaction.

To further develop problem solving and teamwork skills.

To extend understanding of their physical and cultural environment.

## **Guidelines:**

All excursions must be approved by the Principal.

Staff wishing to organise an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. 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 or Assistant Principal. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.

The Principal will ensure that all excursions, transport arrangements, safety, emergency and risk management procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)

Once the excursion has been approved all relevant documentation must be completed and entered on COMPASS. The 'Notification of School Activity' will be completed during this process and must be completed three weeks prior to the excursion departure date.

The Principal or nominee is responsible for the approval of all single-day excursions. School council approval is required for out of hours activities including excursions involving weekends or vacations, overnight excursions, camps, interstate and international visits, excursions requiring sea or air travel, adventure activities. Refer to: [DET Planning and Approvals](#)

## **Implementation:**

DET requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The Principal or their nominee will ensure that full records are maintained regarding the excursion.

The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place. This includes making the students aware of the organisational arrangements relevant safety or emergency procedures.

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

DET 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 children 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 an excursion. The disciplinary measures for students on excursions are appropriate and consistent with the Student Engagement Policy.

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

### **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 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. At the start of each term the excursion and activities charges will be sent home. Parents will be provided with permission forms and excursion information via COMPASS. Student payments not finalised prior to the excursion will exclude the student from attending 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 organising teachers with detailed records on a regular basis.

### **Teacher Responsibilities:**

A designated "Teacher in Charge" will coordinate each excursion.

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 permission to attend either on paper or electronically via COMPASS and payment made, to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times. This may be electronically via COMPASS.

The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving and returning these items at the end of the excursion.

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 who have completed the Eltham East Primary School Parent Helper Course, may be invited to assist with excursions. Non-registered teachers or parents who will provide supervision of students during excursions must have a current Working with Children check.

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. The decision to exclude a student will be made by the Principal or Assistant 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 excursions consistent with the Student Engagement Policy. In extreme cases the excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during an 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/carers may collect their child from the excursion
- of any costs associated with the student's return which will be the responsibility of the parents/carers

The school's emergency procedures do 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. See Appendix D.**

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

### **Evaluation:**

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

Revision dates	Version number	Summary of changes
15/03/16	1.0	Inclusion of excursion definition, updating of approval process as per DET Planning and Approvals guidelines, referencing of Student Engagement Policy and information regarding parent helper guidelines.

### **LINKS**

The Key Links which are connected with this policy are sourced through : [DET Excursion Policy](#) and [DET Planning and Approvals](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios

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