



KINDNESS RESILIENCE RESPECT

# Excursion and Activities Policy

Date Written: 2017  
School Council Ratified: June 2017

Review cycle: 3 yearly  
Next review: 2020

## RATIONALE

An excursion or activity is defined as a shared experience organised by the school, whereby the students leave the school grounds or leave their usual class timetable for the purpose of engaging in school related, or inter-school related activities.

## PURPOSE

To provide educational experiences, with strong curriculum connections, that stimulate, support and enhance learning outside the classroom and specialist environment.

## GUIDING PRINCIPLES

1. All organisational details should adhere to the current DET guidelines
2. The number of excursions and activities is balanced against the requirements of the educational program, as determined by the teaching staff
3. Teaching staff will clearly outline the educational purpose of the excursion and its contribution to the curriculum to students and parents.
4. All students will have access to all relevant excursions and activities
5. Parents are to be provided with adequate prior notification of planned events and informed consent must be given prior to the excursion or activity.
6. Appropriate levels of supervision will be adhered to in view of the activities undertaken and students involved.
7. Continuous instruction will be provided for students remaining at school during the absence of staff accompanying the excursion.
8. 'Walking Excursion Notices' completed by parents will allow students to go on local area excursions under appropriate supervision.
9. Buses with seat belts are a requirement for transport outside the metropolitan area.
10. Staff ratios will align with the DET guidelines and supervision will not be delegated to external providers. At all times school personnel will have a direct line of sight to students.
11. Ensure the external provider does not assume duty of care of students of FNPS and will be supervised by a VIT registered teacher in line with DET ratios and guidelines.

## RISK ASSESSMENT

An assessment of excursion risks will be undertaken for each excursion.



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For excursions requiring school council approval, an excursion risk assessment plan will be provided which includes consideration of risks across the entire excursion (including transportation, activities undertaken, excursion venues and staff or student illness) and any significant financial risks to the school and/or parents (for example if an excursion needs to be cancelled).

Venue managers and activity providers will be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers will be used to inform the school risk assessment process.

### **Fire danger or ban**

A review of planned excursions will be undertaken ahead of forecast days of significant fire risk or total fire ban days. A member of principal class will liaise with the region about whether the excursion should be cancelled.

If an excursion is not cancelled, special fire safety precautions will be implemented, depending on the location.

When required, the schools will follow their Emergency Management Plan and the Department's emergency management (bushfires) procedures for off-site activities for all excursions.

On days determined Code Red by the Emergency Management Commissioner, all camps in the CFA fire district determined Code Red will be cancelled.