

Excursions and Incursions Policy



CAMBERWELL SOUTH
PRIMARY SCHOOL

1. Rationale

The school's incursion / excursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursions / excursions complement curriculum and are an important aspect of the educational programs offered at our school.

2. Purpose

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.

3. Guidelines

- All students will be given the opportunity to attend incursions / excursions.
- The incursion / excursion is to reflect, support and enrich the curriculum program.
- All external providers / facilitators must have a 'Working with Children Check'.
- DET guidelines in relation to staffing, safety, supervision, transport and activities will be followed

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

- Prior to an incursion /excursion being conducted, approval must be obtained by the Principal.
- Adequate pre-planning and preparation must take place following the incursion / excursion checklist.
- Staff-student ratios should provide adequate supervision and be appropriate for the age of the students and the activity undertaken. The suggested minimum ratio for day excursions (not involving adventure activities) is one staff per twenty students. Minimum staff-student ratios for specific adventure activities are outlined in the Safety Guidelines for Education Outdoors.
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>
- Written permission is required for all students attending any excursion.
- Consent forms are to remain in the possession of the teacher in charge throughout the excursion. A list of students attending an excursion will be taken with the staff in charge of each class.
- In the event of a serious accident or incident where urgent medical attention is required by a student, staff will ring for an ambulance. Parents will be contacted after an ambulance has been secured. However, in the event of accidents not requiring hospital attention, parents will be contacted so as to inform them of the injury and or incident if the teacher in charge deems it necessary at the time. In some cases, if a parent is rung they may be required to pick their child up if the illness or injury is of concern to staff or if the child is in discomfort. If a child sustains a knock to the head, eyes or teeth, parents will be contacted and if deemed necessary by the teacher in charge, parents will be asked to pick up their child.
- In the event of a serious accident or incident where urgent medical attention is required, where parents are supervising a small group of students, they are to follow the same procedure as teachers (as above).
- If a student behaves in a manner which threatens the safety or well being of the group, parents will be contacted and it is expected that they collect their child immediately.
- Teachers are responsible to take on the excursion student medications such as ventolin or allergy medications that may be required (refer to the First Aid Policy).
- Parents who assist with incursions or excursions must have a Working with Children Check (WWC).

4. Implementation

- For the purpose of this policy:
 - an incursion is an activity that involves school visitors who provide a performance or service at the school for the students, for a fee.
 - An excursion is an activity that involves students leaving the school grounds.
- School Council will determine an 'Incursion / Excursions Levy' each year. Parents can bulk pay for the year's excursion / incursions or pay for individual incursions /excursions as they occur.
- 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 incursion and excursion, will be required to discuss their individual situation with the Business Manager. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- Families that are paying for individual incursions and excursions will be given sufficient time to make payments.

Implementation Continued

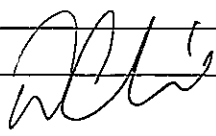
- Office staff will be responsible for managing and monitoring the payments made by parents and maintaining records of payments.
- A designated 'Teacher in Charge' will coordinate each incursion/excursion.
- External facilitators providing a service to the school for an incursion must present their 'Working with Children Check' to the office when they sign in as a visitor.
- Students who do not attend incursions will be provided with suitable alternative activities.
- Excursions may be cancelled at short notice where the Principal and / or Assistant Principal, in consultation with the excursion organiser, deems the weather conditions to be unsuitable for the planned activity, or in other circumstances that have arisen which threaten the organisation of the activity. Notification of cancellation of an event or excursion will be emailed to parents as an alert on Skoolbag, on the morning of the excursion.

5. Evaluation

- Follow up activities in the classroom.
- Feedback from staff, students and parents.

6. Review

A committee of staff will review the Incursions / Excursion Policy every three years. The review will ensure that the school's programs and procedures are adequately reflecting Statewide curriculum developments and the changing needs of the Camberwell South community.

Ratified by:	Date	
Committee of Education		
Staff	26/3/15	
School Council	29/4/15	Name: Will Collie Signature: 
Review Date	Term 2 2018	