



CLYDE PRIMARY SCHOOL EXCURSION POLICY

Rationale:

Clyde Primary School recognises excursions provide opportunities for children to explore the wider community as a group and enhance the educational program provided by the school. Excursions are a means of using different resources to enrich student learning.

School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest to a full day venture to the city or the zoo for instance.

Department Policy:

An excursion is an activity organised by a school during which students leave the school grounds to engage in educational activities. Adventure activities are included in this definition regardless of whether they occur outside the school grounds or not.

Schools must ensure an online notification of school activity form is completed prior to the activity and a planning and approvals process is undertaken, in accordance with Departmental policy and requirements.

Related school policies

Child Safe

Duty of Care

First Aid

Working with Children Check

Anaphylaxis

Volunteers

Aims:

1. To utilise excursions to provide opportunities for rich, experiential learning to support the curriculum.
2. To provide opportunities for learning beyond the classroom to broaden students' knowledge and experiences.
3. To utilise the wide range of facilities and expert instruction available elsewhere in the wider community.
4. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Implementation:

1. RESPONSIBILITIES

RESPONSIBILITIES OF THE PRINCIPAL:

The principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the school council.

Before the program commences the principal should have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:

- the exact location of the excursion participants at all times, including during travel

- the relevant telephone number/s through which excursion staff may be contacted in an emergency
- the names and family contacts for all students and staff
- copies of the parental consent and medical advice forms of students
- a copy of the program's risk assessment and emergency response plan
- appropriate staffing and supervision
- student preparation and behaviour

More information

Principals must understand the common-law responsibilities of school personnel, see: [Legal liability](#). Reference: DET Safety Guidelines for Education Outdoors

RESPONSIBILITIES OF TEACHERS:

Teachers **participating** in an excursion should:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program
- know who is the nominated member of staff who will provide first aid if required
- know the exact location of students they are responsible for at all times including during travel.
- provide the office with a copy of the Excursion Details form (**Appendix 1**) indicating student number attending, number not attending, placement of non-attendees etc.

RESPONSIBILITIES OF THE TEACHER IN CHARGE:

In addition, the nominated **teacher-in-charge** should:

- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must speak with the principal about the details of the proposed excursion. These details will include:
 - What is the purpose of the excursion and its connection to student learning?
 - Is an appropriately trained member of staff able to provide first aid?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the parental consent and confidential medical advice forms for those students on the excursion completed?
- have a list of all students and helpers attending
- have copies of the parent Volunteer Participation Form (**Appendix 2**)
- have copies of volunteers' Working with Children checks WWC (**Appendix 3**)
- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number
- have a copy of the names of family contacts for all students and staff on the excursion
- have copies of the parental approval and medical advice forms for those students on the excursion
- take all medication for individual students with medical conditions (eg. Anaphylaxis Kit, Asthma Kit etc).
- have First Aid training in Anaphylaxis and/or Asthma if a student on the excursion has one of these conditions and monitor those students closely
- call and communicate with the place of excursion (if appropriate) ahead of time to let them know if a student with a medical condition such as anaphylaxis or asthma is attending, in case activities are deemed dangerous and may need to be altered
- have conducted a Child Safe risk assessment and emergency response plan
- have submitted the **Student Activity Locator, including risk of bushfire** online form three weeks prior to the excursion (requires edumail password)

RESPONSIBILITIES OF STUDENTS:

Students have a responsibility to:

- participate in class planning for the excursion
- follow the direction of teachers and parent helpers
- observe school and class rules
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the excursion

RESPONSIBILITIES OF PARENTS:

Parents have a responsibility to:

- support the school's program by encouraging their child's participation in excursions
- support the student code of conduct
- notify the school if cost of an excursion prohibits participation of their child
- provide feedback on the excursion
- provide full medical information and any required medication
- obtain a Working with Children Check if attending as a volunteer helper (see below for details)

Working with Children checks (WWC):

- a) School Council requires that volunteers who assist in excursions must have a WWC (see **Appendix 3**).
- b) Obtaining a Working with Children Check is the responsibility of those volunteers.
- c) To obtain a WWC volunteers complete an application form. Forms can be obtained from and lodged through Australia Post outlets in Victoria. The Department of Justice will process the WWC Check and issue you with an Assessment Notice, Interim Negative Notice or Negative Notice.
- d) **A WWC is valid for five years, unless revoked due to a change in the cardholder's circumstances.eg. name or address change**

2. DETAILS

i. WHO

- 1:20 adults on excursions
- 1:10 adults swimming indoors
- 1:5 adults swimming outdoors
- If parents/guardian helpers are required, the following selection criteria may apply:
 - experience in managing children outside the family eg. Coach, Scout leader
 - relevant qualifications eg. First Aid
 - gender balance of excursion staff
- Volunteer helpers complete the Volunteer Participation Form (see **Appendix 2**)
- Volunteer helpers given option of accompanying group of their choice
- Parents given phone number of School Contact person for use in case of emergency (not excursion personnel)

ii. WHAT:

- Allocated supervisory roles for staff
- First Aid kit to be taken
- Individual medical kits and medications to be taken
- Permission notes to be taken and a copy left at school
- Mobile phone to be taken
- Office staff to be supplied with lists of students, staff and helpers on excursion.

- Office to be informed of absent students and a list of non-attending students and their location
- Appropriate clothing and equipment to be worn by students and staff
- The four emergency management components which need to be addressed which include: preparedness, prevention, response, recovery
- Excursion staff to have up to date medical information on students; to be kept by teacher in charge but accessible to other staff in emergencies
- First Aid, Anaphylaxis, Asthma (when student attends with these conditions) and CPR trained staff member attending
- Activity equipment and conduct of activities
- Child Safe risk assessment
- Risk management plan:
 - Skills and competence of operators
 - Regularity of review and testing
 - Quality assurance and consumer protection
 - Evacuation procedures

iii. WHEN:

- Determined during planning meetings; appropriateness of excursion to the curriculum discussed
- Calendar to be checked to avoid clashes
- Permission notes to be sent home at least 2 weeks prior to excursion.
- Adequate pre-excursion planning to anticipate incidents/injury

iv. WHERE:

Choice of venue considerations:

- | | |
|---|---------------------------------|
| - Certification | - Registration |
| - Accreditation | - Child Safe |
| - Health, hygiene, safety | - Cleanliness |
| - Certification & qualifications of staff | - References from other schools |
| - First aid facilities | - Buildings and facilities |
| - Condition | - Fire precautions |
| - Emergency equipment | - Evacuation procedures |

3. PAYMENT:

- Financial circumstances may be considered to enable all children to attend.
- All endeavours will be made not to exclude students simply for financial reasons. Parent experiencing financial difficulty will be invited to discuss their individual situation with the Principal prior the due date for payments. Decisions made relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- Parents/carers will be given at least 3 weeks' notice prior to payment being due for excursions in most cases. Any exemptions being decided upon by the Principal. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal may not be eligible to attend.
- Excursion notices and forms will be sent out through Flexibuzz unless it is impractical to do so. Permission slips should be signed using Flexibuzz.
- Classroom Teachers and Office staff will be responsible for managing and monitoring the payments made by parents.

4. ADDITIONAL:

- Attendance at excursions for students is a privilege, not a right. Behaviour contracts may be put in place. Students may be returned to school in cases of extreme behaviour and parents may be required to take responsibility for the costs involved.
- Babies, toddlers or pre-schoolers are not able to attend with parent helpers.
- Excursions may need to be cancelled on days of Total Fire Bans.
- School council prefers that students only travel on buses fitted with seatbelts.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.

Evaluation:

A post-excursion evaluation by the teacher in charge, students and parents or guardians of the following:

- Summary of the dates and main events
- Positive and negative aspects
- Areas for improvement
- Whether outcomes and objectives were achieved
- Experiences and benefits
- General comments
- The general reaction and conclusion of each student
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This policy will be reviewed as part of the school's three-year review cycle.

Endorsement:

Ratified by School Council on	26 / 03 / 2018
Due for review...	2021