



# Urquhart Park Primary School

## EXCURSIONS

### POLICY

#### **Rationale:**

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions are an important aspect of the educational programs offered at our school. It is an expectation that students will attend excursions and participate in programs that are organised to enhance the school.

#### **Aims:**

- To reinforce, complement and extend learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to the school setting

#### **Implementation:**

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

#### **Planning and Approval:**

- The excursion planning and approval process should take into account the educational purpose of the excursion and its contribution to the curriculum. Maintenance of full records, including documentation of the planning process is expected.
- The suitability of the environment and/or venue for the excursion should be considered as part of the safety, emergency and risk management.
- Assessment of excursion risks, procedures in the event of an emergency and arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions, including bushfire) are required as part of the planning process.
- The online DET 'Notification of School Activity' information will be completed by three weeks in advance of the event. First aid arrangements and any other measures necessary for student and staff safety and welfare should be documented.
- All families will be given sufficient time to make payments for excursions. Each student will be provided with an initial permission form with a due date, a second copy then a follow up telephone call. Children whose permission and/or payments have not been finalised at least 24 hours before the departure date will not be allowed to attend unless alternative arrangements had been previously organised with the Principal.
- Parents will be informed in writing of all relevant information related to the excursion including departure times. Buses will leave at the intended departure time. In cases where late arrival of a student results in non-attendance, a refund is not guaranteed.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records as required.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved (or made arrangements for payment).
- School based protocols and procedures need to be followed. All relevant details regarding the excursion need to be completed on the Excursion Planning forms and left with office staff before leaving on an excursion. An accurate and updated list of all children actually attending the

excursion needs to be attached to this form. Staff must leave contact details with the administration staff.

#### **Staffing and supervision:**

- A designated 'Teacher in Charge' will coordinate each excursion.
- Teachers in charge of an excursion must ensure that there are sufficient staff to provide appropriate and effective supervision in view of the activities undertaken and students involved. The Teacher in charge must consult with leadership with regard to staff attending an excursion.
- Informed consent from parents or carers is required and adequate student and staff medical information attained prior to the excursion.
- The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines. <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Classroom teachers will be given the first option to attend excursions.
- Copies of completed permission forms must be carried by excursion staff at all times.
- 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 to the anticipated return time.
- Parent helpers selected to assist with an excursion may be required to pay costs associated with the excursion.
- A minimum requirement is that helpers must have a 'Working with Children' Check

#### **Safety, Emergency and Risk Management:**

- Parents or carers should be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.
- Students will not be allowed to take personal mobile phones on excursions or camps unless prior arrangements have been made.
- During the excursion, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the contact person and not personnel on the excursion as this will keep the telephone lines free at the excursion site.
- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.
- Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion by the teacher in charge.
- In the event of an emergency, accident or injury, staff on the excursion should take emergency action and notify the school principal. The principal should make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.
- First Aid kits and a mobile phone will accompany all excursions.
- All buses must have seat belts.
- Student safety and wellbeing are priorities on all excursions. Attendance may be reviewed prior to or during the excursion as part of a student's behaviour management plan, should the safety or wellbeing of any person on the excursion be jeopardised.
- It may be necessary for children to be collected from an excursion at their own cost should the wellbeing or safety of any individual be compromised.

#### **Evaluation:**

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

This policy was last ratified by School Council in.... 2016