

THE PATCH PRIMARY SCHOOL

EXCURSIONS

Rationale:

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

Aims:

- To reinforce, complement and extend 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.

Implementation:

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- 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.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities. Council approved excursions are detailed in the 'Camping' policy.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the teacher in charge and other key members must meet formally with the Principal, to present the Principal with a [planning summary](#), to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the Principal's approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. It must include a [risk assessment](#) of the site if adventure activities are planned.
- **Fire danger or ban**
- *Principals may need to review planned excursions ahead of forecast days of significant fire risk or total fire ban days and liaise with the region about whether the excursion should be cancelled.*
- *If an excursion is not cancelled, special fire safety precautions may be required, depending on the location.*
- *When required, schools must 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 must be cancelled.*
- When presenting information to the Principal, organising staff must be aware that Council will consider the following:-
 - What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
 - Is an appropriately trained member of staff able to provide [first aid](#) ?
 - Have supervisory adults who are not registered teachers completed a Working with Children Check?

- Is the location of staff and students throughout the excursion including during travel known?
 - Is a record of telephone contacts for supervising excursion staff available?
 - 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?
- If day excursions include adventure activities, organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the Principal's requirements.
 - If approved, that the online [Notification of School Activity](#) form then be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
 - School Council requires that students only travel on buses fitted with seatbelts.
 - The Principal requires that a report be tabled after each day excursion, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
 - The schedule of excursions, including costs, will be distributed as early in the year as possible.
 - All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
 - All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment.
Children whose payments have not been finalised at least 24 hours before the departure date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
 - Office staff and teaching staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
 - Information will be provided to all parents of non-English speaking families in a manner that allows them to provide informed consent for their children attending excursions.
 - Classroom teachers will be given the first option to attend excursions.
 - The school will continue to provide the opportunity for teachers to update their first aid skills.
 - The school will provide a mobile phone and a first-aid kit for all day excursions.
 - Copies of completed Permission forms, and signed 'Confidential Medical Information' 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.
 - All parents of prep children will be invited to attend the major prep excursion each year. Parents of children involved in all other excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 - The need to include both male and female parents.
 - The special needs of particular students.
 - Parents selected to assist with day excursions may be required to pay their excursion costs.

- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
- The primary references that must be consulted when considering all day excursions is the <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Evaluation:

- This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

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

Principal



School Council President

