**Purpose**

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

**Aims**

* To reinforce, complement and extend the 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.
* To provide a safe, secure learning experience for students in a venue external to the school.
* To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
* To further develop problem solving and life survival skills.
* To extend understanding of their physical and cultural environment.

**Implementation**

* All excursions must be approved by the Principal and must be approved prior to the event. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
* A designated teacher in charge will coordinate each day excursion.
* The Bursar will approve the costing for the excursion after all aspects of the excursion have been factored into the costing eg buses, entry fees, number of staff attending outside the FOC limit etc
* The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent)
* The school will be closed on a Code Red fire rating days, therefore any excursion planned for a Code Red fire safety days will be postponed or cancelled.
* The school maybe closed and relocated to Pakenham Hills Primary School on days of Extreme. Any excursions planned for Extreme fire safety days will be postponed or cancelled.
* Once the excursion has been approved all relevant documentation must be completed. The designated teacher in charge will complete the ‘School Activity’ at: Locator (SAL) at: [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
* School Council is responsible for the approval of:
  + Overnight excursions
  + Camps
  + Interstate visits
  + International visits
  + Excursions requiring sea or air travel, weekends or vacations
  + Adventure activities
* The Principal is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.

For an excursion that is interstate, the regional director must approve staff employed by DET.

For an excursion that is overseas, the Assistant Deputy Secretary, Regional Services Group must approve staff employed by DET.

**Expectations**

Excursions are planned, approved and conducted in accordance with DET policy requirements.

Compliance with the safety Guidelines for Education Outdoors are mandatory for all excursions requiring School Council approval.

The Principal will ensure that full records are maintained regarding the camp/excursion.

The teacher in charge will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place. Excursion venues must be selected and assessed on the basis of their safety and suitability for the activities proposed.

**Student preparation**

In preparation for excursions, schools should advise:

* students of:
  + the organisational arrangements
  + relevant safety arrangements or emergency procedures
* students and parents or carers:
  + of expected standards of behaviour
  + that in extreme cases students may be sent home from an excursion at the cost of the parents.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The DET will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some students’ expenses.

Prior to conducting a camp or excursion, the approval of the School Council or the Principal will be obtained. Council must approve overnight or adventure activities. The green Excursion, Incursion and Camps proforma must be completed and handed to the Principal no less than one week prior to the School Council meeting in the month prior to the date of the excursion.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions, This includes the bushfire emergency management procedures.

All DETrequirements and guidelines that apply to the conduct of excursions are alsoapplicable to all overseas and interstate (domestic) camps/excursions.

**Program**

Prior to conducting a camp or excursion, the Department’s requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

* [Safety, Emergency & Risk Management](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx#mainContent) , including Bushfires
* [Student Preparation](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx#mainContent)
* [Student Medical Information](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx#mainContent)
* [Safety Guidelines for Education Outdoors](http://www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx#mainContent)

The teacher in charge will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any excursion, the formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:

* the contribution of the activity to the school curriculum
* the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
* information provided by community groups and organisations that specialise in the activity proposed
* appropriateness of the venue
* the provisions made for the safety and welfare of students and staff
* the experience and competence of staff relevant to the activities being undertaken
* the adequacy of the student supervision ensuring 1 excursion staff member per 20 students for day excursions.
* the high risk nature of some activities
* emergency procedures and safety measures
* staff-student ratios
* student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

**Arrangements for payments**

* All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on an individual basis.
* All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment has not been finalized by the agreed date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal.
* CSEF may be accessed to pay for excursions.
* Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

**Teacher Responsibilities**

* A designated “Teacher in Charge” will coordinate each excursion.
* The Teacher in Charge must provide the General Office with a list of students not attending and their location on the day of the excursion.
* In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
* All students must have returned a signed permission note and payment to be able to attend the excursion. A confidential medical information form must be completed by parents/carer before each school Council approved excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
* The school will provide relevant numbers of first aid kits for each excursion. The teacher in charge is responsible for collecting the kit prior to leaving, this includes auto injection devices for students at risk of Anaphylaxis.
* The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
* Parents may be invited to assist in the delivery of excursions.
* Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege 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. Both the parent and the student will be informed of this decision prior to the excursion.
* Disciplinary measures apply to students on camps and excursions consistent with the school’s discipline policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the Principal, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

* of the circumstance associated with the decision to send the student home
* of the time when the parents/carers may collect their child from the camp or excursion
* of the anticipated time that the student will arrive home
* of any costs associated with the student’s return which will be the responsibility of the parents/carers

The school’s emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the Principal may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval.**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

**Principal:** Darrelyn Boucher

**Review cycle** This policy was last updated in July 2017 and is scheduled for review in July 2020.

|  |  |
| --- | --- |
| Abseiling and Rock Climbing 1:1 Rock Face  1:10 Others  2 Experienced Staff | ***Ropes Course***  1:12 3 students to any one element, 1 participating, 2 spotting  **NOTE:** No student on any element unless supervised |
| Base Camping 1:10 Residential; canvas  1:15 Study: residential | ***Scuba Diving***  1:8 Pool training  1:4 Diving, 2 buddy systems  **NOTE:** 2 qualified staff |
| Board Sailing 1:3 Beginners  1:5 Novice; intermediate; advanced  2 Experienced sailors | ***Shooting***  1:1 New or inexperienced  1:5 On the track or mound  1:15 Observers or waiting |
| Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters  1:6 Open Waters  1:4 Open Waters, Adverse | ***Snorkeling***  1:8 Closed water: pool  1:4 Open water  **NOTE:** 2 qualified staff |
| Bushwalking 1:5 Overnight  1:10 Day | ***Snow Activities***  1:8 Alpine, Nordic – overnight  1:10 Alpine, Nordic – day  1:10 Non-skiing |
| Canoeing 1:6  2 Staff members | ***Surf Activities***  1:10 Beach  1:8 Surf  **NOTE:** 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on beach |
| Cycling 1:10 | ***Swimming***  1:20 Enclosed pools  1:10 Open water |
| Horse Riding 1:1 Basics  1:5 Beginners  1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor  2 Experienced teachers if no instructor or group exceeds 10 | ***Water Skiing***  1:20 Shore  1 Student on two at any one time; if highly experienced two may be taken together  2 People in boat – driver and observer; one must be staff member |
| Orienteering 1:10 Bush |  |

**APPROVAL APPLICATION**

To be submitted to School Council or the school for approval as required by DEECD.

EXCURSION: …………………………………………………………..

DATE/S: …………………………………………………………..

DESTINATION / DETAILS:

…………………………………………………………………………………………..

…………………………………………………………………………………………..

NUMBER OF STUDENTS: …………………………………………………………..

PURPOSE OF EXCURSION:

…………………………………………………………………………………………..

…………………………………………………………………………………………..

ORGANSING STAFF MEMBER: …………………………………………………...

STAFF PROPOSED: …………………………………………………………..

ARE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: …………………………………………………………..

IF NOT AHS STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:

…………………………………………………………………………………………..

…………………………………………………………………………………………..

Signed: Date:

Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion.

No excursions or camps are permitted in the two full weeks prior to an exam period for any level.

**STEP 1**

□ Daily diary clearance obtained Signed: \_\_\_\_\_\_\_\_\_

□ Application approval & signed off in daily diary Signed: \_\_\_\_\_\_\_\_\_

**STEP 2**

(When Step 1 completed this form must be submitted to Business Manager 3 weeks prior to excursion)

EXCURSION DETAILS

Date of Excursion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Excursion to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_ Domain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated time of return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students attending: \_\_\_\_\_\_\_\_\_\_\_\_\_ Staff required : \_\_\_\_\_\_\_\_\_\_

**STEP 3**

ESTIMATE OF COSTS

A B C

ITEMS TOTAL COST (including GST) GST (A  11) COST (excluding GST) (A – B)

Accommodation

Transport / Bus

Food

Admissions

Equipment Hire

Other (detail)

TOTAL

From the above table

Total cost of all items excluding GST:- (C) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GST (food only): (B) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subtotal: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of Students attending: \_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINAL COST PER STUDENT: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be determined in conjunction with Business Manager)

Will a cheque be required on the day of the excursion? YES / NO

□ If YES Order form must be completed for costs related to excursion.

□ Bus Company to be used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 4**

LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

□ List of participants submitted

□ ALL permission forms to be generated from the school Office

**STEP 5**

NOTIFICATIONS

□ A list of participating students will be placed on the noticeboard in the Staffroom and on the intranet

□ Canteen must be notified

□ COMPLETE ‘NOTIFICATION OF SCHOOL ACTIVITY’ FORM as attached

Checked / Approved by Business Manager YES [ ] Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 6**

(ONLY NECESSARY IF DEPARTMENTAL APPROVAL REQUIRED)

Camps/excursions that require Departmental Approval:-

• Overnight, weekend, interstate, overseas

• Adventure activities

• Non-adventure activities which, by their nature, location or timing, may be hazardous

□ School Council approval is required for all Step 6 activities

NOTE: If participant numbers are not adequate (payment & permission forms) no less than five school days from activity / excursion, Administration reserves the right to cancel the activity / excursion.

OFFICE USE:

Fee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS

EXCURSION:

VENUE:

TEACHER IN CHARGE:

TRANSPORT METHOD:

DETAILS OF EXCURSION:

SPECIAL NEEDS: (eg Drink bottle, towel, sun hat)