



### **Rationale:**

- The school’s excursion program enables students to further their learning and social skills development in a non-school setting. 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:**

- An excursion is defined as any activity beyond the school grounds.
- All excursions must be approved by School Council. In doing so, School Council will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- The schedule of excursions will be summarised in the school newsletter, and will be updated on a needs basis.
- Tallygaroopna Primary School has no Excursion Levy, but there will be an estimation of cost given to parents no longer than a month prior to specific excursions.
- Students will not be excluded from excursions – payment plans are available. Parents experiencing financial difficulty, who wish for their children to attend an 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 and options to make payments for excursions or make alternative arrangements. Parents will be sent notices before the excursion date reminding them of the need to finalise payment.
- Office 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.
- Each excursion will be coordinated by a designated ‘Teacher in Charge’.
- 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.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines. The “Notification of School Activity” form will be completed and forwarded to DET (if required) three weeks prior to the excursion departure date.

- Staff on excursions will have access to a mobile phone and a first-aid kit.
- Copies of completed Permission forms, and signed “Confidential Medical Information for School Council Approved Excursions” forms must be carried by excursion staff at all times.
- In the event that the scheduled excursion was altered or effected during the event, all parents will be contacted and advised of any relevant information.
- 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.
- Parents attending to assist with an excursion may be required to pay costs associated with the excursion.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school 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. Excursions are a privilege not a right.
- All excursions require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
- 1. The educational aims and objectives of the excursion.
  2. Travel arrangements and costs.
  3. Venue details and an itinerary of events.
  4. Procedures followed to ensure the safety of the children.
- The above information will be provided to the Principal at least a week before the School Council meeting date.

**Evaluation:**

- This policy was endorsed by School Council on Wed 3<sup>rd</sup> August 2016.
- This policy will be reviewed as part of the school’s four year review cycle.

## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
<p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		