



# SCHOOL EXCURSION POLICY

## Rationale:

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.

## Guidelines for Action:

- All excursions must be approved by the Principal
- The Principal or Nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with the Department's guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal. The Principal will complete the 'Notification of School Activity' at : [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) prior to the excursion departure date, and ensure relevant details are entered on the school planners.
- 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 or Nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.*

## Expectations:

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- 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 Department will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's 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 Principal must approve these and other activities.
- 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.
- All Department requirements and guidelines that apply to the conduct of excursions are also applicable 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](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The principal or their nominee 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 camp, 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 the Department
- 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

- 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 Department 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 Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, 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 have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- 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.
- In the case where an excursion involves a particular class or year level group, the organising 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. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- 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.
- Complete an excursion plan before the event.
- 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 organizing 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 behaviour management 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. See Appendix E.** Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

**Links & Appendices:**

The Key Links which are connected with this policy are sourced through: [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Teacher/Pupil Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

**Certification:**

This policy was adopted at the School Council meeting held at Congupna Primary School on the day of \_\_\_\_\_, 2018.

Signed.....

Signed .....

**School Council President**

**Principal**

## Teacher / Pupil Ratios

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

**APPROVAL APPLICATION**

To be submitted to School Council or the school for approval as required by DET in the special cases mentioned above in the School Excursion Policy.

EXCURSION: .....

DATE/S: .....

DESTINATION / DETAILS:  
.....  
.....

NUMBER OF STUDENTS: .....

PURPOSE OF EXCURSION:  
.....  
.....

ORGANISING 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:

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

\_\_\_\_\_

**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 $\times$ 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)

***Emergency & Security Management***



*Locked Bag One*

*Black Rock 3193*

### **NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)**

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities

- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

SCHOOL NAME AND NUMBER:

Number:

School Name:

TYPE OF ACTIVITY:

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:

(SEE NOTES)

Commencing:

Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE  
& POST CODE:

Postcode:

EMERGENCY TELEPHONE NUMBERS: Mobile with group:

Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE?

Yes: No:

Map reference:

TOTAL NUMBERS:

Students:

Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

Visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.

**Excursion Risk Management Assessment Form**

**Section 1 –Environment Emergency Management Assessment**

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
	<b>Impact</b>				

<b>Environmental Emergency</b>	<b>Event</b>	<b>Risk Management Strategies</b>
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		
<b>Very high, High, Moderate or Low likelihood / High and Very High</b>		

<b>Impact</b>		

## 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.  <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.  <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>		