

EXCURSIONS AND INCURSIONS POLICY

Purpose:

To reinforce complement and extend learning opportunities beyond the classroom and to develop an understanding that learning is not limited to school and teachers and that valuable and powerful learning is often achieved with other people and experiences.

Objectives

- To encourage the educational development of students through creative, recreational, social, emotional, intellectual and physical learning experiences.
- To complement, support and enrich the curriculum.
- To involve the students in a variety of challenging, interesting and enjoyable learning activities.
- To ensure that all excursion volunteers have a current *Working With Children Check*, as required by the Department of Education and Training (DET).

Guidelines for Implementation:

- All students will be given the opportunity to attend incursions or excursions
- The incursion or excursion is to reflect, support and enrich the curriculum program.
- All external providers/facilitators must have a *Working with Children Check*
- DET guidelines in relation to staffing, safety, supervision, transport and activities will be followed
<http://www.education/cic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- Prior to any incursion or excursion being conducted, approval must be obtained by the Principal and School Council must be notified
- Adequate pre-planning and preparation must take place following the incursion or excursion checklist as provided by the school office
- A Student Activity Submission needs to be entered on the DET website by the staff member in charge of the excursion
- Staff-student ratios should provide adequate supervision and be appropriate for the age of the students and the activity undertaken. The suggested minimum ration for day excursions (not involving adventure activities) is one staff per twenty students. Minimum staff-student ratios for specific adventure activities are outlined in the Safety Guidelines for Education outdoors.
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>
- Written permission is required for all students attending any excursion
- Consent forms are to remain in the possession of the teacher in charge throughout the excursion. A list of students attending an excursion will be taken with the staff in charge of each class.

- A list of students attending and emergency contact details for staff and volunteers will be supplied to the office on the day before the excursion.
- In the event of a serious accident or incident where urgent medical attention is required, staff will call an ambulance. Parents will be contacted after an ambulance has been secured. In the event of accidents not requiring hospital attention, parents will be contacted to inform them of the injury or incident if the teacher in charge deems it necessary. In some cases, if a parent is contacted, they may be required to collect their child if the illness or injury is of concern to staff, or the child is experiencing discomfort. If the child sustains a knock to the head, eyes or teeth, parents will be contacted and parents will be asked to collect their child if deemed necessary by the teacher in charge.
- In the event of a serious accident or incident where urgent medical attention is required, were parents are supervising a small group of students, they are to follow the same procedure as teachers (as above).
- If a student behaves in a manner which threatens the safety or wellbeing of the group, parents will be contacted and it is expected that they will collect their child immediately.
- Teachers are responsible to take student medications such as Ventolin or allergy medications that may be required (*refer to the First Aid Policy*)
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx>
- Parents who assist with excursions must have a *Working With Children Check*

Definition: For the purpose of this policy:

- An incursion is an activity that involves school visitors who provide a performance or a service at the school for the students for a fee
- An excursion is an activity that involves students leaving the school grounds
- Parents experiencing financial difficulty, who wish for their child to attend an excursion or incursion, will be required to discuss their situation with the Business Manager. The Principal will make decisions relating to alternative payment arrangements
- Families will be provided with three weeks' notice to make payments for incursions and excursions
- Office staff will be responsible for managing and monitoring the payments made by parents and maintaining records of payments
- A designated teacher in charge will coordinate each incursion or excursion
- External facilitators providing a service to the school for an incursion must present their *Working With Children Check* to the office when they sign in as a visitor
- Students who do not attend excursions or incursions will be provided with suitable alternative activities
- Excursions may be cancelled at short notice where the Principal, in consultation with the teacher in charge of the excursion, deems the weather to be unsuitable for the planned activity, or in other circumstances that have arisen which threaten the organising of the activity. Notification of the cancellation of an event will be sent on Tiqbiz and/or the social media, phone or email.

Evaluation:

Evaluation of this policy will be carried out by the Education Committee as part of the cyclic review process in three years' time or beforehand if a significant issue arises.

Date Implemented	August 2016
Author	Education Committee Emma Gardner, Adriana Grisold, Melitta Elliott, Sue Fergeus
Approved By	School Council
Approval Authority (Signature & Date)	<i>Sue Ferg</i> #EDDmAR
Date Reviewed	
Responsible for Review	Education Committee
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