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| Bundoora Primary School Policy Manual | MANAGEMENT POLICY Excursions | Last ratified by School Council in: May 2018 |
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1.0 VISION

- 1.1 To reinforce, complement and extend learning opportunities beyond the classroom.
- 1.2 To develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the wider world.
- 1.3 To provide a safe, secure learning experience for students in a venue external to the school.
- 1.4 To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- 1.5 To further develop students' problem solving and life skills.
- 1.6 To extend students' understanding of their physical and cultural environment.

2.0 ACTIONS:

2.1 Planning

- 2.1.1 All excursions must be approved by the Principal or their nominee(s).
- 2.1.2 Staff wishing to organise an excursion must first discuss it with their Professional Learning Team (PLT) Leaders and the Principal. Following this, the staff member(s) must submit an *Excursion Proposal Form*, including costing, and submit it to the Business Manager for approval. Once an excursion has been approved, all relevant documentation must be completed and the date of the excursion is to be recorded on the *Term Planner* to advise all staff.
- 2.1.3 The staff responsible for the excursion will ensure that all transport arrangements, emergency procedures and staffing arrangements comply with Department of Education and Training (DET) Guidelines.

The excursion organiser must adhere to all DET guidelines regarding adult: child ratios (1:20) when allocating staff for excursions. (See Appendix A: [Camp and Excursion Ratios](#))

- 2.1.4 The excursion organiser must adhere to all DET guidelines regarding adult: child ratios (1:20) when allocating staff for excursions. (See Appendix A: [Camp and Excursion Ratios](#))
- 2.1.5 Bundoora Primary School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel

- Excursions scheduled for weekends or during school holidays
 - Adventure activities
- 2.1.6 The Principal or their nominee, is responsible for the approval of all single-day excursions. (Excursions that must also be approved by School Council are detailed in 2.1.5).
- 2.1.7 Excursions will complement the work being undertaken in the classroom and aim to extend students' knowledge and understanding of curriculum topics. Excursion bookings are only to be made after careful consideration of the benefits of the excursion to the students.
- 2.1.8 All order forms for buses and venues need to be completed and copies of excursion notices, for parents/carers, provided to office staff at the time of the booking of the excursion.
- 2.1.9 A designated 'Teacher in Charge' will coordinate each excursion.
- 2.1.10 Reasonable adjustments will be made to provide access to camps and excursions for students with additional needs. Education Support Staff will be in attendance on excursions that are attended by funded students.
- 2.1.11 The designated Teacher in Charge of each excursion will complete a risk analysis report, See [Risk Management Information](#), and notify the Principal using the online notification form, [School Activity Locator](#), at least three weeks prior to the excursion.
- 2.1.12 Prior to any child attending an excursion, parents/carers must have provided to the school a signed permission form and paid the costs involved.
- 2.1.13 BPS will make every attempt to gain signed or online parent/carer approval prior to the advertised date of the excursion. If this does not occur, the students involved will be excluded from attending the excursion.
- 2.1.14 Excursions will be assessed for safety, suitability of venue, the quality of the available activities and relevance to the curriculum.
- 2.1.15 In the event of an excursion being cancelled, reasonable attempts will be made to reschedule.
- 2.1.16 Excursion staff must be approved by the Principal and, where possible, include at least one male and one female staff member.
- 2.1.17 A pre-service teacher qualifies as a staff member on excursions. Other excursion staff may include parents/carers, volunteers or Education Support Staff who hold current Working With Children Checks.
- 2.1.18 Staff organising an excursion will ensure adequate planning in order to adhere to DET staff: student ratios (1:20) and will determine expectations for bus hire. The staff will take into account the DET ratios when inviting the required number of parents/carers to attend the excursion. See [Camp and Excursion Ratios](#).

- 2.1.19 Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents/carers will be notified if their 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.
- 2.1.20 Parent/carer helpers are to be informed of their responsibilities before the commencement of the excursion.
- 2.1.21 Parents/carers will be advised of local area excursions taking place prior to the event.
- 2.1.22 A teacher with current Level 2 First Aid, Anaphylaxis and CPR training will be present on each excursion. See [First Aid Training and Information](#).

2.2 During

- 2.2.1 Copies of completed permission forms and signed *Confidential Medical Information for School Council Approved Excursions* forms must be carried by staff at all times during an excursion.
- 2.2.2 A first-aid kit will be carried by the designated first-aider on all excursions.
- 2.2.3 Student medications and individual medical plans will be carried by supervising teachers.
- 2.2.4 A staff member will be in attendance at school whilst students are returning from any out-of-school-hours excursions. The Teacher in Charge of the excursion will communicate and liaise with this staff member in regard the anticipated return time.
- 2.2.5 Teachers/Supervising Staff will maintain direct supervision of students on excursions at all times.
- 2.2.6 All parent/carer attendees on excursions are to hold a current Working with Children Check.
- 2.2.7 Students are expected to wear their school uniform and understand that their behaviour reflects the school's reputation in the local and wider community.

2.3 Cost

- 2.3.1 Excursions are classified as 'optional' educational events that are provided in addition to the standard curriculum programs. These optional events are provided on a user pays basis.
- 2.3.2 BPS will aim to keep the cost of excursions to a minimum. All excursions will be costed with the aim of being as inexpensive for parents/carers as possible, while still providing sound educational outcomes.

In the event of a child not attending a planned, paid for event due to illness etc., the cost of any bus fare paid cannot be refunded. All other costs incurred may be returned at the discretion of the excursion provider and the Principal.

- 2.3.3 Parents/carers experiencing financial difficulties will be encouraged to make private arrangements with the Principal or Business Manager so that their child is able to attend excursions. Payment plans will be offered.
- 2.3.4 If payment is not made by a parent/carer, and no arrangement is made with the Principal or Business Manager, prior to an excursion, their child will be unable attend.
- 2.3.5 Office staff will be responsible for managing and monitoring the payments made by parents/cares and will provide classroom teachers with detailed records on a regular basis.
- 2.3.6 Eligible parents/carers may use their Camps Sports Excursion Fund (CSEF) amount to fully or partially cover the cost of an excursion, dependent on the funds available.

3.0 REVIEW

The *Excursions Policy* will be reviewed regularly, as part of the school's policy review process.



Bundoorra

Primary School