

<b>Bundoora Primary School Policy Manual</b>	<b>MANAGEMENT POLICY Excursions</b>	<b>Last ratified by School Council in: March 2018</b> – modified in March 2019
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*If further information is required, please refer to the DET Policy Guidelines.*

## **1.0 VISION**

- 1.1 To reinforce, complement and extend the 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 real 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 problem solving and life survival skills.
- 1.6 To extend 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 nominee(s)
- 2.1.2 Each year a School Council approved amount will be incurred to cover incursion and excursion costs which may occur in that school year. This excludes the Camping and Swimming program, extra curricula activities and Social Enterprise/Fundraising events. This amount will be included in the annual Essential Items and Curriculum Fee at the end of the school year. This amount is not set and may change from year to year due to changes in the incursions and excursions chosen or an increase in costs.
- 2.1.3 Staff wishing to organise an excursion must first discuss it with their PLT leaders and the principal. Following this they must complete an excursion proposal form and costing to the Business manager for approval. Once approved this date needs to be recorded on the Term planner to advise all staff.
- 2.1.4 The staff responsible for the excursion will ensure that all transport arrangements, emergency procedures and staffing comply with DET guidelines. Follow DET guidelines regarding adult: child ratios (1:20) when providing staff for camps. Appendix A See [Camp and Excursion Ratios](#)
- 2.1.5 Once the excursion has been approved, all relevant documentation must be completed and the date needs to be recorded on the Term planner to advise all staff.

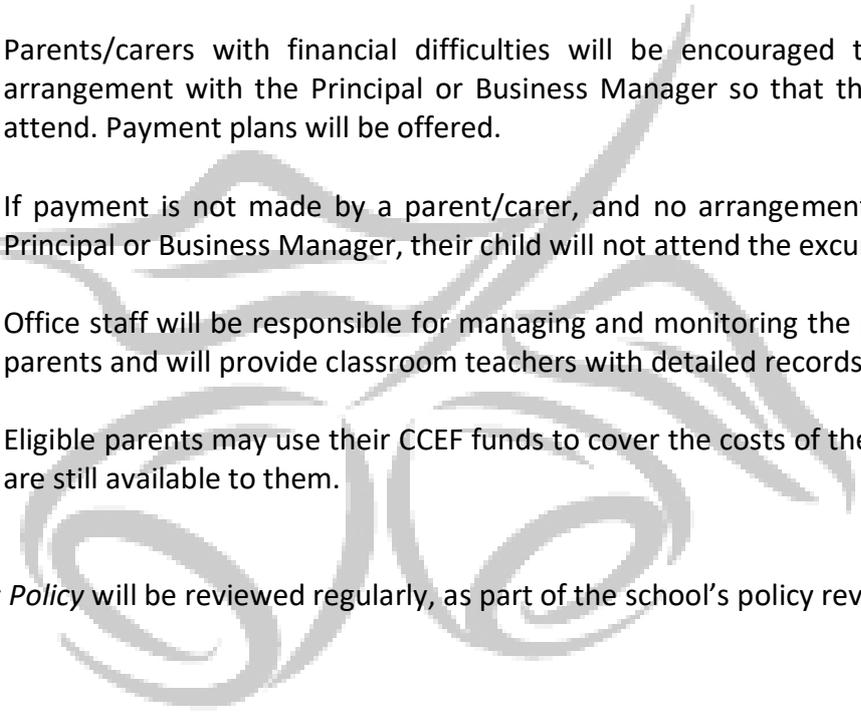
- 2.1.6 School Council is responsible for the approval of:
- Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- 2.1.7 The Principal or nominee is responsible for the approval of all single-day excursions other than those which must be approved by school council as mentioned above.
- 2.1.8 Excursions will complement the work being undertaken in the classroom and aim to extend students' knowledge and understanding of classroom learning topics.  
Bookings are only to be made after careful consideration of the benefits of the excursion to the students.
- 2.1.9 All order forms for buses and venues need to be completed and copies of excursion notices are to be provided to office staff at the time of the booking.
- 2.1.10 A designated 'Teacher in Charge' will coordinate each excursion.
- 2.1.11 Reasonable adjustments will be made to provide access to camp and excursions for students with additional needs. Support Staff will be in attendance on excursions with funded students.
- 2.1.12 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](#) three weeks prior to excursion.
- 2.1.13 Prior to any child attending an excursion, parents/carers must have provided to the school a signed permission form and paid the costs involved.
- 2.1.14 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 the excursion.
- 2.1.15 Excursions will be assessed for safety, suitability of venue and the quality of the available activities and relevance to the curriculum.
- 2.1.16 In the event of an excursion being cancelled, reasonable attempts will be made to reschedule.
- 2.1.17 Excursion staff must be approved by the Principal and where possible, include at least one staff member of each gender.

- 2.1.18 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.
- 2.1.19 Ensure adequate planning to DET staff: student ratios (1:20) and expectations for bus hire. Take into account these ratios when inviting the required number of parents/carers to attend the excursion. See [Camp and Excursion Ratios](#)
- 2.1.20 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. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
- 2.1.21 Parent helpers are to be informed of their responsibilities before the commencement of the excursion.
- 2.1.22 Parents/carers will be advised of local area excursions taking place prior to the event.
- 2.1.23 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 excursion staff at all times.
- 2.2.2 A first-aid kit will be carried by the designated first-aider for 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 the children are returning from any out-of-school-hours excursion. The 'Teacher in Charge' will communicate and liaise with this person with regards the anticipated return time.
- 2.2.5 Teachers/Supervising Staff will maintain direct supervision of students.
- 2.2.6 All parent/carer attendees not in direct teacher supervision 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**

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- 2.3.1 Excursions are classified as an 'optional' educational item that is provided in addition to the standard curriculum program which are offered to all students. These optional extras are provided on a user pays basis.
  - 2.3.2 Keep costs of excursions to a minimum: all excursions will be priced with the aim of being as inexpensive as possible while still providing sound educational outcomes. In the event of a child not attending the planned event due to illness etc. the cost of the bus cannot be returned. All other cost incurred may be returned at the discretion of the Excursion provider and the Principal.
  - 2.3.3 Parents/carers with financial difficulties will be encouraged to make a private arrangement with the Principal or Business Manager so that their child is able to attend. 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, their child will not attend the excursion.
  - 2.3.5 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.
  - 2.3.6 Eligible parents may use their CCEF funds to cover the costs of the excursion if funds are still available to them.

### **3.0 REVIEW**

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

**Bundoora**  
Primary School