

	<p>Carlton Gardens Primary School</p> <p><b>Excursion Policy</b></p>	<p><b>Authorisation</b>  March 2018  Review  2021</p>
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**Purpose:**

The school’s excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

**Aim:**

- 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.
- To give students the opportunity to hear from and work with experts in their field of study.

**Implementation:**

When obtaining parental consent it is important that the permission slip has sufficient information to allow parents to make an informed decision about whether to permit their child to participate in the activity. The consent form should include information about the nature of the proposed activity, degree of supervision and the risks involved. It is also recommended that the permission slip also provide a contact person at the school in case parents require further information.

Schools Principals and staff have a legal duty to take reasonable care to warn students and their parents of reasonably foreseeable risks of injury. By providing parents and students with sufficient information about the activity, the school staff are discharging this duty and minimising their potential legal exposure. It also ensures that parents’ expectations are appropriately managed.

The principal is responsible for the approval of all non-adventure single-day excursions other than those that must approved by the School Council.

School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities. Council approved excursions are detailed in the ‘*Outdoor Education*’ policy. A designated ‘Teacher in Charge’ will coordinate each day excursion.

Principals are responsible for the conduct of all excursions and must ensure:

- an online notification of school activity form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
  - √ venue selection
  - √ safety, emergency and risk management
  - √ informed consent from parents
  - √ medical information
  - √ appropriate staffing and supervision
  - √ student preparation and behaviour and
  - √ requirements for any adventure activities.

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process

Venue selection:

- the suitability of the environment and/or venue for the excursion

Safety, emergency and risk management:

- assessment of excursion risks
- procedures in the event of an emergency
- arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)

- completion of an online notification of school activity form three weeks prior to the activity
- The school will provide a mobile phone and a first-aid kit for all day excursions.
- first aid requirements and
- The primary references that must be consulted when considering all day excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

Staffing and supervision:

- there are sufficient staff to provide appropriate and effective supervision
- the experience, qualifications and skills of each staff member (including volunteers, instructors, etc.) will allow them to provide effective supervision in general and for planned activities (as applicable).
- there are appropriate levels of supervision in view of the activities undertaken and students involved.
- informed consent from parents or carers
- adequate student and staff medical information
- requirements for any adventure activities.

Transportation requirements, noting that:

- public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
- information on student concession cards is available at: [Public Transport Victoria](#).

Communication requirements:

- staff and students have appropriate clothing and personal equipment
- group or technical equipment is in good condition and suitable for the activities undertaken
- continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- the excursion meets the requirements of any school-level policy or procedures
- The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- any information which has been provided by specialists in the activities proposed

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- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process

Venue selection:

- the suitability of the environment and/or venue for the excursion

Confidential medical information form:

- must be completed by parents or carers before each school council approved excursion
- provides parents or carers with the opportunity to vary any information previously given to the school.

Schools must:

- ensure that the teacher-in-charge takes the medical information forms on the excursion
- ensure these forms are available to other excursion staff in emergency situations
- keep copies of the forms at the school.
- endeavours not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day 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.
- ensure all families will be given sufficient time to make payments for excursions. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.

**Evaluation**

This policy will be reviewed as part of the school's three 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
<p><b>People</b></p> <p>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number</p>		
<p><b>Equipment</b></p> <p>Resources that impact on the activity e.g. clothing, footwear, teaching equipment</p>		
<p><b>Environment</b></p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>		
<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>		