

Excursion Policy



Williamstown High School

Excursion Policy

Development process

This statement explains “**why**” the policy is being written. The general overview might also refer to any background or directives that led to the development of the policy.

1. 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.

2. Purpose

A brief statement of specifically “**what**” the policy is intended to accomplish, that is, the aim of the policy. This should only be one or two sentences.

.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.

3. Implementation

This section details “**how**” the policy statement will be achieved. It may set requirements for different parts of the school community (for example, staff, students, parents) as well as outlining “**who**” will be responsible for the implementation of the policy.

All excursions must be approved by the Principal or nominee(s)

Staff wishing to organise an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.

The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: DET Excursion Policy

Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or nominee(s). The Assistant Principal will complete the ‘Notification of School Activity’ at :
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.

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 nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

4. Specific procedures

This section outlines the practical processes that tell people exactly what they have to do to operate within this policy.

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 of Education (DET) 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.

Obtain a Working With Children Check for any person who is having direct contact with our students as part of their work e.g. leading students on a tour. Direct contact is face-to-face, physical, written, oral or electronic contact.

All DET 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 DET
- 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 DET does not provide student accident cover and that they need to make their own arrangements for cover.

Teacher Responsibilities:

A designated "Teacher in Charge" will coordinate each excursion.

The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the school compass.

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 approved 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.

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, Assistant Principal, in consultation with the organising 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 School's Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, 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 or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

5. Evaluation and review

Policies must be reviewed on a regular basis. A defined review cycle should be stated.

- This policy will be monitored by the Principal team who will ensure
- This policy is included as an agenda item for the Term 1 meeting each year.
- The policy will be reviewed annually and updated (where appropriate.)

6. Definitions & references

Sometimes technical terms will need to be defined. Also other related policies or DET guidelines might need to be referred to.

School Policy Advisory Board
Excursion and Other Activities:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

7. Consultative process

Briefly outline the consultative processes used to develop and ratify this policy. Which groups or committees were involved.

- Tabled at Edpol Subcommittee.
- Bayview Principal developed policy in line with departmental requirements
- Consultation occurred during term 4 2017.

Ratification:

This policy was ratified by school council on 21 August 2018



EXCURSION AND CAMP PLANNER



*This process must be completed **AT LEAST 3 weeks** prior to the excursion date.
This process must be completed **AT LEAST 3 months** prior to camp date.*

When planning an excursion or camp please make all initial bookings tentative. Do not make confirmed bookings or pay any deposits until you have gained approval for the activity and are sure the excursion / camp will go ahead. Next follow the steps outlined below in order given. They are there to protect the school and make sure all contingency plans are covered.

- Check calendar (term planner and Compass Calendar) and confirm approval with Assistant Campus Principal
- Confirm endorsement from the relevant CAT or program leader
- Complete the budget for excursion / camp costs and calculate individual student charges. If excursion / camp charges are part of a budget, charges will be taken from this budget to cover all costings.
- Submit the excursion / camp planner to the Assistant Campus Principal for approval, including a list of all students attending (attached on the back)
- Complete required documentation for camps (and adventure excursions) as per school council procedure then give to the Assistant Campus Principal so they can submit to school council for approval.
- Ensure the Office has received all signed paperwork so they can process the excursion / camp. The office will then generate individualised student permission via events on Compass. Consent and payment for excursions and camps can be made via Compass. Please note: In addition camps must have a detailed camp and medical form completed and signed off by parent/guardian
- Complete the follow up activities with the Daily Organiser and post-approval processes

Name of Proposed Excursion/Camp:

Educational description of proposed excursion / camp (to be published in Compass Events):

Organising teacher/s:

Location address of excursion/camp: ‘

Location phone number/s of excursion/camp:

Class or group of students involved:

Proposed date/s:

Times of excursion/camp:

1. Approval and Calendar Check

Please check the dates, purpose and type of activity with the Assistant Campus Principal. The calendar check will be completed by the Assistant Campus Principal and if possible dates will be approved.

(Signature of Assistant Principal)

Date

2. Endorsement of Curriculum Area Team Leader or Relevant Program Coordinator

The content of this excursion/camp is consistent with the specified course of study.

The appropriate CAT/Program budget will bear the loss incurred by this excursion/camp.

(Specify name of CAT or Program)

(Signature of CAT or Program Leader)

Date

3. Information Required for Permission Forms

| | |
|---|-------------------------------------|
| Transport Method: | Myki Card required: |
| Time and location departing from: | Time and location returning to: |
| School Uniform Required: | Lunch or additional money required: |
| Other special requirements: | |
| Teacher in charge name and mobile contact number | |
| Payment due date: | |
| I give permission for my child to be dismissed from _____ at the conclusion of this excursion. (not appropriate for year 7 and 8). | |

4. Excursion / Camp Budget

| Costs | | Income | |
|--------------------------------|----|---|----|
| Entrance Fees | \$ | Costs to be paid by students | \$ |
| _____ students @ \$ _____ each | | _____ students @ \$ _____ each | |
| _____ staff @ \$ _____ each | | | |
| Transport | | Subsidies / Sponsorships (specify) | |
| e.g. Bus Hire | | | |
| Other (specify) | | | |
| e.g. Accomodation, Food | | | |
| Operational Costs | | | |
| _____ Periods @ \$55.00 each | | | |
| Other Costs (specify) | | Other Income (specify) | |
| | | | |
| Totals | | | |

.....
(Signature of Office Manager)

5. Supervision

| TEACHERS ATTENDING (Campus) | EXTRAS |
|-----------------------------|--------|
| Classroom Teachers | |
| | |
| | |
| | |
| | |
| | |
| | |

| TEACHERS ATTENDING (Campus) | EXTRAS |
|-----------------------------|--------|
| | |
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List of Adult Supervisors with date of cited Current Police Check.

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6. Student Payment Timeline: VERY IMPORTANT

- a. The excursion/camp planning document must be submitted to the Assistant Campus Principal **AT LEAST 3 weeks prior** to the proposed excursion date and or **3 months prior** for a school camp.
- b. All student payments need to be made and finalised **AT LEAST 3 days** before the excursion date or as specified for camp.
- c. With **5 days** prior to the excursion date, the office will provide the organising teacher a list of student payments. The office will provide a list of student payments for camps on a regular basis as required.
- d. **Notifications** will be sent out to remind parents of pending payments at this time.
- e. The office **WILL NOT** take any more payments after the specified due date.
- f. If **AT LEAST 80%** of students have not paid within **3 school days prior to the excursion date**, the Assistant Campus Principal will discuss and decide if the excursion or camp will proceed.
- g. If the specified minimum amount of students required for a camp to proceed is not met within the required timeframe the Assistant Campus Principal will discuss if the camp will proceed.

7. Accounts Receivable Charge Slip (This is required by the Administration staff to create a charge to enable students to pay)

NAME OF EXCURSION/CAMP: _____

DATE HELD: _____

CHARGE TO ACCOUNT/ CAT: _____

COST PER STUDENT: _____

PAYMENT CLOSING DATE _____

Once completed, an event will be created on Compass by the administration team.

8. Final Approval

 (Signature of Assistant Campus Principal) _____
 Date

9. Post-Approval Processes

Please tick the box to indicate that you have completed the following procedures.

- The campus is notified of the upcoming excursion/camp. (at least a week in advance for excursions and three weeks for camps).
- Details of program planned for students not attending have been given to daily organiser and required staff.
- If cheques need to be obtained on or before the date of the excursion/camp an order form should be completed and given to the Accounts Payable Manager at least three working days before the cheque is required.
- All orders must be processed as soon as approval has been given. No order can be completed after the excursion/camp has commenced.

10. Before Leaving for the Excursion/Camp

Please tick the box to indicate that you have completed the following procedures.

- All students attending have provided consent online and/or signed consent forms.
- Any relevant contact numbers (including organising staff) during the excursion/camp has been given to the general office. This should include camp itinerary.
- Ensure that you take the event handbook from Compass, with relevant personal details and medical information

- All students attending have paid in full.
- You **MUST** collect and take a first aid kit and specific medicines for relevant students (anaphylaxis, asthma etc.)
- Ensure all appropriate camp paperwork is taken with you on camp - Emergency Response Plan, Risk Register and all other planning documents.

11. On Returning to the School:

Please tick the box to indicate that you have completed the following procedures

- All permission forms, first aid kits and specific medications needs to be returned to the general office.

- Document any injury or illnesses that may have occurred while on the excursion/camp (with support from the administration team).

Signature of Teacher In Charge Date