



University Park
Primary School

EXCURSIONS

Rationale:

- Excursions enable students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school. In this regard all students should attend

Aims:

- 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.

Implementation:

- An excursion is defined as any organised activity beyond the school grounds.
- The school will ensure that excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements. (notification of the excursion will be logged on the **Student Activity Locator (SAL) Database**)
- Notification of upcoming excursions will be distributed in the school Newsletter and/or by letter to parents. A copy of the notification will be posted on the school website.
- Parents have an opportunity to sign over their “EMA” cheque to cover excursion costs, if applicable.
- Parents experiencing financial difficulty, who wish for their child/children to attend an 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.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 24 hours before the departure date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom team leaders with detailed records on a regular basis.
- A designated ‘Team leader in Charge’ will coordinate each excursion & complete the *Excursion Checklist*. **t:\excursions incursions\excursion checklist.doc**
- Prior to any child attending a camp, parents/guardians must have provided to the school a signed permission form, a signed “Confidential Medical Information for School Council Approved Excursions” form, and must have paid the costs involved.
- The school will continue to provide the opportunity for team leaders to update their first aid skills.
- A mobile phone and a First Aid kit will be taken on excursions. Where necessary a staff member may take a private car on the excursion.
- Copies of completed Permission forms, and signed “Confidential Medical Information” forms must be carried by camp staff at all times.

- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Team leader in Charge will communicate with this person with regards the anticipated return time.
- Refund (or part thereof) will only be provided for the entry component of excursions where a medical certificate is provided. Transport costs cannot be refunded. In most instances the refund will be reimbursed to EMA or in the case of cash held in credit for the next excursion/ incursion.
- Parents of children involved in all other excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Team leader in Charge will take into account –
 1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 2. The need to include both male and female parents.
 3. The special needs of particular students.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
- 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 team leader and the Team leader in Charge.
- All excursions require Principal approval.
- School Council will be notified of excursions via meeting agenda.
- The School Council is responsible for the approval of:
 - overnight excursions
 - camps
 - interstate and international visits
 - excursions requiring sea or air travel
 - excursions involving weekends or vacations
 - adventure activities.
- The principal is responsible for the approval of all single-day excursions (other than those referred to above that must be approved by school council) and the staff involved that are employed by the Department of Education.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

References: Victorian Government Schools Reference Guide– 4.4.2 School Excursions
<http://www.education.vic.gov.au/management/governance/referenceguide/default.htm>



EXCURSION CHECKLIST

Excursion: _____

Date: _____

Grade/s: _____

Coordinator: _____

Staff attending: _____

	Item	Who	Done
1.	Request for approval to school council if required	Team leader	<input type="checkbox"/>
2.	Costing ~ approval date	Principal	<input type="checkbox"/>
3.	Book venue ~ write in order book	Team leader	<input type="checkbox"/>
4.	Book transport ~ write in order book	Team leader/ Business manager	<input type="checkbox"/>
5.	Prepare Notice and translation if required Save to t:\excursions incursions\excursion checklist.doc <ul style="list-style-type: none"> • Copy to Business manager (discuss print options) • Copy to Principal • PDF copy to website manager 	Team leader Lam Team leader Team leader Bridie	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	Notice to: <ul style="list-style-type: none"> • Parents • Newsletter (brief item) 	Team leader Team leader	<input type="checkbox"/> <input type="checkbox"/>
7.	Create charge on CASES	Business manager	<input type="checkbox"/>
8.	Notification to SAL website	Business manager	<input type="checkbox"/>
9.	Staffing to appropriate ratio Check parent volunteers have WWC card	Team leader/Prin/AP	<input type="checkbox"/>
10.	Enter details on Intranet Calendar- venue, transport, times, staffing, contact details, yard duty swaps	Team leader	<input type="checkbox"/>
11.	Confirm transport (2 days before)	Business manager	<input type="checkbox"/>
12.	Confirm venue – approx 1 week before	Team leader	<input type="checkbox"/>

13.	Arrangements for students not attending	Team leader	<input type="checkbox"/>
14.	Notify canteen	Team leader	<input type="checkbox"/>
15.	Notify Specialists/ Aides	Team leader	<input type="checkbox"/>
16.			
17.			

Supervision ratios – Department Guidelines.

Schools must ensure excursions are appropriately staffed.

Department guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety.

To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities
- any other relevant factors.

This table describes the minimum staff-student ratios for excursions:

Type of excursions	One excursion staff member per
Day excursions	<ul style="list-style-type: none"> • twenty students.
Adventure activities	<ul style="list-style-type: none"> • specific guidelines for the activity. See: Safety Guidelines for Education Outdoors within Department resources
Overnight excursions:	
Base camps in residential premises or under canvas	<ul style="list-style-type: none"> • ten students.
Study camps in residential premises Example: Year 12 camp.	<ul style="list-style-type: none"> • fifteen students.
Local and interstate tours	<ul style="list-style-type: none"> • fifteen students.
Overseas tours	<ul style="list-style-type: none"> • ten students.

Further supervision requirements

This table outlines further supervision requirements

For	The excursion must
most excursions	<ul style="list-style-type: none"> • be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present • have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity • have teachers comprising at least half of the excursion staff.
overnight stays for mixed gender groups	<ul style="list-style-type: none"> • include excursion staff of at least one person of each sex. <p>Note: In primary schools this requirement may be waived, where staff of each sex are not available.</p>
small group excursions in the local area	<ul style="list-style-type: none"> • with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).
unsupervised excursions	<ul style="list-style-type: none"> • be approved by the principal only: <ul style="list-style-type: none"> - in a small number of instances - for secondary-aged students - for activities involving small groups of individual students • and the teacher responsible for the activity must maintain a formal record of: <ul style="list-style-type: none"> - a description of the activity, including locations - the names and ages of students involved - the time of leaving and returning to school. • In addition, principals should ensure: <ul style="list-style-type: none"> - a risk assessment of the activity is completed - their decision and the reasons for allowing the activity to proceed is documented.

Excursion staff

Excursion staff must be approved by the principal or school council (as outlined in the policy) and may include:

- teachers employed by the Department or school council
- other adults on a volunteer or paid basis such as:
 - parents or carers
 - education support class officers
 - community members

- trainee teachers
- campsite staff
- specialist instructors for excursion activities.

Important: school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance see: Volunteer Workers within [Related policies](#)

Where approved excursion staff who are not teachers employed by the Department or school council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis).

Important: the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff and students prior to the commencement of the excursion.

Specialist staff

Schools must:

- ensure that where specialist instructors are employed they:
 - have the necessary skills or qualifications for the activity
 - have appropriate experience for the age and skill level of the students
- hold appropriate public liability insurance, see: [Related policies](#)
- while specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.