



# Carrum Primary School 3385

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## **Excursion Policy**

### **Rationale:**

The school's Excursion program enables 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.

### **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 activity beyond the school grounds.
- The schedule of Excursions, including costs, will be distributed on a regular basis.
- Students will not be excluded from Excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their 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 before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- 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.
- Each Excursion will be co-ordinated by a designated 'Teacher in Charge'. The designated "Teacher in Charge" of each excursion will ensure that all Excursions, bus arrangements and Excursion activities comply with Department of Employment, Education and Training guidelines. The "SAL- Student Activity Locator" will be completed and submitted online to the Department of Employment, Education and Training three weeks prior to the Excursion departure date. All students will be required to provide written permission from their parents to attend the excursion, as well as a completed "Confidential Medical Information for School Council Approved Excursions" form.
- Prior to any child attending an Excursion, parents/guardians must have provided to the school a signed permission form, a signed Medical Information Form, and must have paid the costs involved.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending Excursions.
- Classroom teachers will be given the first option to attend Excursions.
- The school will provide a mobile phone and a first-aid kit for all Excursions.
- Copies of completed Permission forms, and signed Medical Information Forms must be carried by Excursion 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 Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents of children involved in Excursions may be invited to assist in the delivery of Excursions. When deciding on which parents will attend, the Teacher in Charge will take into account – compliance with the current ‘Working with Children’ legislation.
  - Any valuable skills the parents have to offer. eg. bus licence, first aid etc.
  - The need to include both male and female parents.
  - 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 attend the excursion program. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.

#### Emergency procedures;

- The school’s emergency procedures include the effects of an emergency on student supervision in the event of an 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 an excursion.
- On days of extreme fire danger or total fire ban, the principal may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

#### **Appendices:**

Appendix A: General Camp/Excursion Risk Assessment Form

#### **Evaluation:**

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

**This policy was ratified by School Council on 21/11/2017  
Due for review November 2020**

# General Camp/Excursion Risk Assessment

This form is to be completed as part of the planning process for all camps and excursions.

<b>Class:</b>	<b>Date:</b>	<b>Teacher In Charge:</b>
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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> Attributes people bring to an activity eg/ skills, physical fitness, health, age fears, number</p>		
<p><b>EQUIPMENT</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment</p>		
<p><b>ENVIRONMENT</b> Factors that impact on the activity e.g. weather, terrain, water</p>		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost-ensure all other students and staff are safe.** Contact the school principal who will contact Emergency Management and the appropriate authorities.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.