



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568.

Rationale:

An effective excursion program enables students to further their learning and develop social skills in a non-school setting. Excursions complement and are an important aspect to the educational programs offered at our school. When integrated with classroom work, excursions contribute to students' growth and development by:

- Enriching students' experiences.
- Broadening students' concepts.
- Reinforcing the achievement of outcomes.
- Providing opportunities for the development of appropriate social skills.
- Promoting the development of self-esteem.
- Reinforcing the 'Tuning In' process of Inquiry.

Belief Statement:

Day excursions are defined for the purpose of this policy as any organised and supervised school activity that requires students to venture beyond the school boundary.

At Morwell Central Primary School, we believe that learning should be meaningful and relevant. Students need to be actively engaged in the learning process. Excursions are learning experiences that can enhance the students' understanding of the curriculum through hands on activities, and through the opportunity to participate in a variety of educational, social and physical experiences.

Our excursion program enables students to:

- Further learning and social skills in a non-school setting.
- Extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable learning can take place in the real world.

There are legal and system requirements that must be met before students can attend an excursion.

Aim:

This policy aims to:

- Provide guidelines for staff in the planning and organisation of excursions
- Prescribe the procedures that staff are to follow in conducting an excursion
- Provide strategies and procedures that ensure the safety and security of students who partake in specially organised learning activities

Duty of Care:

All school staff attending the camp owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

External education providers and para-professionals must have appropriate certification (e.g. Working With Children's Check) and ensure that supervision guidelines are followed.

Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

Fire Danger or Ban:

The Principal may need to cancel camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If a camp is not cancelled, special fire safety precautions will be required.

When required, Morwell Central Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities.

Risk Management:

An assessment of camp risks will be undertaken in accordance with Department guidelines - these can be downloaded at this address:

<https://www2.education.vic.gov.au/node/1938>

All camps require School Council approval, and a risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

Implementation:

- An excursion planning form must be completed and a copy given to the Principal well in advance of an excursion date.
- The Principal must approve any proposed excursions.
- Parents must receive notification of all excursions- costs, location, times of departure/return and student's requirements three weeks in advance of the excursion date.
- The ratio of students to adults is to be suitable for the group and the activities planned.
The recommended ratio is: 1:20 for day excursions
 1:10 for camps
- An excursion Checklist must be completed, and a copy given to the Principal at least two days before the excursion.
- Permission in the form of a signed consent form must be returned to the school prior to every excursion. Consent forms are to be kept in excursion folders which are kept in the classroom. It is the responsibility of the classroom teacher to check signed consent forms as they arrive. Payments are processed through the office.
- Permission forms and payments need to be returned to school one week prior to an excursion or by the advised cut-off time, otherwise the student will not be able to attend the excursion.
- A designated 'Teacher in Charge' will coordinate the excursion on the day.
- If the excursion is approved, the online Notification of School Activity needs to be submitted three weeks prior to the activity. (www.eduweb.vic.gov.au/forms/school.sal.EnterActivity.asp).
This form needs to be completed if travelling outside of Morwell.
- All families will be given sufficient time to make payments for excursions.
- Students whose parents have not paid by the due date and who have not made alternative arrangements with the Office Staff will not be eligible to attend.
- A refund will be made if a student can no longer attend the event due to a family crisis or sudden serious illness. The refund is usually paid into the account from which the money came (eg CSEF). Where the payment was made in cash, the school will contact the parents for instructions.
- Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the teacher in charge will take into account:
 1. Any valuable skills they have to offer eg. First Aid.
 2. The preference to include both male and female parents.
 3. The special needs of particular students.
 4. Parents must have a Working with Children Check.
- Should an accident occur, the following procedures must be followed:
 - a) The student should be treated by the teacher.
 - b) Assistance (eg. Ambulance) should be called.
 - c) Contact the school.
 - d) A parent/carer should be informed with the exact nature of the accident and the treatment the student has received.

Attachments:

- Excursion Planning Form
- Risk register templates are available on the [Resources](#) tab to document identified risks and their treatment and controls. Note that some templates include examples of controls or assessments which will need to be reviewed/updated to suit your specific context.
- Department website <https://www2.education.vic.gov.au/pal/excursions/policy>

Evaluation:

This Excursion Policy will be reviewed as part of the school's four-year review cycle or earlier as required.

This policy was last ratified by School Council.

April 4, 2022



Excursion Planning Form

This form is to be completed prior to an excursion and returned to the office. Attach copies of the excursion note and any other relevant details.

Excursion Organisation:

Excursion (title and location):				
Excursion organisational details:				
Teacher in charge:				
Attending Staff:				
Staff member with First Aid:				
Classes involved:				
Total number of students:				
Ratio of staff/students: (minimum of 1:20)				
Proposed date:				
Have you checked the diary:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Estimated departure time:	Depart school:		Arrive location:	
	Depart location:		Arrive school:	
Transport:				
Cost of excursion:	<input type="checkbox"/>	Free	<input type="checkbox"/>	Paid
Parent helpers required:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Consent form required:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Leadership approved:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Signed:				

Excursion Company/Organisation:

Excursion company/organisation:									
Contact person:									
Telephone:									
Date of confirmation:									
Cost per student:			\$	Total due:				\$	
Deposit required:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Deposit paid:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Notes:

Office staff to have a copy of any notes that go home with students

Have notes been authorised by Leadership?		Yes		No			
When are notes to go home with students?							
1. Initial Note							
2. Permission Note							
3. Reminder Note							
4. Additional Notes							
Bus Company:							
Contact person:							
Telephone:							
Date of confirmation:							
Number of buses required:							
Cost per bus:		\$	Total due:		\$		
Deposit required:	Yes		No	Deposit paid:	Yes		No

Buses:

Cost:

Total cost per student to be calculated minus 8 students – not all

students will attend.

Total cost of excursion company:	\$
Total cost of buses:	\$
Total cost:	\$
Number of students:	
(- minus 8 students)	
Total cost per student:	\$

Parent Helpers:

Parent helpers required:	Yes		No		Number required:		
Name:					Female		Male
Working with children	Yes		No		First Aid	Yes	No
Name:					Female		Male
Working with children	Yes		No		First Aid	Yes	No
Name:					Female		Male
Working with children	Yes		No		First Aid	Yes	No

Yard Duty:

Rostered yard duty:		Swapped yard duty:	
Person	Duty	Person	Duty

Signed:	
Date:	



Excursion Checklist

Excursion: _____

Grade Level: _____

Teacher in Charge: _____

Before Excursion:

TASK	Person Responsible	Date to be Completed	Task Completed
Diary has been checked for availability.			
Excursion Planning Form completed and handed to Leadership Team for approval.			
Copies of all notices have been attached to Excursion Planning Form and supplied to office.			
Online Notification of School Activity has been submitted (for excursions beyond local town/school).			
Excursion company/organisation has been booked.			
Buses have been organised and booked.			
Total cost per child has been calculated.			
Notice has been sent to parents detailing dates, times, costs, location, student's requirements and reason for the excursion.			
Consent forms have been sent to parents.			
Consent forms have been collected for all students.			
Money has been collected from all students.			
Parent helpers have been selected.			
Working with Children checks have been sighted for all parent helpers.			
Excursion is thoroughly planned, allowing for contingencies such as emergencies, undue weather and behavioural issues and formulated relevant plans for such cases.			
Office has contact details for all staff attending excursion.			
Buses have been confirmed.			
Excursion company/organisation has been confirmed.			
Day of Excursion tasks have been allocated.			

Day of Excursion:

TASK	Person Responsible	Date to be Completed	Task Completed
Office has been notified of any absences.			
First aid kits have been collected.			
All classroom teachers have excursion folders.			
Staff have mobile phones to be used in an emergency.			
Relevant work has been left for students not attending excursion.			
First aid kits have been returned.			
Accident and first aid forms have been filled in for any accidents that occurred during excursion.			

EVIDENCE OF RISK ASSESSMENT FOR LOCAL AND DAY EXCURSIONS – Template

This form may be used to document the risk assessment completed for all local and day excursions. It must be easily accessible during the excursion, either in hard copy or electronically.

Please adapt the document below to suit the school's needs.

Excursion		Year level	
Location		Number of students	
Date/Times		Number of staff	
Teacher in charge			
Educational Objectives			

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and activity.

Risk		Y/N	Treatment details (if required)
Supervision	Do the supervision arrangements meet the minimum requirements as per the Excursions Guidelines – Supervision?		
	Has consideration been given to risks relating to supervision more broadly?		
Transport	Do the transport arrangements comply with: <ul style="list-style-type: none"> Excursions Guidelines – Transport Department transport policies school based transport policies (e.g. school bus)? (if applicable) 		
	Has consideration been given to risks relating to transport? (e.g. travel sickness, bus break down, cancelled train, crossing busy roads etc.)		
Student behaviour	Does any particular student's behaviour pose a risk to either that student or to others?		<i>Treatment would typically include supervision, ensuring staff are aware of any triggers or particular risks, consulting with parents beforehand to seek their input into supporting student during excursion, ensuring staff know how to manage/support behaviour.</i>
	Has consideration been given to risks relating to student behaviour more broadly?		
	Has consideration been given to reputational risk to the school in the context of student behaviour?		
Health and wellbeing	Are there any students who have a disability or medical or health condition that need to be supported/managed during the excursion?		<i>Treatment would typically include ensuring relevant staff are aware of this condition and how to manage it, bringing appropriate equipment on the excursion (e.g. epipen, mobility aids), attaching anaphylaxis management plans or other student management plans as appropriate.</i>
	Are there any staff who have a disability or medical or health condition that need to be supported/managed during the excursion?		

First Aid	Will a first aid kit be taken/available on this excursion?			
	Does the excursion have adequate staff with first aid qualifications appropriate to the activities being conducted?		Name of staff	Level of first aid training
Weather & Emergency Warnings	Has consideration been given to risks associated with the weather or emergency warnings? (this should include alternative arrangements, sun smart policy etc.)			
Communication	Has consideration been given to how the excursion group will communicate with the school in the event of an emergency?			
	Has appropriate equipment been sourced?			
Location	Has consideration been given to the risks associated with the location? (e.g. fire danger, high cliffs, water sources, city environment, crossing busy roads etc.)			
Consent	Has the school obtained informed consent from parents/carers and reminded them to ensure the school has updated health information? (for local excursions this should include notification of the excursion).			
External Providers	If an external provider has been engaged by the school to assist in the planning and/or conduct of the excursion, does the arrangement comply with the Excursions Guidelines – External Providers?			
	Has the school considered any terms and conditions in any agreements documenting this arrangement? Things to look out for are: <ul style="list-style-type: none"> • waivers of liability and/or indemnities • clear roles and responsibility with respect to risk management • ensuring third parties have child safe policies or agree to follow the schools • ensuring any financial elements are reasonable (e.g. in relation to cancellations and refunds, costs of services etc.) • ascertaining that the external provider has adequate insurance coverage for the planned activity 			
Emergency management	Has consideration been given to emergency management procedures?			
	Has the excursion been entered into the Student Activity Locator?			
	Has consideration been given to arrangements should the excursion need			

	to be cancelled whilst the excursion is already in progress?		
COVID-19	Has consideration been given to the specific COVID-19 risks associated with the excursion?		
	<p>Should:</p> <ul style="list-style-type: none"> review the guidance available in the School Operations Guide, and on the School camps during COVID-19 page and apply it to the excursion arrangements. For support with this, contact the OHS Advisory Service: Telephone: 1300 074 715 E-mail: safety@education.vic.gov.au <p>Specific considerations include:</p> <ul style="list-style-type: none"> Checking DH Website to see if destination and travel routes are impacted by travel restrictions or have permit requirements. Ensuring that sufficient provisions of PPE are available for the trip and that hand sanitiser and cleaning materials are available / accessible. Ensuring staff have the Service Victoria and COVIDSafe App installed on phones, and use QR code systems to check in. Ensuring Medical and Emergency Contact records are up to date and easily accessible by staff. Reviewing and ensuring staff are familiar with the guidance about the management of unwell staff or students in the School Operations Guide, and how staff might apply it in the camp / excursion setting. Ensuring that staff or students who are unwell with COVID-19 symptoms do not attend the camp / excursion. Ensuring staff and students adhere to face mask, check in, physical distancing and density requirements as per current COVIDSafe measures during the excursion. 		
Other risks	[INSERT ALL OTHER RISKS IDENTIFIED FOR THE SPECIFIC EXCURSION]		

Date completed		Signed	
Date/s reviewed		Signed	