|  |  |
| --- | --- |
| WNPSlogo.tif | **Warragul North Primary School**  **EXCURSIONS POLICY**  **and Procedures** |

**BASIC BELIEFS**

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. Excursions can be placed in three categories. The first being a local excursion within walking distance of the school of up to approximately two kilometres requiring a local permission form completed by parent and principal approval. The second category being a school council approved excursion which requires sea or air travel or is conducted over night, at weekends or vacations or involves adventure activities. The third category being day excursions approved by the Principal.

**AIMS**

* To reinforce, complement and extend the learning opportunities beyond the classroom
* To develop an understanding that learning is not limited to school.
* To provide a safe 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.

**GUIDELINES FOR ACTION**

* All three categories of excursions must be approved by the Principal or their nominee.
* Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval (major excursions- one month notice must be given) All excursions must be approved prior to being conducted. The Principal or their nominee will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
* The Principal or their nominee will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent)
* Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or their nominee. The Business Manager will complete the ‘Notification of School Activity’ at : [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) three weeks prior to the excursion departure date.
* 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 or their nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

**EXPECTATIONS**

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 and Training (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.

All DETrequirements and guidelines that apply to the conduct of excursions are alsoapplicable to all overseas and interstate 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](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx#mainContent) , including Bushfires
* [Student Preparation](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx#mainContent)
* [Student Medical Information](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx#mainContent)
* [Safety Guidelines for Education Outdoors](http://www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx#mainContent)

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.

**Arrangements for payments**

* All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal Class Officers. Decisions relating to alternative payment arrangements will be made by the Principal Class Officers in consultation with the appropriate staff, on an individual basis.
* All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal Class Officers.
* Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

**Teacher Responsibilities:**

* A designated “Teacher in Charge” will coordinate each excursion.
* The Teacher in Charge must provide the School Office with a final student list.
* In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
* All students must have a returned signed 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 organising and 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 will receive a SMS text from the office to updated anticipated return time.
* Parents may be invited to assist in the delivery of excursions.
* 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 Class Officers, in consultation with the organizing 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 Behaviour Management Policy and Student Engagement and Inclusion 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

T 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. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**

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

**LINKS AND APPENDICES (including processes related to this policy)**

The Key Links which are connected with this policy are sourced through : [DET Excursion Policy](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent)

Appendices which are connected with this policy are:

* Appendix A: Pupil/Teacher Ratios
* Appendix B: Excursions Approval Pro-forma
* Appendix C: Camps and Excursions Application Pro-forma (3 pages)
* Appendix D: Notification of School Activity (camps and excursions)
* Appendix E: Environment and General Risk Assessment

**EVALUATION**

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

This policy was ratified at School Council in September 2014

This policy was amended at School Council in July 2018

**Pupil / Teacher Ratios**

|  |  |
| --- | --- |
| Abseiling and Rock Climbing 1:1 Rock Face  1:10 Others  2 Experienced Staff | ***Ropes Course***  1:12 3 students to any one element, 1 participating, 2 spotting  **NOTE:** No student on any element unless supervised |
| Base Camping 1:10 Residential; canvas  1:15 Study: residential | ***Scuba Diving***  1:8 Pool training  1:4 Diving, 2 buddy systems  **NOTE:** 2 qualified staff |
| Board Sailing 1:3 Beginners  1:5 Novice; intermediate; advanced  2 Experienced sailors | ***Shooting***  1:1 New or inexperienced  1:5 On the track or mound  1:15 Observers or waiting |
| Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters  1:6 Open Waters  1:4 Open Waters, Adverse | ***Snorkeling***  1:8 Closed water: pool  1:4 Open water  **NOTE:** 2 qualified staff |
| Bushwalking 1:5 Overnight  1:10 Day | ***Snow Activities***  1:8 Alpine, Nordic – overnight  1:10 Alpine, Nordic – day  1:10 Non-skiing |
| Canoeing 1:6  2 Staff members | ***Surf Activities***  1:10 Beach  1:8 Surf  **NOTE:** 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on beach |
| Cycling 1:10 | ***Swimming***  1:20 Enclosed pools  1:10 Open water |
| Horse Riding 1:1 Basics  1:5 Beginners  1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor  2 Experienced teachers if no instructor or group exceeds 10 | ***Water Skiing***  1:20 Shore  1 Student on two at any one time; if highly experienced two may be taken together  2 People in boat – driver and observer; one must be staff member |
| Orienteering 1:10 Bush |  |

**WARRAGUL NORTH PRIMARY SCHOOL**

**APPROVAL APPLICATION FOR AN EXCURSION**

To be submitted to the Principal and/or School Council for approval as required by DEECD.

EXCURSION: …………………………………………………………..

DATE/S: …………………………………………………………..

CATEGORY OF EXCURSION: Local

School Council Approved

Day Excursion approved by Principal

DESTINATION / DETAILS:

…………………………………………………………………………………………..

…………………………………………………………………………………………..

NUMBER OF STUDENTS: …………………………………………………………..

PURPOSE OF EXCURSION:

…………………………………………………………………………………………..

…………………………………………………………………………………………..

ORGANSING STAFF MEMBER: …………………………………………………...

STAFF PROPOSED: …………………………………………………………..

ARE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST: …………………………………………………………..

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:

…………………………………………………………………………………………..

…………………………………………………………………………………………..

Signed: Date:

Teachers wishing to conduct day excursions and excursions requiring school council approval are required to provide the following information so that their application may be considered AT LEAST ONE MONTH before the date of the proposed excursion. Local excursions are required to be submitted for approval at least one week before the proposed date of the excursion

Approved by: Date of approval:

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**NOTIFICATION OF SCHOOL ACTIVITY**

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Early Childhood Development guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Three weeks prior to commencing the following:

* overnight, weekend, interstate, overseas activities
* adventure activities
* non-adventure activities which, by their nature, location or timing, may be hazardous
* school closures, pupil free days, school council holidays, combined sports or cluster days

Schools must notify the:

* Department of any approved school camp or excursion beforehand using the [Student Activity Locator online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp).

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:

* country schools - beyond the local town/city
* rural schools - beyond the local area
* metropolitan schools - beyond the greater metropolitan area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name and Number: | Number: | School Name: | | Campus: |
|  |  |  |  |  |
| Type of Activity:  (CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.) |  | | | |
|  |  |  |  |  |
| Date of Activity:  (See Notes) | Commencing: | | Concluding: | |
|  |  |  |  |  |
| Name of Venue: |  | | | |
|  |  |  |  |  |
| Physical Address of Venue: |  | | | |
|  |  |  |  |  |
| Emergency Telephone Numbers: | Mobile with group: | | Venue: | |
|  |  |  |  |  |
| Is Emergency Transport Available at the Venue? | Yes: | No: | Map reference: | |
|  |  |  |  |  |
| Total Numbers: | Students: | | Teachers: | |
|  |  |  |  |  |
| Name of Person in Charge: |  | | |  |
|  |  |  |  |  |
| Signature of Principal: |  | | |  |

**GIVE TO: Business Manager to submit.**

## Excursion Risk Management Assessment Form

**Section 1 –Environment Emergency Management Assessment**

**Venue Assessed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for **month** of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

|  |  |  |
| --- | --- | --- |
| * Bushfires * Severe storms and flooding * Earthquake * School Bus Accident/Vehicle Incident | * Missing Student * Medical Emergencies * Incidents * Aggressive student behaviour | * Intruders * Internal fires and smoke * Snakes and other wildlife * Other relevant to camp area |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Very High** |  |  |  |  |
| **High** |  |  |  |  |
| **Moderate** |  |  |  |  |
| **Low** |  |  |  |  |
|  | **Low** | **Moderate** | **High** | **Very High** |
|  | **Impact** | | | | |

|  |  |  |
| --- | --- | --- |
| **Environmental Emergency** | **Event** | **Risk Management Strategies** |
| **Very high or high likely-hood / very highor high impact** |  |  |
|  |  |
|  |  |
| **Very high, High and moderate likelihood /Very high, high or moderate impact** |  |  |
|  |  |
|  |  |
|  |  |
| **Very high, High, Moderate or Low likelihood / High and Very High Impact** |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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: |

|  |  |  |
| --- | --- | --- |
|  | **Dangers**  Factors which could lead to each inherent risk eventuating | **Risk Management Strategies**  Strategies to reduce risks |
| **People**  Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number |  |  |
| **Equipment**  Resources that impact on the activity e.g. clothing, footwear, teaching equipment |  |  |
| **Environment**  Factors that impact on the activity e.g. Weather, terrain, water |  |  |
| **Critical incident management** (emergency procedures) – contact the school for assistance.  **If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.  **If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school. | | |

|  |  |
| --- | --- |
| **Warragul North Primary School**  **Excursion / Incursion / Camp Costing Sheet** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | |
| **COSTING OF ACTIVITY** | | | | | | | | | | | | | |
| Total Cost of: | Admission to Venue/Camp (excluding GST) | | | | | | | | | | $ | | |
|  | Food (**including GST**) | | | | | | | | | | $ | | |
|  | Bus Transport (excluding GST) | | | | | | | | | | $ | | |
|  | Other Transport (excluding GST) | | | | | | | | | | $ | | |
|  | Photocopying (@ 3 cents per copy) | | | | | | | | | | $ | | |
| Other Costs: | Photos/Videos (excluding GST) | | | | | | | | | | $ | | |
|  | Icecreams/Treats (including GST) | | | | | | | | | | $ | | |
|  | CRT (excluding GST) ($320.00) | | | | | | | | | | $ | | |
|  |  | | | | | | | | | | $ | | |
|  |  | | | | | | | | | | $ | | |
|  | Total Cost: | | | | | | | | | | $ | | |
|  |  | | | | | | | | | |  | | |
| Number of children eligible to attend activity: | | | | | | |  | | | | |  | |
| Costing Formula: | | | | | | | | | | | | | |
|  | |  | |  | |  | | | |  | | | |
| (total cost) | | (+ 10% to cover cost of children not attending) | | (+ 5% to cover administration costs incurred) | | ( by total number of children eligible to attend) | | | | = (excursions cost per child) | | | |
|  | |  | |  | | | | | |  | | | |
| Approved by: | |  | |  | | | | | |  | | | |
|  | | Coordinator | |  | | | | | | Principal | | | |
|  | |  | |  | | | | | |  | | | |
| Following Principal’s approval please forward this form to the Administration Office for filing. | | | | | | | | | | | | | |
|  | | |  | |  | | | |  | | | | |
| Office Use Only: | | |  | |  | | | |  | | | | |
| Excursion Name: | | | | | Accounting charge codes | | |  |  | | | |  |

**\*\* Please note: Specialists to be utilised if possible when planning costs.**

**If CRT’s are necessary for camp or replacement at school, these costs need to be included for camp in the above calculations.**

**\*\* Please give the office at least 3 days notice of any cheques (and the amount) required on the day.**



**WARRAGUL NORTH PRIMARY SCHOOL**

**TO BE COMPLETED AND HANDED TO OFFICE ON DAY OF EXCURSION**

**LOCAL EXCURSIONS – Walking distance**

**Home Group: ………..**

**Excursion : ………………………………………………**

**Date: ………………**

**Departure Time: ………………………**

**Expected Return Time: …………………….**

**Total Number of Students attending: …………**

**Staff attending with this Grade: ……………………………………………………..**

**………………………………………………………………………………………….**

**Volunteers attending with this Grade: ………………………………………………**

**.………………………………………………………………………………………….**

**Attach list of children attending Local Excursion ie. Current Grade Check List.**

**which includes the following information:**

* **children attending**
* **students who are absent from school**
* **arrangements made for supervision of students remaining at school**



**WARRAGUL NORTH PRIMARY SCHOOL**

**TO BE COMPLETED AND HANDED TO OFFICE ON DAY OF EXCURSION**

**EXCURSIONS**

**Date…………………**

**Home Group ……….**

**Details of Excursion ………………………………………………………………**

**Destination ……….………………………………………………………………..**

**Contact Number for Location ……………………………………………………**

**Name of Transport Company……………………………………Phone: …………**

**(If more than one bus, same group of children to return together on bus)**

**(If by Private Car**

* **Application to use a Private Vehicle on Official Duty- to be completed by the driver.**
* **List of children actually travelling in each vehicle with name of driver and same children to return in said vehicle.)**

**Departure Time……………………………**

**Expected return Time…………………….**

**Total Number of students attending …….**

**Staff attending with grade / group ………………………………………………….**

**Emergency Contact number for each Staff ……….. ……………………………....**

**Volunteers attending with this grade/ group ………………………………………..**

**Emergency Contact Number for each Volunteer …………………………………...**

**Attach a list which includes**

* **children attending**
* **students who are absent from school**
* **arrangements made for supervision of students remaining at school**
* **names of volunteer parents who are attending**