

RATIONALE:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day 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:

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities. Council approved excursions are detailed in the 'Outdoor Education' policy.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the principal, to present the principal with a planning summary, to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the principal's approval is granted, detailed planning should commence using the planning questions proforma as a guide. This must include a site visit and a risk assessment.
- When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:-
 - What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
 - Is an appropriately trained member of staff able to provide first aid ?
 - Have supervisory adults who are not registered teachers completed a Working with Children Check?
 - Is the location of staff and students throughout the excursion including during travel known?
 - Is a record of telephone contacts for supervising excursion staff available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?
- Staff are to complete all excursion details on XUNO with as much information as possible and all student and staff names who will be attending the excursion
- If day excursions include adventure activities organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- If approved, the online Notification of School Activity form then be submitted three weeks prior to the activity if required. (Required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- School Council prefers that students only travel on buses fitted with seatbelts if available.
- The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.

- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day 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. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- 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.
- 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 continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all day excursions.
- Copies of completed Permission forms, and signed Confidential 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.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- 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 the parents have to offer. eg. bus licence, first aid etc
 2. The preference to include both male and female parents.
 3. The special needs of particular students.
- Parents selected to assist with day excursions may be required to pay their excursion costs.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day 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 Teacher in Charge.
- The primary references that must be consulted when considering all day excursions is the DET Policy website.
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent>

Safety, emergency and risk management

- Appropriate emergency and risk-management planning must be undertaken for excursions.
- Echuca College's Emergency Management Planning extends to and incorporates excursions.
- Planning must cover arrangements if the excursion needs to be cancelled or recalled.
- College Council approved excursions must have an emergency response plan.
- Any equipment being taken, or that is provided, for use on the excursion is in good condition and suitable for the activities undertaken.
- On arrival at residential campsite, emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately.
- If the excursion involves overseas travel, the Department of Foreign Affairs (DFAT) Smartraveller website must be subscribed to and all advices followed. Risk assessments must reflect the advice and may need to be updated to do so.
- Notification must be given to DET of any approved excursion at least three weeks beforehand using the Student Activity Locator.

- Parents/Guardians/Carers should be advised of the telephone numbers for the designated contact person in the event of an emergency (24 hour numbers).
- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.
- Consent forms must remain at the college with the designated college contact person whilst copies of each form must be taken on the excursion by the teacher in charge.
- In the event of an emergency, accident or injury, staff on the excursion should take emergency action and immediately notify the college principal. The principal will notify the Security Services unit.
- Travel and medical insurance should be taken out when travelling overseas by all students and supervising staff.
- Students who may have difficulty communicating in an emergency due to age or disability should wear identity tags.
- Liaison with the region will occur on days of significant fire risk or total fire ban days to determine whether the excursion should be cancelled.
- Principals may need to review planned excursions ahead of forecast days of significant fire risk or total fire ban days and liaise with the region about whether the excursion should be cancelled.
- If an excursion is not cancelled, special fire safety precautions may be required, depending on the location.
- When required, schools must follow their Emergency Management Plan and the Department's emergency management (bushfires) procedures for off-site activities for all excursions.
- On days determined Code Red by the Emergency Management Commissioner, all camps and excursions in the CFA fire district determined Code Red must be cancelled.
- Consideration should be given as to whether a communication device that can be used in emergency situations should be provided.
- At least one staff member responsible for each group of students must have a first aid qualification.
- Supervising staff must have a first aid kit appropriate to the excursion location and activities undertaken.

EVALUATION:

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

This policy was last ratified by School Council in.....

04/12/19