



No. 5218

Sunbury & Macedon Ranges Specialist School

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EXCURSION POLICY

Sunbury and Macedon Ranges Specialist School is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Sunbury and Macedon Ranges Specialist School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Sunbury and Macedon Ranges Specialist School has robust human resources and recruitment practices for all staff and volunteers.

Sunbury and Macedon Ranges Specialist School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

STATEMENT

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.

RATIONALE

- To reinforce, complement and extend the 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.

- To provide a safe, secure 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

IMPLEMENTATION

- All excursions must be approved by the Principal or nominee(s)
- Staff wishing to organize an excursion must include the excursion in their term planner for community access and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. The Principal or Campus Principal/Assistant Principal will make this decision. The Principal or nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [DET Excursions and Activities Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available on the school server. The Office Manager will complete the 'Notification of School Activity' three weeks prior to the excursion departure date, and ensure relevant details are entered in the school diary.
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations

The Principal or nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

IMPORTANT: Principals, teachers, school councillors and others involved in school excursions must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

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 excursion, including the planning process.
- 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 an excursion, the approval of the principal or nominee will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

- Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion consistent with the schools' Student Engagement and Well Being Policy.
- The emergency and risk management process of the school will extend to and incorporate all excursions.

PROGRAM

Prior to conducting an excursion, the Department's requirements and guidelines relating to excursions, will be rigorously observed.

Consideration in planning should include:

- Safety, Emergency & Risk Management, including Bushfires and First Aid Management.
- Student Preparation
- Student Medical Information
- Safety Guidelines for Education Outdoors

In approving an 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
- Emergency procedures and safety measures
- Staff-student ratios
- Student experience

Student ability and inclusiveness

Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the excursion program commencing 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 simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager 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 finalization dates.

Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where an excursion involves a particular class, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a 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 and after the excursion filed in the students class file.

- The school will provide a first aid kit for each excursion. The teacher in charge or nominee is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the 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 can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions. Parents selected to assist with the excursion program will be required to undertake a WWCC
- 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, Campus Principal, Assistant Principal, 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 Student Engagement and Well Being Policy. In extreme cases the excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during an 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 school
- 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

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 or unforeseen circumstances, 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.

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergencies.

REFERENCES

DET "Excursions and Activities Policy" 2017

DET "Student Preparation and Behavior Policy" 2017
DET "Parent and Corer Consent Policy" 2017
DET "Student Medical Information Policy "2017
SMRSS 'Student Engagement and Wellbeing Policy' 2016
SMRSS 'Working with Children's Check Policy' 2016
SMRSS 'Duty of Care Policy' 2016

EVALUATION

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

THIS POLICY HAS BEEN RATIFIED BY SCHOOL COUNCIL

... Joanne Nolan
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Principal

Amanda Solarino
President of School Council

Date: 20/09/2017

Review due 2020