

# Excursions

## POLICY

Mount Pleasant Road Primary School

### A. **Rationale:**

- A.1. The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions are an important complementary aspect of the educational programs offered at our school. Excursions are defined for the purpose of this policy as any organised and supervised non-adventure school activity that require children to venture beyond the school boundary for no more than one day.
- A.2. 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 'Camps' policy.

### B. **Aims:**

- B.1. To reinforce, complement and extend learning opportunities beyond the classroom.
- B.2. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- B.3. To provide a safe, secure learning experience for students in a venue external to the school.
- B.4. To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- B.5. To further develop the students' problem solving and life skills.
- B.6. To extend students' understanding of their physical and cultural environment.

### C. **Implementation:**

- C.1. The Principal is responsible for the approval of all non-adventure single-day excursions.
- C.2. A designated 'Teacher in Charge' will coordinate each day excursion.
- C.3. 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 discuss the proposed activity and estimated costs to seek 'in principle' support for the event.
- C.4. If the Principal's approval is granted, detailed planning should commence using the MPRPS Excursion Checklist for all Staff.
- C.5. When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:
- C.6. Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
  - C.6.1. Is an appropriately trained member of staff able to provide first aid?
- C.7. If approved, the online Notification of School Activity form will be submitted three weeks prior to the activity.
- C.8. School Council requires that students only travel on buses fitted with seatbelts.
- C.9. The Principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- C.10. 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.

- C.11. 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.
- C.12. 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.
- C.13. Where possible 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.
- C.14. The school will continue to provide the opportunity for teachers to update their first aid skills.
- C.15. The school will provide a first-aid kit for all day excursions.
- C.16. Completed Permission forms, and (if provided signed Confidential Medical Information forms,) must be carried by excursion staff at all times, and copies remain at school.
- C.17. 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.
- C.18. 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.
- C.19. Parents/Volunteers may be invited to participate in excursions. When deciding on which parents/volunteers will attend, the Teacher in Charge will take into account:
  - C.19.1. Any valuable skills the parents/volunteers have to offer. eg. bus licence, first aid etc
  - C.19.2. The preference to include both male and female parents/volunteers.
  - C.19.3. The special needs of particular students.
- C.20. 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.
- C.21. The primary references that must be consulted when considering all excursions is this Excursion Policy and the MPRPS Excursion Checklist for all Staff (Appendix C)
- C.22. Disciplinary measures apply to students on excursions consistent with the School's Well Being and Restorative Practices policy. In extreme cases, 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:
  - C.22.1. Of the circumstance associated with the decision to send the student home
  - C.22.2. Of the time when the parents/carers may collect their child from the excursion
  - C.22.3. Of the anticipated time that the student will arrive home
  - C.22.4. Of any costs associated with the student's return which will be the responsibility of the parents/carers
- C.23. 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.
- C.24. All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- C.25. Code Red: 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 B.
- C.26. The Teacher in Charge will ensure there is access to a mobile phone and a first aid kit to be used in emergency situations.

**D. Evaluation:**

- D.1. This guideline will be reviewed as part of the school's three-year review cycle, or after any unexpected or adverse incident origination from an excursion.

**E. References:**

- E.1. Advisory Guide website:  
<http://www.education.vic.gov.au/school/Principals/spag/safety/Pages/excursions.aspx>

**F. Appendices:**

**F.1.** Appendices which are connected with this policy are:

**F.1.1.** Appendix A: EXCURSION APPROVAL APPLICATION

**F.1.2.** Appendix B: Risk Register

**F.1.3.** Appendix C: MPRPS&K Excursion Checklist for all Staff

## Appendix A: EXCURSION APPROVAL APPLICATION

To be submitted to Principal for approval as required by DET.

EXCURSION: .....

DATE/S: .....

School Calendar checked? ☐

DESTINATION / DETAILS:

.....

.....

NUMBER OF STUDENTS: .....

PURPOSE OF EXCURSION:

.....

.....

ORGANISING STAFF MEMBER: .....

STAFF PROPOSED: .....

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

IF YES PLEASE LIST: .....

IF NOT MPRPS STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:

If **Yes**, then School Council approval is required and the Camps Policy must be followed.

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ESTIMATE OF COSTS	A: TOTAL COST (including GST)	B: GST (A x 11)	C: COST (excluding GST) (A – B)
ITEMS			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

From the above table:

Total cost of all items excluding GST:- (C) \$ \_\_\_\_\_

GST (food only): (B) \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

☞ Number of Students attending: \_\_\_\_\_ \$ \_\_\_\_\_

FINAL COST PER STUDENT: \$ \_\_\_\_\_

Payment to be determined in conjunction with Business Manager YES / NO

Method of payment \_\_\_\_\_

☐ If YES Order form must be completed for costs related to excursion.

☐ Bus Company to be used \_\_\_\_\_

Signed:

Date:

## Appendix B: Risk Register

### Risk Register

School:

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, causes and consequences. For example, 'Something occurs ... caused by ... leading to ...'	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls, list: - What will be done? - Who is accountable? - When will it happen?				Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	




## APPENDIX C: MPRPS SCHOOL EXCURSION CHECKLIST FOR ALL STAFF

**Co-ordinators to complete the required actions after approval by the Principal for the activity. This form is to be handed in to the office on the morning of excursion: Tick or mark NA in right column.**

<p><b>THREE WEEKS BEFORE:</b></p>	<ul style="list-style-type: none"> <li>● Ensure all appendices attached to Excursion Policy are followed and/or completed: <ul style="list-style-type: none"> <li>○ Appendix A: Excursion Approval Application</li> <li>○ Appendix B: Risk Register</li> <li>○ Appendix C: MPRPS Excursion Checklist for all Staff</li> </ul> </li> <li>● Excursion notice sent home to parents. Notice to include details of the activity, educational purpose, day, time, mode of transport, cost, due date for payment, requirements by students (such as food, drink, clothing and footwear etc.) and address of venue. Permission slip to contain day, time, venue, title of activity, cost, name of child, name of parent, parent signature, Contact phone number on the day, medical waiver and any special requirements or medical details.</li> <li>● Payments to be entered through the cash book – one item per page</li> <li>● File your excursion permission forms in a plastic pocket with a class list indicating who has paid and returned the permission slip.</li> <li>● Organise parents to meet adult to child ratio for the activity if this will not be met by staff. The co-ordinator will advise you if more than the minimum is needed, due to the type of activity and/or age of the students.</li> <li>● Minimum requirements- <ul style="list-style-type: none"> <li>● 2 adults for first 20 students then one adult for every 20 after that.</li> <li>● 1:10 water activities</li> <li>● 1:5 funded students</li> </ul> </li> <li>● Co-ordinator to complete all information on “Notification of Excursion” form and send to office with a copy of the completed details on the Student Activity Locator notification form (Student Activity Locator in the eduGate Emergency Management portal, on the DET website). In the event of an emergency, to ensure information is provided to emergency services, schools must notify the Department of any approved school camp or excursion at least three weeks beforehand.</li> </ul>	
<p><b>WEEK BEFORE</b></p>	<ul style="list-style-type: none"> <li>● Make necessary swaps for Yard Duty. Write on whiteboard in staffroom.</li> <li>● Add to bottom of form.</li> <li>● Where necessary, notify Specialists, Online Music, academic intervention program teachers, Wise Ones, Big Futures, visiting teachers, volunteers and arrange swaps if possible.</li> <li>● Make sure all notices and payments have been returned. <b><u>Check that parents have entered a contact number for the day.</u></b> Follow up any who haven't.</li> <li>● Prepare name tags for younger students.</li> <li>● Co-ordinator to notify the Bursar if a payment will be required.</li> </ul>	

<b>DAY BEFORE</b>	<ul style="list-style-type: none"> <li>• Photocopy <b>all</b> excursion permission slips. Staple the class list on the front with names ticked if permission received. <b>Highlight</b> any students who have not brought back the form and indicate arrangements for that student on the day.</li> <li>• Remind students of appropriate attire for the day (Hats, sunscreen if hot, jumpers and coats if cool or wet, proper walking shoes if walking long distances, sport shoes, water bottles, and gear for sport activities.</li> <li>• Check if any students suffer from travel sickness.</li> <li>• Remind asthmatic students to bring their medication, which they carry themselves.</li> <li>• Remind students to bring their snack, lunch and drink (if appropriate) – make sure it is clearly named.</li> <li>• Co-ordinator to ring and confirm travel arrangements</li> <li>• Co-ordinator to organise First Aid Kit/s and check that it is complete. Collect tissues. Check that Ventolin is included. First Aid Kit needed for each bus or group if to be separated.</li> <li>• <b><i>If you have a student with Anaphylaxis or Diabetes, make sure that you have a copy of the action plan and <u>ALL NECESSARY EQUIPMENT TO DEAL WITH AN EMERGENCY</u>. Do <u>not</u> rely on the student having supplies.</i></b></li> </ul>	
<b>DAY OF EXCURSION</b>	<ul style="list-style-type: none"> <li>• Co-ordinator to inform office if there are any changes to the “Notification of Excursion” form.</li> <li>• Mark the roll (if any students absent, let office know and alter class list, if students return the form on the morning of the excursion, it must be photocopied and the class list altered in the office).</li> <li>• Code Red – Principals may need to cancel excursions at short notice on days of extreme weather and/or 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 who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.</li> </ul> <p>When required, schools must follow the Department’s emergency management (bushfire) procedures for off-site activities for all excursions.</p> <p><b><u>Take all permission forms with you.</u></b>  Take a copy of the class list with you, indicating what each student is doing. This can be used to indicate any student who leaves the venue with a parent. No student is to leave with another adult unless you have written permission from his/her parents.  Collect lunches or make sure individuals have bags, hats etc.  Count students onto the bus or before walking.  Sit students prone to travel sickness at the front.  During the day, keep a regular check of the total number of students.  Count students back on to the bus or before walking back.</p>	
<b>WALKING PROCEDURE</b>	<b>Students to walk on the path in pairs.</b>	



	<p><b>One adult at the front of the class and another adult at the back. Both adults should walk on the road side of the path and be constantly monitoring that students keep to the path. Leading adult should also watch out for drivers backing out of or turning into driveways.</b></p> <p><b>No student is to walk in front of the leading adult or behind the adult at the back.</b></p> <p><b>Cross all roads at a pedestrian or school crossing where possible. When crossing busy roads you will need to divide the class in smaller groups and have one adult supervise each group.</b></p> <p><b>When crossing side roads, the class waits while the trailing adult moves up to stand in the middle of the road and the leading adult takes the class across.</b></p> <p><b>Make sure that any parent helpers are clear about the procedure before you head off.</b></p> 	
<b>Staff attending on the day and contact numbers</b>		
<b>Arrangements for students not attending</b>		
<b>Debrief and recommendations for next excursion.</b>		
<b>Hand to Principal</b>	<ul style="list-style-type: none"> <li>• This completed form</li> <li>• All original student permission and medical forms</li> </ul>	