



SHERBOURNE PRIMARY SCHOOL

EXCURSION POLICY

RATIONALE

Excursions are part or single day activities organised by our school whereby students leave the school grounds for the purpose of engaging in educational experiences. Such experiences may include cultural, social, sporting and adventure activities. The excursion program will extend and enrich all students' learning through the provision of first hand opportunities closely associated with the curriculum. All children are expected to participate.

The Excursion Policy will enable consistency and economy of practice, efficiency of organisation and effective communication in regard to school excursions.

AIM

To enhance student learning by providing children's learning experiences outside the classroom.

IMPLEMENTATION

a) PLANNING

- Each excursion will be planned at Year and/or Area level, and will relate to a Unit of Study.
- Excursions will be discussed at grade level and with Area Coordinator.
- Before proceeding with final arrangements approval must be sought from the Principal. This includes organisation of the day, staff/student ratio, inclusion of parent helpers if applicable and provisions for special need students including those with medical conditions.
- A pro forma to assist with the planning is to be completed by the coordinator and retained in the excursion folder in the office. This includes a checklist of notifications to specialist, instrumental, sports teachers, parent helpers and changes to Yard duty or timetabling if necessary
- The school intranet calendar must be consulted prior to booking any excursion to avoid any clashes of dates, events or learning focus. The excursion date should be entered on the school intranet calendar as soon as it is booked.
- The excursion process document must be completed and used as a checklist of organisation and communication in the school community. A copy must be provided to school office prior to excursion.
- A risk assessment must be completed prior to the excursion in consultation with the venue proprietors.
- The excursion organiser must advise the First Aid officer in advance of the excursion and the number of First Aid kits which need to be prepared and available for the excursion.
- All school excursions will be logged on the Department's Student Activity Locator two weeks prior to the event.
- Notification to parents of the excursion including details should be published via Compass at least two weeks prior to the excursion taking place
- Families without access to the internet will be provided with a paper copy
- Buses with seatbelts will be used for all excursions.
- All DET's excursion regulations will be followed.
- Teachers are responsible for the following considerations prior to the excursion:
 - The purpose of the activity within the Curriculum
 - Suitability of the environment and/or venue
 - Risk management and emergency procedures
 - The safety and welfare provisions for students and staff
 - The experience and competence of staff relevant to activities being undertaken
 - The legal requirement of student supervision and duty of care
 - Total cost of excursions
- Satisfactory arrangements to provide for students remaining at school during the absence of staff accompanying an excursion need to be in place prior to the excursion.

b) COSTING / PAYMENT

- Excursions involving costs will be limited to a maximum of two per term.
- An excursion costing sheet must be prepared by the Excursion co-ordinator prior to approval by Principal including staffing, transport costs, replacement teachers costs if applicable, costs of photocopying and printing associated with the excursion.
- Costing details of excursions are required at the end of the preceding term where possible, for inclusion on the Term Payment planner.
- The deadline for student payment for excursions is the day before the actual excursion.
- Excursion costs are to be covered by the parents but financial assistance may be given at the discretion of the Principal.
- On days of extreme weather, fire danger or total fire ban, the Principal or their nominee may need to cancel an excursion at short notice.

c) STAFFING/ PARENT HELPERS

- Staff student ratios must be observed at all times. On all excursions the minimum staff to student ratio is 1:20 with teachers from the school comprising at least half of the staff.
- The parent of any anaphylactic student or child with special needs (PSD program) will be invited to attend the excursion with their child. Provision should be made in staffing the excursion for those students on the PSD program who require aide assistance.
- Parents and others who volunteer to assist with an excursion must have viewed and signed the SPS Child Safe Code of Conduct and have a current Working With Children Check.
- Where Parent helpers are required to meet required supervision ratios the selection of appropriate attending parent helpers is at the discretion of the classroom teacher, supported by the Area Co-ordinator.
- Where parents/guardians are involved in transportation of students to excursions the permission form must indicate the names of the driver, their registration details and their comprehensive insurance details. At no time will a student travel alone with an adult other than his/her parent. That driver must have viewed and signed the SPS Child Safe Code of Conduct and have a current Working with Children Check.

d) PERMISSION

- Permission and medical forms authorised by parents/guardians are to be taken on excursions. No child will be permitted to take part in any excursion without this consent.
- Children should not attend an excursion without written authority from parents or guardians. However where this is not possible due to unforeseen circumstances the school may choose to contact the parents by telephone to obtain verbal consent, including medical authorisation. This would only occur in extreme and rare circumstances. A written consent must then be obtained.
- Where children are travelling to an excursion in private cars with teachers or parents, they must have signed parental consent to travel in that vehicle.
- Permission for students to participate in local excursions, travelling by foot is completed at the start of each school year.

e) COMMUNICATION

- At least two week's notice of impending excursions should be given to relevant parents/guardians via the online Compass Program. Families without internet access will be provided with a paper copy.
- Whole school planning will ensure that there is no duplication of excursions.
- Where possible parents will be kept informed in advance of excursions through the term planner issued by the Principal and communicated through the Team newsletter.
- The mobile phone numbers of all participating teachers and parent helpers will be made available to all on that excursion.

f) ON EXCURSION DAY

- A First Aid Kit and a mobile phone must be taken by designated staff on all excursions.
- Teacher in charge to ensure medications for students with severe illnesses and allergies are taken to the excursion. This includes asthma, anaphylaxis and allergies.
- Weather conditions should be checked for the area where appropriate. Bushfire risk will be assessed
- Attendance must be recorded on the day of the excursion and the office notified of any absences.
- The school office must be notified of staff and parents attending and their contact numbers.
- The school office must be notified of expected times of departure and return of the excursion.
- Should there be a delay in return time the school office should be advised by phone.
- In the event of any accident, injury or significant behaviour incidents on the excursion the Principal should be contacted by phone.
- Full school uniform will be worn on excursions including a hat during the Sun Smart period September to May.
- Given duty of care responsibilities and Student Code of Conduct expectations, the Principal may exercise discretion in allowing students to participate in excursions.

Related Documents

- SPS Anaphylaxis Policy
- SPS First Aid Policy
- SPS Mobile Phone Policy
- SPS Supervision and Duty of Care Policy
- SPS Child Safe Policy

Evaluation:

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

Review Cycle:

This policy was endorsed by School Council	March 2017
Due for review:	March 2019