



# *Bona Vista Primary School*

## Excursions Policy

### **Rationale:**

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.

### **Aim:**

- 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:**

#### GENERAL

- All excursions must be approved by the Principal.
- The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.
- Once the excursion has been approved all relevant documentation will be completed prior to the excursion departure date.
- School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate and international visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities

#### EXPECTATIONS

- The Department of Education and Training's requirements and guidelines relating to preparation and safety will be adhered to in the conduct of all excursions.
- The Principal will ensure that full records are maintained regarding the excursion.
- The Principal will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place. Consideration in planning should include:
  - Safety, Emergency & Risk Management , including bushfires
  - Student preparation
  - Student medical information
  - Safety Guidelines for Education Outdoors
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.



# *Bona Vista Primary School*

## Excursions Policy

- Only children who have displayed sensible, reliable behaviour at school will be allowed to participate in excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion.
- DET will not be involved in any expense associated with the conduct of excursions. DET does not provide student accident cover and that parents/carers need to make their own arrangements for cover. The school may choose to subsidise some excursions or some student's expenses.
- The emergency management process of the school will extend to and incorporate all excursions. A risk management document will be developed for every excursion.

### APPROVAL

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

### RESPONSIBILITIES:

- A designated teacher in charge will coordinate each excursion.
- The teacher in charge must provide the Principal with a final student list.
- 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.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the Principal 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 for an updated anticipated return time.
- Parents may be invited to assist in the delivery of 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, 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 excursions. In extreme cases the teacher in charge may determine through consultation with the Principal 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



# *Bona Vista Primary School*

## Excursions Policy

- of the time when the parents/carers may collect their child from the 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
- 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 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 emergency situations.

### 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 or Principal. Decisions relating to alternative payment arrangements will be made by the Principal 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. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager or Principal.
- The Business Manager will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

### **Appendices (including processes related to this policy)**

Appendices which are connected with this policy are:

- Appendix A: Approval for all Excursions and Activities Requiring School Council Approval
- Appendix B: Risk Management template
- Student Activity Locator: <https://partner.eduweb.vic.gov.au/sites/sal#/>
- Behaviour Management Plan

### **Evaluation:**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

This policy was last ratified by School Council in

2018