



RATIONALE:

For the purposes of this policy, an excursion is defined as an activity organised by a school whereby students leave the school grounds for the purpose of engaging in educational activities (including camps, adventure activities and sport). 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.
- To complement the school's curriculum across all year levels.

IMPLEMENTATION:

- An excursion is defined as any activity beyond the school grounds.
- The selection of the venue chosen for a camp or excursion activity must be based on sound risk management principles. Camp or excursion venues should be assessed for their inherent safety and suitability as well as for the risks associated with the activities that may occur during the camp or excursion. When choosing an excursion venue, including camp sites, consideration should be given to the following factors:
 1. health, hygiene and safety
 2. buildings and facilities
 3. activity equipment and the conduct of activities
 4. certification and qualifications of staff
 5. participant supervision
 6. emergency and risk management plans
 7. fire precautions
 8. first aid facilities
 9. quality assurance and consumer protection.
- A 'Risk Assessment' document for overnight activities must be completed and presented to School Council.
- School Council will be informed of all overnight camps and activities.
- A trained Level 2 First Aid adult must be present at all excursions or camps and be named on all relevant documentation.
- All endeavours will be made to include all students. Parents/Guardians experiencing financial difficulty, who wish for their children to attend an excursion or camp, will be required to discuss their individual situation with the Principal/Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal on case-by-case basis.
- Parents/guardians must provide written approval for their child(ren) to take part in an excursion or camp and in any particular adventure activities that will be undertaken during the excursion. Parental consent is required for the following reasons:
 1. to authorise the school to have the student in its care after normal school hours (for overnight excursions and camps)
 2. to authorise the school to take the student out of the school environment
 3. to authorise the school to consent to emergency medical treatment for the student
 4. to enable the parent/guardian to alert the school to any medical condition, allergies or special/additional needs of the student
 5. to provide the process for the parent/guardian to consent to any financial cost of the excursion or camp
 6. to provide the process for the parent/guardian to consent to the student being sent home from the excursion or camp in the event of serious misbehaviour.

- All families will be given at least four weeks to make payments for excursions or camps.
- International Students will be provided with additional information about any aspect of the excursion or camp required.
- Administration staff will be responsible for managing and monitoring the payments made by parents/guardians and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion or camp.
- Prior to any student attending an excursion or camp, parents/guardians must provide to the school a signed 'Confidential Medical Information' form, and must have paid the costs involved.
- The designated 'Teacher in Charge' of each excursion or camp will ensure that all excursions and camps, transport arrangements and activities comply with DET guidelines. The '**Student Activity Locator**' form will be completed online and forwarded to DET (if required) three weeks prior to the excursion or camp departure date.
- An overview of the organisation of the excursion or camp event must be sighted by the Year Level Leader and presented to the Leadership Team.
- A copy of the final arrangements for the excursion or camp event will be provided to the school office prior to the excursion or event day.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- If required, the school will provide a mobile phone, a Level 2 First Aid trained adult and a first aid kit for all excursions or camps.
- If required, parents/guardians must provide any medication their child(ren) needs to take.
- Copies of completed Permission forms and signed 'Confidential Medical Information' forms must be carried by staff at all times.
- A member of the Leadership Team 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 to the anticipated return time.
- Parents/guardians selected to assist with an excursion must be in possession of a current Working with Children Check and be included on the school's database.
- Parents/guardians selected to assist with an overnight activity must have a current Police Check, which will be arranged by the school **at the school's expense** and become the property of the school.
- Parents/guardians selected to assist with an excursion who have pre-school children will not be able to bring their younger children on the excursion.
- Parents/guardians selected to assist with an excursion or camp may be required to pay costs associated with the excursion or camp.
- Parent helpers will be expected to be diligent with social media uploads and only do so with photographs of their own child.
- The designated Teacher in Charge will provide all parent helpers with the '**Volunteers Policy**' document prior to the activity, **mobile phone of the designated teacher in charge, Child Safe Code of Conduct and complete an induction with them.**
- All overnight activities require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. School Council will be informed about:
 1. The educational aims and objectives of the excursion or camp.
 2. The names of all adults attending.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. **Risk Assessment documents.**
- The above information will be provided to the Principal at least one week before the School Council meeting date.

EVALUATION:

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