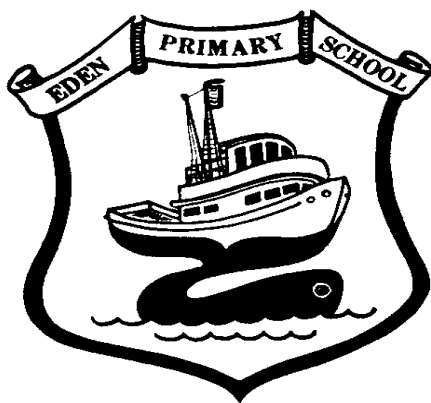


EDEN PRIMARY SCHOOL



EXCURSION POLICY

2007

Excursion Policy

Rationale

Eden Public School excursion policy is based on the belief that excursions:

- ❖ Provide educational experiences not available at school
- ❖ Enrich the curriculum for students
- ❖ Provide students with opportunities for social interaction
- ❖ Develop students educational skills and concepts
- ❖ Develop students living skills
- ❖ Develop students socially and individually
- ❖ Broaden their horizons
- ❖ Develop independence

Definitions

- ❖ An educational excursion is a learning experience external to the school site, initiated, organised and supervised by the school.
- ❖ An educational excursion is an integral part of the school's curriculum and specifically of the child's learning program and must be justified on this basis.
- ❖ An educational excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days and requiring overnight accommodation.
- ❖ An educational excursion will usually take place wholly within the official school week or term.

Policy

- ❖ The excursion must be educationally relevant.
- ❖ The approval of the principal must be obtained.
- ❖ Teachers participating in an excursion are responsible for students in their care for the duration of that excursion.
- ❖ At least one of the supervising teachers must have a current First Aid Certificate and a current CPR Certificate.
- ❖ Written permission from the child's parents/caregivers must be obtained before a child can participate in any excursion. (Appendix 1 or 2).
- ❖ Parents/caregivers must complete the school medical form and return it to the school prior to their child participating in any excursion. (Appendix 3).

- ❖ Principal and all concerned staff must ensure that all organisational and financial details are adequately finalised.
- ❖ Parents must be made fully aware of all educational, organisational and financial details relating to the excursion.
- ❖ All excursions must be adequately funded. If the excursion cannot be adequately funded it will not take place. All costs must be covered.
- ❖ The school should use Student Assistance Funds to provide financial support for students in real financial hardship.
- ❖ The families of students in financial difficulties must still find 50% of the cost of an excursion.
- ❖ Excursion payments may be made as a single lump sum payment or by regular instalments over a period of time prior to the excursion following initial deposit and permission note.
- ❖ Initial deposit will secure placement on an excursion list.
- ❖ Students not participating in the excursion should be provided with sound alternative educational experience.
- ❖ An opportunity will be provided for all children K-6 to participate in an excursion at least once during the year.
- ❖ The contents of this policy should be made clear to all parents and caregivers.
- ❖ Parental authority must be received to administer any prescription medicines a child may require while on excursion.
- ❖ Medicines will be administered by the designated first aider on the excursion.
- ❖ All parents/carers participating in overnight excursions must have received child protection training.
- ❖ All parents/carers participating in excursion must sign the Prohibited Employment Declaration.
- ❖ The Principal or Executive Staff may authorize unscheduled, brief, local spontaneous educational activities.
- ❖ A risk assessment is to be conducted and a risk management plan developed before seeking approval for an excursion.

Approval for Educational Excursions

General

No educational excursion shall be undertaken without the prior approval of the Principal and consent in writing by the parent/carer.

Excursion information for approval should contain:

- ❖ The educational rationale behind, and purpose of, the excursion.
- ❖ The number and ages of the children involved.
- ❖ The proposed date(s) of the excursion.
- ❖ The location to be visited, given as a detailed itinerary.
- ❖ The cost per student and means of financing the excursion.
- ❖ The supervision arrangements including their names and positions of teachers and assisting parents and other persons.
- ❖ The accommodation plans.
- ❖ A statement indicating that parent/carers have received all information and a copy of the information sheet and consent form sent to parents.

Funding

Excursions will be funded from the following sources:

- ❖ Parental levy.
- ❖ School/parent fund raising.
- ❖ School funds (Student Assistant Scheme).

Costing

All excursions costs must be met. If funding cannot cover the cost of the excursion then the excursion will not go ahead. The excursion must be costed a month in advance with all monies collected prior to the departure date.

When costing, the following items must be taken into account:

- ❖ Transport
- ❖ Accommodation

- ❖ Fuel
- ❖ Food
- ❖ Admission charges
- ❖ Deposits
- ❖ Phone calls
- ❖ Postage
- ❖ Materials/equipment
- ❖ Costs of teachers and parents
- ❖ Relief
- ❖ Any other costs

Transport

Public transport, (private or government buses and ferries) are to be used for school excursions wherever possible. Air transport will require special consideration before approval is given.

Consideration will be given to the use of private transport when circumstances warrant.

Bus

It will be the policy of this school that wherever possible a local bus company will be given the first offer. Quotes from other bus companies will also be sought. A minimum of two quotes to be accepted. (Attempts should be made to hire buses with seatbelts whenever practical).

Private Transport

When small groups are going on local excursions then private transport may be used. In such cases reference should be made to the policy governing the use of private motor vehicles for school activities (section 16.7, issue 8 of the *School Manual on Financial Management*). Drivers need to provide the school with proof of:

- ❖ Current drivers license
- ❖ Current insurance
- ❖ Current vehicle registration
- ❖ No. of seat belts for all occupants
- ❖ Prohibited Employment

Supervision

Before the excursion the Principal must endeavour to ensure that all precautions to maintain the safety of all participants are in place.

Before the planned excursion is undertaken a check is to be made that supervision will be adequate in relation to the number of students, their age and physical and mental abilities.

Where practical the site of proposed excursion should be inspected before hand to identify potential problems or dangers.

Staff on the excursion retain the ultimate responsibility for supervision of students and cannot transfer that responsibility to other people, including parents. They must be aware of and recognise their special duty of care for student safety and welfare.

The Principal must assure themselves of the bona fides of adults accompanying the excursion. They should check:

- ❖ The Department's not-to-be-employed list
- ❖ Require a person to sign the Prohibited Persons Declaration form.

On overnight excursions no member of staff will be placed in a position where there is potential for allegations of improper conduct.

Sleeping arrangements should be such that no likelihood of sexual contact between students or between accompanying adults and students can occur.

Excursions involving swimming or water and or overnight stays must be accompanied by a member of staff who has CPR and emergency care training. No child will be allowed to participate in an activity around water without parental permission and written indication of child's swimming ability.

All excursions must be accompanied by a member of staff who has emergency care training.

Unscheduled Activities

Students will not participate in additional or alternative activities that were not originally scheduled in the excursion program, and that would require parental permission.

Film Screenings

Students will not attend any screenings or live performances that have either an M or and R rating. Parental permission is required for screenings and live performances that have a PG rating. Parents will be informed of the classification of performance.

Risk Management

6.6.1 A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.

1. The OHS Act and Regulation require that principals and teachers organising excursions must use risk management to ensure the health and safety of students, staff and excursion volunteers.
2. Principals should ensure that individual health care plans for students with health care needs or disabilities include provision for the management of such conditions on excursions. A copy of this plan should be given to the teacher in charge of the excursion and its implications discussed before departure.
3. The extent of pre-excursion planning will depend on the nature of the excursion and its location. In many situations prior experience of the site or a briefing from a responsible person with a sound knowledge of the site will suffice.
4. However, a visit to the proposed excursion site is recommended when unfamiliar or potentially high risk activities are contemplated e.g. wilderness camping or field trips to inhospitable terrain. In these circumstances the pre-excursion visit should address issues such as access, injury prevention and emergency evacuation.

Teachers leading excursions involving sporting or physical activities should also consult the *Guidelines for the Safe Conduct of Sport and Physical Activities in Schools (PD/2002/0012)*

Risk Management Check List

Step 1 Is a previous risk assessment for the excursion available? If so, review and update considering such issues as changes to the student group, the effectiveness of the controls and any previous incidents; then go to step 8. If not, proceed to Step 2.

Step 2 To assist in planning excursions, information is available on the OHS website for frequently used venues.

If no venue and safety information is available on the database, contact the venue. Depending on the nature of the excursion and the proposed activities, enquire about:

- ❖ Public liability cover
- ❖ Accreditation of the venue and its staff for the task/activity
- ❖ Access and special requirements e.g. for students with special needs
- ❖ Emergency procedures and relevant training of venue staff
- ❖ Known hazards and controls related to proposed activities
- ❖ Equipment available; ask venue to confirm that equipment and machinery are maintained, repaired and in good working order with safety features operational
- ❖ Use of licensed personnel for construction, maintenance and repairs
- ❖ Availability of appropriate facilities e.g. showers, refreshments, toilets

- Step 3** Assess venue and safety information for your student group. Note this on the proforma and attach the venue and safety information to your risk management plan.
- Step 4** In consultation with key stakeholders, analyse the excursion and list the activities, that is, break the excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.
- Step 5** Identify the hazards associated with the activities and the potential risks associated with these hazards. Take account of previous incidents and venue and safety information. See Guidance in completing the Excursion Risk Management Plan Proforma for categories of hazards and the Sample Excursion Plan for examples.

Important note about Step 5

If a student has been diagnosed with anaphylaxis, the individual health care plan **must** be updated to address the student's needs on excursions following completion of the Excursion Risk Management Plan. Excursions may pose different hazards to the school environment and the health care plan must be updated accordingly. Anaphylaxis is a potentially life threatening condition. It is a severe and sudden reaction and occurs when a person is exposed to an allergen (such as a food or insect bite). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more.

- Step 6** Assess the risks associated with hazards using the risk assessment matrix in the Guidance in completing the Excursion Risk Management Plan Proforma. This gives a risk ranking and thus a priority order for managing the hazards.
- Step 7** Develop appropriate strategies to eliminate or control the risks using the hierarchy of controls on the Guidance in completing the Excursion risk management Plan Proforma sheet. See also the Sample Excursion Risk Management Plan for examples.
- Step 8** Document the risk management plan. The attached proforma may be used.
- Step 9** Communicate the plan to excursion supervisors. Provide relevant.
- Step 10** Review the excursion risk management plan on completion.

6.6.2 Special requirements

Where a particular excursion activity requires special protective equipment or apparel (e.g. hard hats, helmets for snowboarding), these must be used. Staff and student safety must not be compromised. Students and staff should be encouraged to use sunscreen and wear a peaked or broad brimmed hat on outdoor excursions.

Student Behaviour and Behaviour towards Animals

6.9.1 Students must behave appropriately at all times on excursions, including when animals are encountered.

1. Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.
2. Students also should be briefed on appropriate behaviour around animals. Responsible behaviour involves not interfering with the animal. Injury is most likely to occur if the animal panics and either attacks or attempts to flee the situation. If people remain calm, the risk of injury to either students or the animal or both will be lessened.
3. Appropriate touching of animals, where there is educational value in the activity, should be supervised by teachers, parents, caregivers or volunteers.

Record of Excursions

A register of all excursions will be kept at school (Appendix 4). It must include all organisational details, evaluation, cost, venues, etc and act as an ongoing resource for future excursions.

Educational Requirements

Excursions must not be seen as isolated recreational activities but as integral parts of the school curriculum and the child's learning program.

To satisfy this requirement the excursion must be part of a three phase program designed to fully utilise the excursion as an educational experience.

Preliminary activities

These are designed to prepare the child for the excursion by providing them with the knowledge and skills they will use during the excursion.

The excursion

This is where the children experience the activities and complete the exercises prepared by the teacher to extract as many benefits from the change of environment as possible.

Follow up activities

Children consolidate the skills and knowledge they have developed during the excursion by completing the related learning activities back at school.

Participation

This policy will apply throughout the school, K-6. Each class will be given the opportunity to participate in excursion/excursions, during the year. Certain excursions may become

regular parts of the school curriculum. Parents will be invited to participate whenever practicable.

Evaluation

All excursions will be fully evaluated to decide whether or not they represent a successful educational experience by staff, students and parents (tick box in excursion register). Those excursions not fulfilling expectations will not be undertaken again.

**Eden Primary School
Excursion
Parent/Carer Information and Consent** (Appendix 1)

Dear parent or caregiver,

_____ 's class _(_____)_ will be going on an excursion on _____ to _____.

This excursion has been planned to supplement the following work being done in the classroom:

The cost of the excursion is \$ _____ (words) _____

The class will depart from _____ at _____ and return to _____ at _____

Accommodation (if overnight) _____
Travel will be by _____

Accompanying staff are

Additional information _____

Excursion coordinator

Principal

-----✂----- Please detach and return to _____ by _____ -----

**Excursion Consent Form
Eden Primary School**

Dear Principal

I do / do not consent to _____ participating in an excursion to _____ on _____.

My son / daughter has the following special needs (please provide full details and include any relevant medical details)

I give / do not give permission for my child to receive medical treatment in case of emergency.

Signature

Date

**Eden Primary School
Excursion
Parent/Carer Information & Consent**

(Appendix 2)

Dear parent or caregiver,

_____ 's class _(_____)_ will be going on an excursion on _____ to _____

This excursion has been planned to supplement the following work being done in the classroom:

The cost of the excursion is \$ _____ (words) _____

The class will depart from _____ at _____ and return to _____ at _____

Accommodation (if overnight) _____

Travel will be by _____

Accompanying staff are

Additional information _____

Excursion coordinator

Principal

Water or swimming activities - response

In relation to the proposed water or swimming activities, I advise that my child is a:
(please tick one)

strong swimmer

average swimmer

poor swimmer

non-swimmer

I advise that my child requires the following flotation device to assist him/her in the water:.....

I undertake to provide this device so that my child can participate in the excursion.
Yes / No

I give / do not give permission for my child to participate in the water or swimming activities.

Signed: _____

Date: _____

**Eden Primary School
Excursion
Medical Information**

Appendix 3

The information on this form is required for all children attending the excursion to _____

and should be completed by the child's parent/carer, placed in an envelope and handed to the class teacher.

Child's Name: _____ Date of Birth: _____

Address: _____

Phone: (H) _____ (W) _____

Emergency Contact name and number: _____

Medicare Number: _____

Please answer the following questions:

Please circle

1. Is she/he in good health? **Yes/No**

2. Does your child suffer from any chronic illness or disability? **Yes/No**

If the answer was yes, state the illness;

3. Has she/he suffered from any acute illness during the past four weeks? **Yes/No**

If the answer is yeas, state the illness;

4. Has she/he been treated by a medical practitioner for any injury during the last four weeks? **Yes/No**

If the answer is yes, obtain a report from the doctor with instructions about further treatment and a certificate stating that the child is fit to attend the excursion

5. Is she/he taking any mixture, tablets or any other form of medication? **Yes/No**
at present?

If your answer is yes and the medication has been prescribed by a doctor, obtain full written instructions from the doctor concerned.

6. Does she/he suffer from:

• Asthma? **Yes/No**

• Any allergic condition? **Yes/No**

• Diabetes? **Yes/No**

- Epilepsy, fits or blackouts?
- Adverse reaction to drugs?

Yes/No
Yes/No

If yes, please give details;

7. Has she/he been fully immunised against tetanus?

Yes/No

If yes, in what year was the last booster injection given?

8. Does she/he suffer from travel sickness?

Yes/No

If yes, what actions do you take to prevent it?

9. Does she/he wet the bed?

Yes/No

If yes, how often?

10. Do you know of any health factor which will make it advisable for your Child to follow a limited program of physical activity?

Yes/No

11. If you are a current member of an Ambulance Fund, indicate which fund:

Medibank MBF HCF Other; _____

12. In the event of any accident or illness, I authorize the school to obtain on my behalf, such medical assistance as my child may require.

13. I also undertake to pay medical fees and or cost of drugs which may be incurred while my child is on the excursion, ventolin etc. for asthmatics.

Signed
Parent/Carer

Date: _____

Eden Primary School Excursion Register & Planning Guide

Excursion to	Supervising Teachers	Grade	
Date:	Term:	Depart:	Time:
	Week:	Arrive Back:	Time:
Costing:	Transport: \$	Estimate per child:	\$
	Accomm \$		
	Sundries: \$	Final Cost per child	\$
	Total \$		

Accommodation:		Transport:	
Address:		Coach Company	
		Phone:	
Phone:		Fax:	
Fax:			

Places to visit:	Checklist: Have I?	
•	1. Notified the parents about excursion?	Yes/No
•	2. Written updates to parents?	Yes/No
•	3. Contacted place to visit giving dates & times?	Yes/No
•	4. Organised payment for; <ul style="list-style-type: none"> • Accommodation • Places to visit • Transport 	Yes/No Yes/No Yes/No
•	5. Given itinerary to children & parents?	Yes/No
•	6. Organised excursion permission note? Received all permission notes	Yes/No Yes/No
Refunds Due: (These are usually given to children who do not attend due to illness)	7. Organised excursion medical info Received medical information Read it	Yes/No Yes/No Yes/No
	8. Organised workbook	Yes/No
	9. Held parents meeting	Yes/No
	10. Organised extra meals	Yes/No
Evaluation:	11 Organised work for remaining children	Yes/No
Poor <input type="checkbox"/> Good <input type="checkbox"/>	12. . Evaluated the excursion	Yes/No
Satisfactory <input type="checkbox"/> Very good <input type="checkbox"/>	13. Filed all excursion details	
Timetable considerations; Curriculum, Scripture, Assembly, Sport, Performance	14 School Replacement Staff If yes, Internal or casual	Yes/No
	15. Do Staff hold appropriate Emergency Care/CPR credentials?	Yes/No
	16. Has a risk assessment been done?	Yes/No
	17. Has everyone involved been notified? Office, Canteen, Executive, principal	Yes/No
Principals Signature:		Date