

Rationale

The school's excursion program enables students to further their learning and social skills development in a non-school setting. 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.

Implementation

- Excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The Campus Principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council.
- 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 School Policy and Advisory Guide <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>
- A designated 'Teacher in Charge' will coordinate each day excursion.
- The Teacher in Charge must seek approval, via 'Compass Events' from the Campus Principal.
- When providing information to the Campus Principal, the Teacher in Charge must be aware that the Campus Principal will consider the following:-
 - ✓ What is the purpose of the excursion and its connection to student learning?
 - ✓ Do staff members attending have the skills and experience to provide the necessary supervision of students throughout the excursion?
 - ✓ Is an appropriately trained member of staff able to provide first aid ?
 - ✓ Have supervisory adults who are not registered teachers completed a Working with Children Check?
 - ✓ Is the location of staff and students throughout the excursion including during travel known?
 - ✓ Is a record of telephone contacts for supervising excursion staff available?
 - ✓ Is a record of the names and family contacts for all students and staff available?
 - ✓ Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?

- If excursions include adventure activities, organising staff should consult DET School Policy and Advisory Guide – Adventure Activities at:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>
The Teacher organising the excursion can also speak with their Campus Principal for support.
- If minimum numbers of students attending has not been reached, the excursion / activity may be cancelled. If an excursion is cancelled by the College, all monies will be refunded to parents per the College Refund Policy.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all day excursions.
- 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.
- While school excursions are a team activity requiring the co-operation 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.
- 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.
- The Staff member in charge is mandated to run excursions as safely and cost efficiently as possible. Risk assessment must be completed for high risk activities
<http://www.education.vic.gov.au/Documents/school/principals/safety/riskregistert.doc>
- Consideration of the risk of bushfire in the activity location must be given. Risk assessment and bushfire checklist to be completed.
<https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Documents/Emergency%20Management%20Framework.pdf#search=bushfire>
- The primary references that must be consulted when considering all day excursions is the Department of Education School Policy and Advisory Guide – Excursions and Activities
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>

Evaluation

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

RATIFIED BY COLLEGE COUNCIL

_____ Date: 15/11/2016
College Council President

Review Date November 2019