



EXCURSIONS

PURPOSE

Harrisfield Primary School recognises excursions provide opportunities for children to explore the wider community as a group and enhance the educational program provided by the school. Excursions are a means of using different resources to enrich student learning.

School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest to a full day venture to the city or the zoo for instance.

DET Policy:

An excursion is an activity organised by a school during which students leave the school grounds to engage in educational activities. Adventure activities are included in this definition regardless of whether they occur outside the school grounds or not.

Schools must ensure an online notification of school activity form is completed prior to the activity and a planning and approvals process is undertaken, in accordance with Departmental policy and requirements.

SCOPE

- To utilise excursions to provide opportunities for rich, experiential learning to support the curriculum.
- To provide opportunities for learning beyond the classroom to broaden students' knowledge and experiences.
- To utilise the wide range of facilities and expert instruction available elsewhere in the wider community.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- This policy forms a critical component of ensuring that Harrisfield PS is a Child Safe School.

POLICY

RESPONSIBILITIES OF THE PRINCIPAL:

The principal is responsible for ensuring that all upcoming excursions are included in the school council agenda for approval.

Before the program commences the principal should approve all of the planning documentation. This includes detailed information that may be needed in an emergency such as:

- the exact location of the excursion participants at all times, including during travel
- the relevant telephone number/s through which excursion staff may be contacted in an emergency
- the names and family contacts for all students and staff
- a copy of the program's risk assessment and emergency response plan
- appropriate staffing and supervision
- student preparation and behaviour
- submission of the Student Activity Locator (SAL)

RESPONSIBILITIES OF TEACHERS:

Teachers **participating** in an excursion should:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program
- know who is the nominated member of staff who will provide first aid if required
- know the exact location of students they are responsible for at all times including during travel.
- provide the office with a copy of the Excursion Attendance roll indicating student number attending, number not attending, placement of non-attendees etc.
- provide the office with a completed students leaving the premises form

RESPONSIBILITIES OF THE TEACHER IN CHARGE:

In addition, the nominated **teacher-in-charge** should:

- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must complete the excursion planning document and submit it to the Office Manager.

These details will include:

- What is the purpose of the excursion and its connection to student learning?
- Is an appropriately trained member of staff able to provide first aid?
- 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 completed?
- have a list of all students and helpers attending
- have copies of the parent Volunteer Participation Form (**Appendix 2**)
- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number
- have a copy of the names of family contacts and medical conditions for all students and staff on the excursion
- take all medication for individual students with medical conditions (eg. Anaphylaxis Kit, Asthma Kit etc).
- have First Aid training in Anaphylaxis and/or Asthma if a student on the excursion has one of these conditions and monitor those students closely
- call and communicate with the place of excursion (if appropriate) ahead of time to let them know if a student with a medical condition such as anaphylaxis or asthma is attending, in case activities are deemed dangerous and may need to be altered
- have conducted a Child Safe risk assessment and emergency response plan

RESPONSIBILITIES OF STUDENTS:

Students have a responsibility to:

- participate in class planning for the excursion
- follow the direction of teachers and parent helpers
- observe school and class rules
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the excursion

RESPONSIBILITIES OF PARENTS:

Parents have a responsibility to:

- support the school's program by encouraging their child's participation in excursions
- support the student code of conduct
- notify the school if cost of an excursion prohibits participation of their child
- provide feedback on the excursion
- provide full medical information and any required medication
- obtain a Working with Children Check if attending as a volunteer helper (see below for details)

PAYMENT:

- Financial circumstances may be considered to enable all children to attend.
- All endeavours will be made not to exclude students simply for financial reasons. Parent experiencing financial difficulty will be invited to discuss their individual situation with the Principal prior the due date for payments. Decisions made relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- Parents/carers will be given at least 3 weeks' notice prior to payment being due for excursions in most cases. Any exemptions being decided upon by the Principal. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal may not be eligible to attend.
- Office staff will be responsible for managing and monitoring the payments made by parents.

ADDITIONAL:

- Attendance at excursions for students is a privilege, not a right. Behaviour contracts may be put in place. Students may be returned to school in cases of extreme behaviour and parents may be required to take responsibility for the costs involved.
- Babies, toddlers or pre-schoolers are not able to attend with parent helpers.
- Excursions may need to be cancelled on days of Total Fire Bans.
- School council instructs that students only travel on buses fitted with seatbelts.
- 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.
- Skoolbag will be used to keep parents informed of travel arrival information

EVALUATION:

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

This policy was ratified by school council on September 17th, 2018

This policy is due for review in 2021