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|  | **EXCURSIONS, SCHOOL VISITS & CAMPS POLICY** | |
| Policy reveiwed by:  Kathie Arnold and Jamie Sharp | | Ratified at school council:  23rd August 2017  To be reviewed:  August 2021 |
| **PURPOSE:** | | |
| Excursions, school visits and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions, school visits and camps complement, and are an important aspect of the educational programs offered at the school.   * **Excursion –** A school based activity outside of the school grounds and for less than 24 hours long * **School Visit –** An external educational provider who comes to the school during school hours * **Camps –** An offsite experience that lasts for more than 24 hours. | | |
| **PLANNING:** | | |
| The principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide* (<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>) including ensuring that :   * An online *Notification of School Activity* form is completed prior to the activity – [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx) (link requires log in) 6 weeks prior to the activity date, and ensure details are entered on daily planner a planning and approvals process is undertaken * The school’s excursions approval form has been completed, submitted and signed by the principal (or nominee) and the business manager (or nominee). See Appendix A | | |
| **APPROVALS:** | | |
| All excursions, school visits and camps must be approved before they can take place.  Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:   * Overnight excursions * Camps * Interstate visits * International visits * Excursions requiring sea or air travel, weekends or vacations * Adventure activities   List of excursions and camps are presented to school council in Term 4 for approval for the following year’s activities and events. | | |
| **DUTY OF CARE:** | | |
| All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.  External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed.  Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover. | | |
| **FIRST AID** | | |
| At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.  For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.  Staff must also have a first aid kit appropriate to the excursion location and activities undertaken. | | |
| **STUDENTS WITH DISABILITIES** | | |
| Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.  Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps. | | |
| **INTERNATIONAL TRAVEL** | | |
| The [Smartraveller](http://www.smartraveller.gov.au/) website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.  Aldercourt Primary School will ensure that they:   * comply with any DFAT travel advice current for the proposed location; * subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas; * review their risk assessment if there are any changes to the DFAT travel advice.   The cost of medical and hospital treatment is high in some countries; therefore Aldercourt Primary School recommends that all students and staff take out travel and medical insurance for the entire overseas trip. | | |
| **EMERGENCY NOTIFICATIONS AND COMMUNICATIONS** | | |
| In the event of an emergency, to ensure information is provided to emergency services, Aldercourt Primary School will notify the:   * DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp). A user guide has been developed to help schools complete the online form, see: [Student Activity Locator - User Guide](https://edugate.eduweb.vic.gov.au/edulibrary/Schools/principals/spag/safety/StudentActivityLocatorUserGuide.pdf) * [Department of Foreign Affairs and Trade](https://www.orao.dfat.gov.au/orao/weborao.nsf/Homeform?Openform) (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.   Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.  Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.  Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.  In the event of an emergency, accident or injury:   * staff on the excursion will:   + take emergency action as documented in the *excursion and camp’s emergency and risk management plan*   + immediately notify the school principal * the principal will make arrangements for the Department’s Security Services Unit to be telephoned on 9589 6266. | | |
| **FIRE DANGER OR BAN** | | |
| The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.  When required, Aldercourt Primary School will follow the Department’s emergency management (bushfires) procedures for off-site activities. | | |
| **RISK MANAGEMENT** | | |
| An assessment of excursion risks will be undertaken in accordance with Department guidelines - [Planning – Managing Risk](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrisk.aspx).  For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school’s risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process. | | |
| **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 Principal.  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 finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal. | | |
| **TEACHER RESPONSIBILITIES** | | |
| Teachers participating in an excursion and/or camps will:   * 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.   In addition the nominated teacher-in-charge will:   * 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 for all students and staff on the excursion * have copies of the parental approval and medical advice forms for those students on the excursion * maintain a copy of the completed approval form (including all attachments) submitted to the school council * have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion, see: [Student Activity Locator online form](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorroleteacher.aspx) | | |
| **STUDENT BEHAVIOUR** | | |
| Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions or camps. 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 or nominee, in consultation with the Teacher in Charge. Parents will be notified of this decision accordingly.  Disciplinary measures apply to students on camps and excursions consistent with the School’s Student Engagement and Inclusion policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.  In such circumstances, the parent/carer will be advised:   * of the circumstance associated with the decision to send the student home * of the time when the parents/carers may collect their child from the camp or 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 | | |
| **LINK AND APPENDICES** | | |
| The Key Links which are connected with this policy are sourced through: [DET School Policy Advisory Guide - Excursion and](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent) Activities  Appendices which are connected with this policy are:   * Appendix A: Excursion Proforma * Appendix B: Excursion checklist * Appendix C: Snapshot of the front page of the excursion calculator used for all external (costed) activities. Found on the teacher network drive. * Appendix D: Student/teacher ratio | | |
| **EVALUATION** | | |
| This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances. | | |

**APPENDIX A**

## EXCURSION APPROVAL FORM

**EXCURSION ORGANISER: *……… …………………………………..***

* Class teachers are to send all permission forms to the office
* Under Teacher Drive - Folder Excursions permission and payments will be listed for your excursion/incursion in an excel spreadsheet. You will be able to access this daily after 11:30 a.m.
* Students without a permission form cannot attend the excursion and phone calls home will not be allowed. Exceptions to this may be approved by the Principal.

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| **Planned Destination** |  |
| **Date/s** |  |
| **Time of Departure** |  |
| **Time of Return** |  |
| **Classes Involved** |  |
| **Number of students** |  |
| **Supervising Teachers** |  |
| **Parents** |  |
| **Integration Aides**  **(requires approval by Principal)** |  |
| **Contact Phone Number** |  |
| **Transport** |  |
| **Company Name & Phone No.** |  |

#### EXCURSION COSTING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **No of**  **Students** | **Per**  **Student** | Cost | **GST** | **Cost to**  **Student** |
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| **TOTAL** |  |  |  |  |  |

Three weeks prior to the excursion teachers must also submit a notification of school activity using the [Student Activity Locator online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp) (secure website - user name ID and edumail password required).

**Student Activity Locator Online Form Completed:**

Logged By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach a copy of completed Student Activity Locator Form**

**Approved by**

**Business Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**CHARGE TO STUDENT:**

* If additional supervisors are attending please ensure that cost is taken intoaccount when costing excursion/camp
* Provide documented details to Principal for approval.
* Please ensure that you complete Finance Planning & Permission Forms from CASES21 excursion Proforma filed on the staff common drive – in the **Excursions Planning & Calculators folder**
* Cost and forward to Business Manager.
* Write in Sentral Calendar and on the whiteboard in the staffroom.
* Notice to parents **a minimum** of **two weeks**  prior to the excursion. Send planning calculator to Business Manager
* Ensure First Aid kit is fully stocked prior to date of excursion.
* School Mobile Phone must be taken, in case of this being unavailable give office the staff member in charge of the excursion/camp’s mobile number
* Ensure supervision of students remaining at school is arranged. A copy of this is given to the Assistant Principal and office.
* Complete order forms on **eschools**, one for each company that needs to be paid. eg. Transport & venue.

When all the above tasks are completed, forward this planner to the office for filing

**APPENDIX B**



Excursion Processes

**STAGES TO BE FOLLOWED FOR ALL EXCURSIONS**

The “Excursion Planning checklist” is completed as a record when each step is finished.

PREPARATION

* All staff involved in the excursion (Level Team, Specialist and Level Coordinator etc) discuss the **educational rationale and expected outcomes** for the excursion
* One staff member from the Team is designated **Excursion Coordinator**.

Coordinator to undertake the following –

* 1. How does this excursion fit with plans for accessing funds in the Level Excursion Levy for this Level?
  2. Check school calendar, yard duty calendar, timetable and consider impact of the excursion on these. Develop contingencies if there is an impact.
  3. Ensure all school responsibilities including yard duty are addressed
  4. Determine cost of entry from venue. Get answers
     + What is the adult/student ratio requirement?
     + Do adults have to be paid for or are they Free of Charge?
     + Does the venue have special transport considerations?
     + Does the venue provide bag storage / lunch area?
     + Does the venue have adequate first aid facilities?
     + Are there any risk management issues with this venue?
  5. Obtain bus quote/s. What size buses so that ratios can be established?
  6. Determine the number of students likely to attend which will allow for final costing to be established
  7. Any staffing requirements i.e. 1:20 child adult ratio for all buses. Does the excursion require more intensive supervision?
  8. Determine GST component of all costings from quote
  9. Are there any children on the PSD program attending? If yes discuss with Principal to ensure appropriate support is provided.
* Take all the above information to Business Manager to determine cost per child and complete the Excursion Planning Check List
* All details of the excursion to be entered on the school calendar on Sentral and on staffroom whiteboard
* Once costing is completed with Business Manager submit a notification of school activity using the [Student Activity Locator online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp) (secure website - user name PIN and password required).

<https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx>

PUBLICITY

* Information/Details to Parents prepared minimum of **three weeks** to excursion and then emailed to the principal or business manager. Office will determine final deadline for return of notice and payment (if relevant). This must be no later than **two days before the excursion**
* If all agree with content notices will then be printed and distributed by Office staff a minimum of two weeks prior to the excursion.
* Copy of notice to be prominently displayed in all teaching spaces
* Plan for program and supervision of children not attending

PAYMENT COLLECTION BEFORE EXCURSION

* Children return all notices to classroom teachers. These are to be delivered in **Red Cash** Bags and placed in mail slot at the Office. Office Staff manage notices and prepare a payment checkbox list of the excursion
* Payment by EFTPOS to be made at Office
* All teachers maintain vigilance over who has returned forms and encourage maximum participation

DAY OF EXCURSION

* Mark roll on Sentral. Only children with signed notice and payment made can attend
* Ensure any student not attending excursion (or who may have missed the excursion) is allocated to another class with meaningful work and both the teacher and office is informed of this placement.
* Bus list (CASES21 checkbox list) is available at the office on the day of the excursion. A copy must be left at the office prior to departure including contact mobile numbers.
* Ensure First Aid Kit is fully stocked prior to date of excursion

**Excursion Planning Check List**

**Tick when completed**

PREPARATION

* Excursion/Camp finance calculator….…………………….………………….
  + Check school calendar to consider impact
  + Ensure all school responsibilities including yard duty are considered
  + Buses booked (written quote required) **Yes/No** Phone # ……………………….
  + Purchase order/s created on eschools, include quote no & date of excursion in purchase orders **note:** purchase orders required for buses & venue(purchase orders confirm bookings)
  + Private vehicle/s required? Yes/No Who………………………………..….
  + Comprehensive Insurance for private vehicles …………………………………………..……..
  + Staff requirements met …………………………….……………..……………
  + ES staff required? **Yes/No** Approval for ES staff gained? **Yes/No**
  + Parent helpers – class teachers to select parent helpers / must have a valid WWCC. Send B\Mgr list of names (Business Manager has a register of all School Council approved volunteers) Colour copy of WWCC required at the office
  + Costing confirmed by Business Manager – Copy of Excursion/Camp Calculator attached to this checklist
  + Notification of school activity using the [Student Activity Locator online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp) (secure website - user name PIN and password required).

PUBLICITY

* Check student publicity permission and list those without permission
* Once approved notices will then be printed and distributed by Office staff a minimum of **two weeks** prior to the excursion.
* Final notice must be returned no later than **two days before the excursion**
* All details of the excursion to be entered on the school calendar on Sentral & staffroom whiteboard
* Copy of notice to be prominently displayed in all teaching spaces

PAYMENT COLLECTION & FIRST AID REQUIREMENTS

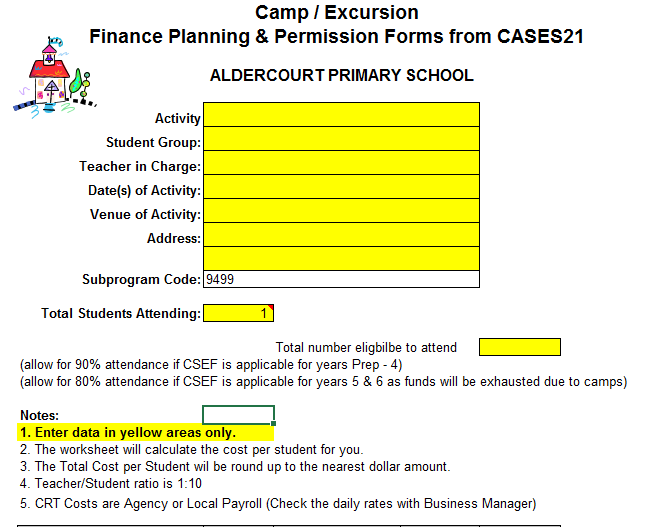
BEFORE EXCURSION

* All notices to the Office
* Teachers maintain vigilance over who has returned forms and encourage maximum participation.
* Ensure First Aid Kit is fully stocked prior to date of excursion
* Check if student medications are required on the excursion
* Yard duties must be covered by all staff attending. Create a list on the staffroom whiteboard

DAY OF EXCURSION

* Mark roll and send to office. **Only children with signed notice and payment made can attend.**
* Ensure any student not attending excursion (or who may have missed the excursion) is allocated to another class and both the teacher and office is informed of this placement.
* List of children attending / not attending to be completed and handed to Office prior to departure including contact mobile numbers

**APPENDIX C – Camp Excursion Calculator (Front page)**



**APPENDIX D**

**Student / Teacher Ratios**

Click on the hyperlink to take you to the SPAG for all relevant information and the current staff – student ratios for the following outdoor activities.

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| [Abseiling and Rock Climbing](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx) [***Abseiling Walls and Artificial Climbing Walls***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx*  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx* | [***Rock Climbing***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx* |
| [Bushwalking](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx | [***Ropes Course Challenge***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx* |
| [Camping - Overnight](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx | [Sailing (Small Boats - Dinghies, Catamarans)](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx* |
| [Canoeing and Kayaking](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx | [***Snorkelling***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx* |
| [***Cross Country Skiing***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx | [***Scuba Diving***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx* |
| [Cycling](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx* | [***Sea Kayaking***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorkayak.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorkayak.aspx* |
| [Downhill Skiing and Snowboarding](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx* | [***Surfing***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx* |
| [Horse Riding](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx* | ***[Swimming - Recreational](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx)***  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx* |
| [Orienteering](http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx | [***Water Skiing***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx |
| [***Rafting***](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx | [Windsurfing](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwindsurf.aspx |