

EXCURSIONS POLICY & PROCEDURES (Including risk assessment for bush fires)

Rationale:

The school's excursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Excursions complement, and are an important aspect of the educational programs offered at our school. For the purposes of this policy, Wylie Park will be regarded as a companion activity area inside the immediate school.

Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.
- To ensure safety and welfare of students with external providers.

Implementation:

- For the purpose of this policy, an excursion is defined as an activity organised by the school whereby students leave the school grounds to engage in educational activities.
- Excursions will need to be approved according to the attached table. Teachers in charge of the event need to complete the required documentation and present it to the Principal or School Council depending on the type of event. Attachment 1.2
- The expectation is that all students will participate in all activities.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Duty of Care is a given.
- Prior to any child attending an excursion, parents/guardians must have provided the school with a signed permission form. The teachers will take these forms with them on an excursion.
- When obtaining parental consent, sufficient information will be provided to allow parents to make an informed decision about whether to permit their child to participate in the activity. The consent form should include information about the nature of the proposed activity, degree of supervision and the risks involved.
- The consent form will provide a school contact person at the school in case parents require further information.

Bushfires and Control Procedures on Excursions:

- Pre-activity planning will include consideration of the possible fire risk and potential for bushfire in the relevant location when attending excursion.
- Fires and open fire places will be used in accordance with the requirements of the fire and/or land management authorities.
- Students will be briefed on the safe site and use of fuel stoves and alerted to the risks associated with open flames in a bush setting.
- The communication strategy will include mechanisms to ensure that the group is alerted to a potential Total Fire Ban or other communications from fire authorities.
- In addition, staff will consider prevailing local conditions and adjust the excursion accordingly. Adjustments could include further consultation with the school and/or land management authorities to determine course of action, evacuation, changing location or cancellation of the activity.

Evaluation:

This policy will be reviewed as part of the school’s three-year cycle, next review 2017.

This policy was ratified by school council on the

Attachment 1

Vic Gov't School Policy & Advisory Guide – Planning & Approvals for excursions *S132-2014 –Legal Division - Focus on Legal*

1.1 Important:

When undertaking excursion planning, principals, teachers, school councillors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- venue selection:
 - the suitability of the environment and/or venue for the excursion
- safety, emergency and risk management:
 - assessment of excursion risks
 - procedures in the event of an emergency
 - arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
 - completion of an online notification of school activity form three weeks prior to the activity
 - first aid requirements
 - any other measures necessary for student and staff safety and welfare.
- staffing and supervision:
 - there are sufficient staff to provide appropriate and effective supervision
 - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable)
 - there are appropriate levels of supervision in view of the activities undertaken and students involved.
- informed consent from parents or carers
- adequate student and staff medical information
- student preparation and behaviour
- requirements for any adventure activities
- transportation requirements, noting that:
 - public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided

excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs

information on student concession cards is available at: [Public Transport Victoria](#)

- communication requirements
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- requirements for interstate or overseas excursions
- that the excursion meets the requirements of any school-level policy or procedures.

1.2 Who approves the excursion

This table explains the approval required before the excursion occurs.

Excursion type	Then it must be approved by
<ul style="list-style-type: none">• Overnight excursions• Camps• Interstate and international visits• Excursions requiring sea or air travel• Excursions involving weekends or vacations• Adventure activities.	<ul style="list-style-type: none">• The school council, or• Both school councils when it is a joint activity involving another school <p style="text-align: center;">and</p> <ul style="list-style-type: none">• The Safety Guidelines for Education Outdoors must be followed.
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<ul style="list-style-type: none">• Day excursions (other than those referred to above that must be approved by the school council).	<ul style="list-style-type: none">• the principal, or• both principals when it is a joint activity involving another school.

Joint-school activities

The nominated co-ordinating principal or teacher ensures:

- Planning and approval requirements are met
- Parents or carers are informed that their children may be supervised by teachers and other approved adults from the other school.

Note: All schools involved in a joint excursion must complete an online notification of school activity form.

