



DAY EXCURSIONS and INCURSIONS

POLICY

Rationale:

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. The school's incursion program enables students to further their learning by complimenting classroom lessons with experts and resources from outside the immediate school community. Day excursions and incursions 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 teachers, and that valuable and powerful learning can take place with other people and through experiences in the real world.

Implementation:

- Day 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. An incursion is an activity that involves school visitors who provide a performance or service for the students.
- The 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. (To be read in conjunction with Peranbin's Camp Policy)
- A designated 'Teacher in Charge' will coordinate each day excursion and incursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the principal, to present the principal with a [planning summary](#), to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the principal's approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. This must include a site visit and a [risk assessment](#) if required.
- When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:-
 - What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence 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 day excursions include adventure activities organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- When an excursion is approved, the online [Notification of School Activity](#) form must then be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- School Council prefers that students only travel on buses fitted with seatbelts if available.
- The principal requires that a report from the Teacher in Charge occur after each day excursion or incursion, if any mishaps or concerns have arisen.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion or incursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions and incursions. 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 will not be eligible to attend.
- Students who do not attend excursions or incursions will be provided with suitable alternative 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.
- Prior to any child attending an excursion or incursion, parents/guardians must have provided the school with a signed permission form.
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- Classroom teachers will be given the first option to attend excursions. Incursions will be attended by relevant staff.
- 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 and incursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion or incursion.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 2. The preference to include both male and female parents.
 3. The special needs of particular students.
- Parents selected to assist with day excursions may be required to pay their excursion costs.
- Where applicable, parents may be invited to attend an incursion.

- 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.

Evaluation:

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

Ref: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>

This policy was last ratified by School Council in....

October 2017