



PARK ORCHARDS PRIMARY SCHOOL

Policy and Procedures: Incursions and Excursions

1. PURPOSE

- 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, and is often achieved with other people and experiences.
- To provide safe, secure learning experiences for students on-site or in external venues.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of the physical and cultural environment.

2. GUIDELINES

- All incursions and excursions involving an external provider must be approved by the Principal or their nominee(s).
- Staff wishing to organise the provision of learning with an external provider will ensure all incursions and excursions are maintained at an affordable cost and comply with all Department of Education and Training (DET) Guidelines and requirements.
- Staff must complete an incursion or excursion proposal form and lodge this for approval via Compass to the Principal or their nominee(s).
- The Principal or their nominee(s) will consider the educational outcome of the provision of learning from an external provider for an incursion or excursion, as well as the impact on the school for the proposed date.
- The Principal or their nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing will comply with DET guidelines.
- Risk Assessment documentation must be completed prior to approval of an excursion.
- Once the incursion or excursion has been approved all relevant documentation must be completed.
- All approved excursions will be placed on the SAL (School Activity List) notification website prior to the excursion, in accordance with DET Emergency Management Guidelines.

3. IMPLEMENTATION

Safety

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The emergency management process of the school will extend to, and incorporate, all incursions and excursions.
- Risk assessments will be undertaken for bushfire in the activity location.
- On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
- All excursion staff and where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each incursion or excursion.

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- The designated 'Teacher in Charge' will ensure that all external providers possess a valid Working with Children Check.
- Parent Helpers must have a current Working with Children Check.
- Teachers will provide adequate supervision for the presentation of learning by the external provider.
- Teachers leaving the school on an excursion must carry a mobile phone, first aid kit, asthma plans and emergency anaphylactic kits where applicable.
- Staff need to be aware that students may be less constrained and more prone to accident and injury during incursions and excursions, than in a more closely supervised classroom
- Children on the Disability and Impairments program will need to be accompanied on an excursion by an ES Staff Member.
- Prior to an excursion parents/carers will be made aware that DET does not provide student accident cover and that they need to make their own arrangements.
- Seat belted buses are required for all excursions.

Organisation

- External providers of learning will be carefully selected with consideration to:
 - The educational purpose of the provision of learning by an external provider, and the subsequent contribution to the curriculum.
 - Equipment provided for the use of students must be in good condition and be suitable for the activities undertaken.
 - The accreditation or the credentials of the external provider.
 - Staff personal knowledge and experience of the program offered by the external provider.
 - References from other schools.
- A designated teacher in charge will coordinate each incursion or excursion and is responsible for ensuring excursion transport arrangements and incursion or excursion activities comply with the DET guidelines.
- The School Office will access the final student list attending the excursion via Compass.
- All parents must have consented via Compass and if required made a payment for their child to be able to attend the excursion. In exceptional circumstances, verbal permission may be given to the Principal or their nominee(s).
- Copies of permission and emergency contact details can be accessed by teachers on an excursion via Compass and will be archived following the incursion or excursion in accordance with DET guidelines.
- Parents/guardians will be notified at least two weeks prior to any activity.
- The teacher in charge will communicate the anticipated return time from an excursion with the School Office in the case where excursions are returning out of school hours.
- Students not attending an incursion or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- An additional trained adult may accompany students on an excursion if required.
- Occasions may arise where staff are requested to transport students in their own cars. Staff will be required to have parent-signed permission forms, which include their insurance company (full comprehensive insurance is compulsory), registration details and the name of the designated driver. A copy of these details will be filed in the School Office.
- Parents/carers may be invited to assist in the delivery of students to incursions or excursions. When deciding on which parent will attend, the teacher in charge will take into account:

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- Any valuable skills the parents have to offer eg. First Aid.
- The need to include both female and male parents.
- The special needs of particular students.
- The currency of Working With Children Check

Behavioural Issues

- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an incursion or excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and teacher in charge. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an incursion or excursion.
- Disciplinary measures apply to students on excursions consistent with the school's **Student Wellbeing and Behaviour Management policies and procedures**. In extreme cases the excursion staff, following consultation with the Principal or their nominee, may determine that a student should return home during an excursion. In such circumstances the parent/carer will be advised of the circumstances, the time to collect their child or the anticipated time that the student will arrive back at school. Any costs associated with the student's return will be the responsibility of the parents/carers.

Arrangements for Payments:

- All families will be given sufficient time to make payments for incursions or excursions. Parents will be provided with incursion or excursion details, as well as information clearly stating payment finalisation dates via Compass.
- Full payment is required two days prior to any student attending any incursion or excursion.
- 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 incursion or excursion, will be required to discuss their individual situation with the Principal. Alternative payment arrangements may be made to enable all students to attend excursions.
- Students whose payment has not been finalised **at least 2 days prior** to the incursion or excursion will not be able to attend unless alternative payment arrangements have been organised with the Principal.
- Class teachers and the Office Staff will be responsible for keeping track of consent and the monitoring of payment. Payment for excursions can be made via Compass, or money can be sent to the office for processing.

This Policy and Procedures is underpinned by the:

- **Victorian Dept of Education guidelines, available at** <http://www.education.vic.gov.au/school/teachers/>
- Behaviour Management Policy & Procedures
- Bullying, Cyber-bullying and Harassment Policy & Procedures
- Student Engagement and Wellbeing Policy & Procedures
- Student Welfare Policy & Procedures

4. EVALUATION

- This policy will be reviewed within a four-year review cycle.