

EXCURSIONS POLICY

PURPOSE

At Billanook Primary, as an extension of the classroom program, the children are given opportunities to attend excursions arranged by teachers to complement a specific topic. Care is taken to make sure that there are viable educational objectives and that there are preparatory and follow-up sessions. An excursion is defined as any activity beyond the school grounds

OBJECTIVE

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions are an important aspect of the educational programs offered at our school and are intended to:

- reinforce, complement and extend learning opportunities beyond the classroom
- develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- assist with the social development of students through participation in activities in a variety of settings.

POLICY

- All excursions must be approved by the Principal
- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or his nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or his nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.

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- Once approved, all relevant documentation for any excursion must be completed using Compass Events. The Office staff will complete the 'Notification of School Activity' using the School Activity Locator three weeks prior to the excursion departure date.
- Compass events for all activities/ events must be placed online for parent notification (or hard copy sent) 3 weeks prior to the date of the activity/ event
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- Staff should plan excursions and in-school activities to supplement curriculum areas and link excursions, where possible, to those areas
- School Council will determine an Excursion Levy each year. Parents can choose to pay the bulk levy. To assist in this area, parents who are receipt of Centrelink benefits may apply for the Camps, Sports Excursion fund, currently at \$125.00 for primary school students
- The excursion levy does not cover sports events in which only individual students participate. School camps and swimming sessions are also not covered by the levy.
- All endeavours will be made not to exclude any student simply for financial reasons. Parents who wish for their children to attend an excursion, and are experiencing financial hardship, should discuss their individual situation with the principal. Any decisions made will be on a case-by-case basis.
- Families who have not paid the upfront Excursion Levy will be given sufficient time to pay for individual excursions/ events. Students whose payments have not been finalised by the Compass due date will not be able to attend unless prior arrangements have been made with the Principal.
- 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.

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- Prior to any child attending an excursion, parent/guardians must consent using Compass or provide a signed hard copy permission form. Consent forms must be completed at least two days before the event. (Extenuating circumstances will be considered). Without the school authorised consent form, students will not be able to attend.
 - Class teachers can monitor on Compass, which students have paid and consented for each event. Teachers should remind students/ parents about consenting and payment well before the due date. The office staff will place notification in the school newsletter and send a Compass reminder before the due date of events.
 - The designated 'Teacher in Charge' of each excursion will ensure that all excursions, transport arrangements and activities comply with Departmental guidelines.
 - The designated 'Teacher in Charge' will ensure that staff to student ratios set by the Department, are strictly adhered to.
 - When transport is organised by bus, seatbelts are compulsory.
 - A mobile phone will be taken on all excursions.
 - The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these and individual student medication prior to leaving.
 - Special consideration must be given to students with disabilities.
 - Arrangements for students not attending the excursions will be made with other classes
 - Completed permission/consent forms must be kept at school,
 - The school will ensure that the teacher in charge of the excursion takes a copy of a Compass booklet detailing consent and medical information.
 - Only student who have displayed sensible and 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 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 the 'Teacher in Charge'.
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- If any student displays behaviour that is considered dangerous to himself /herself or others, he/she may, in consultation with the Principal, be removed from the excursion/camp.

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- The emergency management process of the school will extend to and incorporate all camps and excursions.
- The Teacher in Charge must provide the General Office with a final student list.
- The Teacher in Charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed that they can access Compass for this information which will be posted by a staff member involved in the excursion or office personnel.
- 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. **In any event Risk Assessment documentation must be completed prior to approval.**
- All adults participating in the excursion will be required to hold a current Working with Children Check (WWCC) or have VIT registration.
- Parent Helpers will wear a red excursion vest as a visible sign to all attendees that they are part of the staffing team for the activity.

Fire Danger or Ban

- The Principal will review planned camps ahead of forecast days of significant fire risk or total fire ban days and liaise with DET about whether the camp should be cancelled.
- On days determined Code Red by the Emergency Management Commissioner, all camps in the CFA fire district determined Code Red must be cancelled.
- If a camp is not cancelled, special fire safety precautions may be required, depending on the location.
- When required, Billanook Primary School will follow DET's emergency management (bushfires) procedures for off-site activities for all camps.

REVIEW CYCLE AND EVALUATION

This policy was last updated on:

Date:

Feb 2019

Evaluation and Review:

Feb 2022

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