



Somerville Primary School

Excursions Policy

Policy Name:	Excursions/Incursions	Date of approval:	06/2015
Responsible:	Principal	Expected review date:	2018

RATIONALE:

Excursions offer children a valuable way of exploring our World, State and immediate Environment. Excursions provide children with a lot of “real life” experiences and the opportunity to learn about a variety of places, tourist attractions and exhibits. This policy excludes camps.

AIMS:

- To provide opportunities for children to experience different cultural, tourist attractions, programs and learning activities outside the school grounds.
- To enrich classroom programs by participating in relevant excursions connected to themes and class work.
- To develop and foster positive behaviour skills when representing the school on excursions.

IMPLEMENTATION:

- The Principal will ensure that all excursions are maintained at a reasonable and affordable cost, and are thoroughly planned and conducted in a manner that complies with The School Policy and Advisory Guide.
- The Principal will be responsible for the implementation of the Excursion Program within the school.
- An appropriately designated ‘Teacher in Charge’ will coordinate each excursion.
- Costs and numbers should be worked out to ensure no money is lost due to bad planning e.g. replacement teachers, printing, buses and entrance fees. The ‘Teacher in Charge’ should ensure correct ratio numbers between students, teachers and adults is considered and there are adult/s with appropriate First Aid qualifications. (See www.education.vic.gov.au/spag)
- The ‘Teacher in Charge’ must discuss and obtain permission from the Principal before finalizing any excursion. The information required to be presented is the same as that required for the SAL (Student Activity Locator online form). After permission has been granted the staff member must then complete the Student Activity Locator online form three weeks prior to the excursion. A copy of this form is then sent to the Principal by that staff member
- The ‘Teacher in Charge’ will send to the Principal the excursion parent notification forms/medical consent, where once checked, will be sent to the office so appropriate information can be displayed on the newsletter, webpage

and Communication board. The notes will be stored in the User Drive/ Parent Notes.

- The ‘Teacher in Charge’ is responsible for producing these notes for the class/es and ensuring distribution by all grades on the same day.
- Notes must be sent home to parents at least two weeks prior to the excursion.
- Excursions and incursions all have ‘cut off’ dates for the returning of forms and money. Permission slips will not be accepted after the stipulated date. No monies are to be accepted on the day of an excursion / incursion.
- Parents experiencing financial difficulty, who wish for their children to attend an excursion, 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.
- Children whose payments have not been finalised before the departure date will be unable to attend unless alternative payment arrangements have been organised with the Principal.
- Teacher in charge should organise mobile phone, first aid kit and cheques for payment (if necessary) prior to the excursion day.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
- Parents selected to assist with an excursion will be required to have a current ‘Working With Children’s’ check.
- It is not acceptable for toddlers to accompany parent helpers on excursions as their role is to help supervise the school children.
- Excursions will be postponed or cancelled if the weather conditions or other factors create potential risks.
- Arrangements should be made for children not attending the excursion.
- Excursions should be limited to one a term and should not be considered when grades are participating in the Swimming or Camping Program for that term.
- Somerville Primary students will not be allowed to attend excursions or trips etc outside the school unless they comply with the requirements of the Student Dress Code.

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>and</p> <ul style="list-style-type: none"> • the Safety Guidelines for Education Outdoors must be followed.
<ul style="list-style-type: none"> • day excursions (other than those referred to above that must be approved by the school) 	<ul style="list-style-type: none"> • the principal, or • both principals when it is a joint

council).	activity involving another school.
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Schools must obtain written consent from parents or carers for school excursions, for the school to:

- take the student out of the school environment for a day excursion
- have the student in its care after normal school hours on an overnight excursion
- obtain parent or carer authorisation:
 - for the financial costs of the excursion
 - for any adventure activities that may be undertaken during the excursion
 - for students to be sent home from an excursion in the event of serious misbehaviour and for the costs of the student's return to be the parent or carer's responsibility
 - that if needed the school can consent to emergency medical treatment
 - enable the parent or carer to alert the school to any medical conditions or allergies.

Emergency notifications

To ensure information is provided to the emergency services in the case of an emergency, schools must notify the:

- Department's Emergency and Security Management Unit about the approved excursion **at least three weeks before the activity** using the [Student Activity Locator online form](#) (*EduMail password required*)
Contact number: (03) 9589-6266

Communications

Parents or carers should be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

During the excursion, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the contact person and not personnel on the excursion as this will keep the telephone lines free at the excursion site.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.

Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:

- staff on the excursion should:
 - take emergency action
 - immediately notify the school principal.

the principal should make arrangements for the Department's Emergency and Security Management Unit to be telephoned on 9589 6266.

EVALUATION:

The teacher in charge should, after each excursion, compile an evaluation describing the venue, suitability for age group, nature of show, activity or place, and its value to the Educational Program. The completed form should then be returned to the Principal.