SUPPORTING TEACHING AND LEARNING

EXCURSIONS

RATIONALE
- Excursions reinforce, complement and extend learning and social skills opportunities beyond the classroom
- Excursions develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the wider community

BROAD GUIDELINES
- This policy is written in accordance with the Child Protection Reporting Policy and Education and Training Reform Act, Child Safe Standards, Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870. As emphasised in the schools’ Child Safety Policy, “Concord School is committed to child safety and has a zero tolerance of child abuse”.
- An excursion is defined as any activity, which occurs on a single day, whereby students leave the school grounds for the purpose of engaging in educational activities. Camps are covered with a separate policy.
- Teachers will ensure that excursions are linked to Curriculum programs.

IMPLEMENTATION
The Principal or delegate (Team Leader) will ensure that:
- An online notification of school activity form is completed prior to the activity (http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx)
- In preparation for the excursion students and parents will be notified of the organisational arrangements and the relevant safety arrangements or emergency procedures and of expected standards of behaviour.
- The emergency management planning in schools extends to and incorporates school excursions.
- All excursion staff and where appropriate, students, must be familiar with emergency procedures for each excursion. Planning must cover arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions). School council approved excursions must have an emergency response plan see: Department resources.
- Principals may need to cancel excursions at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.
- When required, schools must follow the Department’s emergency management (bushfires) procedures for off-site activities for all excursions.
- The adult/student ratio will be no more than 1:6. Where water activities are involved the ratio will be no more than 1:4.
- Any water activity requires the presence of a teacher or pool supervisor with a current Austswim certificate. Epileptic students require 1:1 supervision and a doctor’s certificate stating they are permitted to participate in water activities.
- An activity that is considered to have greater than normal risks is deemed an adventure activity. (please refer to list of activities at the conclusion of the policy) All adventure activities require the approval of school council
- Students will not be excluded from excursions simply for financial reasons. Parents/carers experiencing financial difficulty, who wish their child to attend an excursion, will be required to discuss their individual situation with the Team Leader. Team Leader will, on a case-by-case basis, make decisions relating to alternative payment arrangements.
- Staff will be responsible for managing and monitoring the payments made by parents/carers.
- All families will be given sufficient time to make payments for excursions. Parents/carers will be sent a notice that provides details of the excursion and includes a ‘Permission to Attend’ slip.
- Students whose ‘Permission to Attend’ slip has not been received by the departure date will only be permitted to attend the excursion if verbal permission or text via “Message Media” is given by the parent/carer on the day of the excursion.
Each excursion will be coordinated by a designated ‘teacher in charge’ who must fill out the excursion details on Sharepoint including the names of the students attending and the mobile phone number of the teacher(s).
- Staff will take their Excursion Folder on all excursions.
- Students, as necessary, are to have some form of identification on them in case of an emergency.

RESOURCES
Safety, Emergency and Risk Management

REFERENCES
Adventure activities
abseiling
artificial climbing and abseiling walls
bush walking
canoeing/kayaking
challenge ropes courses
cross country skiing
cycling
downhill skiing and snowboarding
horse riding
orienteering
overnight camping
rafting
recreational swimming
rock climbing
sailing
scuba diving
sea kayaking
snorkelling
surfing
water skiing
windsurfing.

Schools Reference Guide
Planning and approvals
Adventure Activities
Staffing and Supervision
Student Medical Information