POLICY: EXCURSION

Help for non-English speakers
If you need help to understand the information in this policy, please contact the office at Brentwood Park on 9702 2022.

PURPOSE:

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS:

- To reinforce, complement and extend the 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
- To provide a safe, secure learning experience for students in a venue external to the school
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- To further develop problem solving and life skills
- To extend understanding of their physical and cultural environment

IMPLEMENTATION:

- The principal or assistant principal must approve all excursions.
- The principal or assistant principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DoE guidelines.
- Once the excursion has been approved all relevant documentation must be completed. This is available from the business manager. The business manager will complete the 'Student Activity Locator' three weeks prior to the excursion departure date. Also, a 'Risk Assessment for local excursions -template' is to be completed.
- The assistant principal will ensure relevant details are entered on the year planner (staffroom whiteboard)
- The department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

- The designated Excursion Co-Ordinator will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place. The department's requirements and guidelines relating to excursions will be rigorously observed. Consideration in planning should include:
    - safety, emergency & risk management , including bushfires or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling excursion for any other reason.
    - student preparation
    - student medical information
    - safety guidelines for education outdoors
- The emergency management process of the school will extend to and incorporate all excursions.

- Prior to the excursion parent/carers are to be made aware that DoE does not provide student accident cover and that they need to make their own arrangements for cover.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion. Students not attending an excursion will be placed in another class.
- The Department of Education will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion.
- The school will work with families of students with additional needs during the planning stage, as needed, to support all students' attendance and participation in excursion activities.

ARRANGEMENTS FOR PAYMENTS:

- 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 excursion, are invited to discuss alternative arrangements with the business manager. Decisions relating to alternative payment arrangements will be made by the business manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payments have not been finalized by the excursion finalisation date will not be allowed to attend unless alternative payment arrangements have been organized with the business manager. Newly enrolled students will be exempted from the payment finalisation date.
- The Business Manager will be responsible for managing and monitoring the payments made by parents through XUNO and will provide organizing teachers with detailed records on a regular basis.
- The business manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parent and are facilitated by the school.

TEACHER RESPONSIBILITIES:

- A designated Excursion Co-ordinator will coordinate each excursion and complete the 'Excursion e-learning module' on eduPay.
- The Excursion Co-ordinator, in liaison with the business manager will ascertain if the excursion location is in a bushfire zone which will be recorded on the 'Student Activity Locator.'
- The Excursion Co-ordinator must provide the general office with final student lists in manilla folders including the details of staff attending (mobiles, emergency contacts) as well providing the location of students not attending the excursion.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission and emergency contact form and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- For local excursions, an annual 'Local Excursions' consent form at the start of each school year will be signed by parents. For example, for excursions that occur regularly e.g. year six students visiting Kambrya Secondary College.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of excursions. The parents will require a Working with Children check (WWC). The parents will require a Working with Children check (WWC) and complete the Volunteer's Form and read the accompanying policies in the 'Volunteer Pack.' School staff will notify parents/carers of any costs associated with attending. School staff are in charge of excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding

which parents/carers will attend, the Excursion Leader will take into account: any valuable skills the parents/carers have to offer (e.g. first aid etc.) and the special needs of particular students.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the principal and/or assistant principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on excursions consistent with the school's Student Wellbeing and Discipline Policy. In extreme cases the excursion staff, following consultation with, and the approval of, 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 circumstance associated with the decision to send the student home
    - of the time when the parents/carers may collect their child from the excursion
- The school's emergency procedures to include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help
- All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion
- On days of extreme fire danger or total fire ban, the principal may need to cancel an excursion at short notice. Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.
- Any costs associated with student injury rest with parents/carers unless the department is liable in negligence (liability is not automatic). The school and the department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

DUTY OF CARE:

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an excursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that excursions require the teacher to fully comply with DoE guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that school policy is for students to be counted on a regular basis whist participating on the excursion.
- Arrangements will be made for students not attending the excursion to continue their normal program at school under supervision of another classroom teacher.

COMMUNICATION:

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Placed in a school newsletter
- Discussed at staff briefings/meetings as required

POLICY REVIEW AND APPROVAL:

Policy last reviewed	24/6/2025
Consultation	Consultation with school council and approved by School Council

Approved by	James Bell, principal
Next scheduled review date	May 2029