

Kananook Primary School

Excursion Policy



PURPOSE:

Kananook Primary School recognises excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided by the school. Excursions are a means of using different resources to enhance and enrich student learning.

NATURE:

All school excursions are educational, curriculum based and school directed.

School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest to a full day venture to the city or the zoo for instance.

DEECD guidelines and school policies are observed to ensure students participate in purposeful, safe and enjoyable experiences.

AIMS:

1. To utilise excursions to provide opportunities for rich, experiential learning.
2. To provide opportunities for learning beyond the classroom.
3. To utilise the wide range of facilities and expert instruction available elsewhere in the community.

RESPONSIBILITIES OF THE PRINCIPAL:

The principal is responsible for the approval of all non-adventure single-day excursions other than those that must approved by the [school council](#).

Before the program commences the principal should have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:

- the exact location of the excursion participants at all times, including during travel
- the relevant telephone number/s through which excursion staff may be contacted in an emergency
- the names and family contacts for all students and staff
- copies of the parental consent and medical advice forms of students
- a copy of the program's emergency response plan

Planning the excursion

To support your planning and to ensure you have met your responsibilities, use the [Principal checklist \(Word - 98Kb\)](#).

To begin planning your excursion, go to [Planning](#).

More information

Principals must understand the common law responsibilities of school personnel, see: [Legal liability](#). Reference: [DEECD Safety Guidelines for Education Outdoors](#)

RESPONSIBILITIES OF TEACHERS:

Teachers participating in an excursion should:

- understand the purpose of the program and its connection to student learning
- be aware of their [supervisory](#) responsibilities throughout the program
- know who is the nominated member of staff who will provide [first aid](#) if required

- know the exact location of students they are responsible for at all times including during travel.
- provide the office with a copy of the Excursion Details form indicating student number attending, number not attending, placement of non-attendees etc.

In addition the nominated **teacher-in-charge** should:

- have a list of all students and helpers attending
- have copies of the parent Volunteer Participation Form (see page 5)
- have copies of volunteers' Working with Children (WWC) checks (see page 6)
- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number
- have a copy of the names of family contacts for all students and staff on the excursion
- have copies of the parental approval and medical advice forms for those students on the excursion
- take all medication for individual students with medical conditions (eg. **Anaphylaxis Kit, Asthma Kit** etc).
- have First Aid training in **Anaphylaxis and/or Asthma** if a student on the excursion has one of these conditions and monitor those students closely
- call and communicate with the place of excursion (if appropriate) ahead of time to let them know if a student with a medical condition such as **anaphylaxis or asthma** is attending, in case activities are deemed dangerous and may need to be altered
- have submitted the [Notification of School Activity](#) three weeks prior to the excursion (requires edumail password) at www.eduweb.vic.gov.au/forms/school/sal

Reference: [DEECD Safety Guidelines for Education Outdoors](#)

RESPONSIBILITIES OF STUDENTS:

Students have a responsibility to:

- participate in class planning for the excursion
- follow the direction of teachers and parent helpers
- observe school and class rules
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the excursion

RESPONSIBILITIES OF PARENTS:

Parents have a responsibility to:

- support the school's program by encouraging their child's participation in excursions
- support the student code of conduct
- notify the school if cost of an excursion prohibits participation of their child
- provide feedback on the excursion
- provide full medical information and any required medication
- obtain a Working with Children Check (see next page for details)

Working with Children checks:

- a) School Council requires that volunteers who assist in programs that have potentially higher levels of student contact than normal (eg: camps, excursions, sporting team coach, swimming programs) must also obtain a WWC.
- b) Working with Children checks of volunteers are the responsibility of those volunteers.

- c) Reasons for volunteers to undertake WWC, as well as the fact that volunteers on camps etc have all obtained a WWC, will be publicised in the school newsletter.
- d) To obtain a WWC volunteers complete an application form. Forms can be obtained from and lodged through Australia Post outlets in Victoria. The Department of Justice will process the WWC Check and issue you with an Assessment Notice, Interim Negative Notice or Negative Notice.
- e) For more information and the required forms, go to [Department of Justice – Working With Children Check](#).
- f) A WWC is valid for five years, unless revoked due to a change in the cardholder's circumstances.eg. name or address change

IMPLEMENTATION:

1. WHO

- 1:20 adults on excursions
- 1:10 adults swimming indoors
- 1:5 adults swimming outdoors
- If parents/guardians are required, the following selection criteria may apply:
 - experience in managing children outside the family eg. Coach, Scout leader
 - relevant qualifications eg. First Aid
 - gender balance of excursion staff
- Volunteer helpers complete the Volunteer Participation Form (see page 5)
- Volunteer helpers given option of accompanying group of their choice
- Parents given phone number of School Contact person for use in case of emergency (not excursion personnel)

2. WHAT:

- Allocated supervisory roles for staff
- First Aid kit to be taken
- Individual medical kits and medications to be taken
- Permission notes to be taken and a copy left at school
- Mobile phone to be taken
- Office staff to be supplied with lists of students, staff and helpers on excursion.
- Office to be informed of absent students and a list of non-attending students and their location
- Appropriate clothing and equipment to be worn by students and staff
- The four emergency management components which need to be addressed which include: preparedness, prevention, response, recovery
- Excursion staff to have up to date medical information on students; to be kept by teacher in charge but accessible to other staff in emergencies
- First Aid, Anaphylaxis, Asthma (when student attends with these conditions) and CPR trained staff member attending
- Activity equipment and conduct of activities
- Risk management plan:
 - Skills and competence of operators
 - Regularity of review and testing
 - Quality assurance and consumer protection
 - Evacuation procedures

3. WHEN:

- Determined during planning meetings; appropriateness of excursion to the curriculum discussed
- Calendar to be checked to avoid clashes
- Permission notes to be sent home at least 2 weeks prior to excursion.

- Adequate pre-excursion planning to anticipate incidents/injury

4. WHERE:

- Choice of venue considerations:
 - Certification
 - Accreditation
 - Health , hygiene, safety
 - Certification and qualifications of staff
 - First aid facilities
 - Condition
 - Emergency equipment
 - Registration
 - References from other schools
 - Cleanliness
 - Buildings and facilities
 - Fire precautions
 - Evacuation procedures

ADDITIONAL:

- Attendance at excursions for students is a privilege, not a right. Behaviour contracts may be put in place. Students may be returned to school in cases of extreme behaviour and parents may be required to take responsibility for the costs involved.
- Pre-schoolers are not able to attend with parent helpers
- Financial circumstances may be considered to enable all children to attend
- Swimming instruction classes, to be outsourced to facility with suitably qualified instructors
- Principal may need to cancel excursions on days of Total Fire Bans

EVALUATION:

A post-excursion evaluation by the teacher-leader, students and parents or guardians of the following:

- Summary of the dates and main events
- Positive and negative aspects
- Areas for improvement
- Whether outcomes and objectives were achieved
- Experiences and benefits
- General comments
- The general reaction and conclusion of each student

The Excursion Policy will be reviewed regularly as part of the whole school cyclic review process.

Ratified by School Council May 2013

VOLUNTEER PARTICIPATION FORM

Dear Parent/Volunteer,

Thank you for offering to help with the **(insert name of event/excursion)** on **(insert date and time)**.

During the excursion you will:

1. Remain under the supervision of a qualified staff member at all times.
2. Be required to follow the directions of staff at all times.
3. Be expected to comply with venue policies/code of conduct such as no smoking and sun protection.

Prior to the excursion you will:

1. Be required to provide the school with a copy of a **Working with Children check** (see details next page)
2. Be provided with information about the educational objectives and your responsibilities in regard to the children participating in the excursion.
3. Be provided with written details such as the timetable for the day's events, staff names etc.
4. Be asked to provide emergency details for yourself prior to the excursion and permission for the teacher in charge to seek emergency medical treatment and or an ambulance service on your behalf if required.

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Kananook Primary School



VOLUNTEER PARTICIPATION ACKNOWLEDGEMENT

I, _____ understand and accept the responsibilities and conditions as noted above, and agree to volunteer for the above event/excursion.

I authorise the teacher in charge to seek emergency medical treatment or ambulance transport on my behalf if required.

Personal contacts to be notified in case of an emergency are:

Contact 1	Contact 2
Name:	Name:
Relationship:	Relationship:
Contact number:	Contact number:

Contact details of medical practitioner or medical service:

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Printed name:

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Signature: _____ Date:

The Kananook staff and students thank you for assisting with our event/excursion.

Working with Children Check

Legislation

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The system, established under the *Working with Children Act 2005* (the Act), was phased in between April 2006 and June 2011. Employers, volunteer organisations and agencies must ensure that any staff or volunteers who need a Working with Children (WWC) Check have applied for one.

How do I get a Working with Children Check done?

The first step is to complete an application form. Forms can be obtained from and lodged through Australia Post outlets in Victoria. The Department of Justice will process the WWC Check and issue you with an Assessment Notice, Interim Negative Notice or Negative Notice. For more information and the required forms, go to [Department of Justice – Working With Children Check](#).

How much does it cost?

There is no fee for volunteers.

What does a Working with Children Check cover?

The information obtained for the WWC Check includes:

- a national police records check
- a review of relevant findings from prescribed professional disciplinary bodies
- monitoring of card holders for new charges, convictions or findings of guilt and new relevant professional disciplinary findings.

How long is it valid for?

Five years, unless revoked due to a change in the cardholder's circumstances. If you're a Working with Children Check card holder you must advise the Department of Justice of the following to maintain the card:

- any 'relevant change in circumstances', including if you change your name
- any change of address details
- any change of employer or volunteer organisation, including changes to their contact details.

Where can I get further information or resources?

Contact the Victorian [Department of Justice – Working With Children Check](#)

GPO Box 1915

Melbourne VIC 3001

Telephone: 1300 652 879

Email: workingwithchildren@justice.vic.gov.au