

## POLICY STATEMENT

# EXCURSION/INCURSION

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## RATIONALE

A program of activities that enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

## AIMS

1. To encourage the educational, creative, recreational, social, emotional, intellectual and physical development of students.
2. To complement, support and enrich the curriculum.
3. To involve the children in a variety of challenging, interesting and enjoyable activities.

## DEFINITIONS

- **Excursion:** an activity organised by the school during which students leave the school grounds to engage in educational activities (including camps, sport, adventure activities and educational activities).
- **Incursion:** an activity that is organised by the school and occurs within the school grounds.
- **Local Excursion:** an activity within our local school community. (Examples of Local Excursions may include but not be limited to, safety talks at the crossing, Cross Country Runs, Garden walks, Upwey High visits, Burringa Gallery, Belgrave Library, etc.)

## IMPLEMENTATION

- Staff set a Term Levy. This may be paid 'upfront' or 'as-you-go'.
- The Excursion / Incursion Program will be supportive of the school's curriculum..
- Excursions and incursions must adhere to DE&T guidelines.
- Requests for Excursions are to be made on the **Excursion Approval Form** (Appendix 1)
- The person in charge of each Excursion is responsible for completing the **Excursions/Camp Checklist** (Appendix 2)
- School Council must approve all Adventure activities and Overnight Camps.
- The Principal/Assistant Principal is responsible for the approval of all other single-day excursions.
- It is a requirement of our School Camping Policy that all volunteers hold a WWCC card.
- When presenting information to the Principal, the Teacher in Charge must demonstrate that they have considered the following:
  1. The educational purpose of the excursion and its connection to student learning
  2. Impact on and disruption to other school programs
  3. Carried out a risk assessment for bushfires in the activity location
  4. Suitability and experience of attending staff to provide the necessary supervision of & instruction to students throughout the excursion

5. Provision of necessary first aid kits and any special particular medical/supervisory needs of students attending
  6. Junior school classes wear the school's identification vests at all times when on an excursion
  7. Excursion staff may include adults on a volunteer or paid basis. Ideally, the school would like all parents/carers who attend excursions to hold current 'Working with Children Check'.
  8. Excursions must be under the direct control of a DE&T or School Council employed teacher/s, in keeping with the required ratio of adults to students.
  9. While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account:
    1. Any valuable skills/qualifications/experience the parents have to offer.
    2. A balance of male and female adults
    3. The special needs of particular students.
    4. Nature and location of the excursion
    5. Any other relevant factors
  - Parents selected to assist with day excursions may be required to pay their excursion costs.
  - All families will be given sufficient time to make payments for excursions. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative financial arrangements with the Business Manager may not be eligible to attend the excursion/activity. An alternative program will be provided.
  - All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with their class teacher or Principal. Decisions relating to alternative payment arrangements will be made on a case-by-case basis and only on the approval of the Principal.
  - A signed "**Excursion Permission Slip**" (Part of Appendix 3) must be returned by the child's parent / carer prior to the excursion.
  - Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day 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 Teacher in Charge.
  - All excursion dates will be published in the School Newsletter.
  - An operational mobile phone must accompany every excursion. In the event of an emergency, excursion staff will immediately notify the Principal or Assistant Principal.
  - Appropriate transport, as per DE&T Guidelines, must be provided for all people attending and listed on the consent form.
  - The use of private vehicles should be avoided whenever possible and alternate, appropriate transport sought.
  - When a private vehicle is used: The parent should be advised of the name of the driver, and should sign a consent form for their child to travel in a private vehicle

- The vehicle must be roadworthy, have current registration and have comprehensive insurance. The driver must hold a valid driver's licence
- The Teacher in Charge must record the names of students travelling in each private vehicle
- Relevant documentation including consent forms with full contact details are to be held by the office staff on the day and a copy is to be carried with the teacher in charge and, at times, other staff attending the excursion.
- Students who have not returned a completed and signed consent form, will not attend the excursion, except in extreme circumstances, when documented verbal consent is obtained from a parent or guardian.
- If children are attending programs outside the school that parents take the children to, (such as TOTB, the duty of care lies with the service and provider and the parent.

### ***Excursion Approval Proforma:***

- ***Excursion Approval Form*** must contain details of: venue (where possible a Melway Map Reference) date, educational purpose of excursion, classes involved, cost, staff.
- Costs must be verified by the Business Manager and the selection of accompanying staff to be determined in conjunction with the Principal.
- ***Excursion Approval Form*** to be submitted to the principal at least four weeks prior to the excursion.
- Notification and approval of excursion to be confirmed within one week of submission of application. A copy of each ***Excursion Notice*** will be posted on the school website.
- This form replaces the previously used '*Notification of School Activity Form*' and can be found at:  
<http://www.education.vic.gov.au/school/principals/safety/Pages/outdoorforms.aspx> and must be completed at least three weeks prior to the activity. A hard copy of the online form must be included with all submissions to School Council.

### **APPENDICIES**

- Appendix 1 - ***Excursion Approval Form***
- Appendix 2 - ***Excursions/Camp Checklist*** and ***Information for School Office Template***
- Appendix 3 - ***Excursion Notice Proforma*** (including ***Excursion Permission Slip***)
- Appendix 4 - ***Notification of School Activity Form***

### **REFERENCES**

- DEECD - School Policy and Advisory Guide:  
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>
- DEECD - School Policy and Advisory Guide – Duty of Care  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>
- Education and Training Reform Act 2006  
[http://www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)
- <http://www.education.vic.gov.au/SCHOOL/PRINCIPALS/Pages/default.aspx>
- <http://www.education.vic.gov.au/school/principals/safety/Pages/outdoorforms.aspx>
- Tecoma PS ***Working With Children Check Policy***

**EVALUATION:**

Evaluation of this policy will be carried out by the Education Committee as part of the Education Committee's cyclic review process, in three years' time, or beforehand, if a significant issue arises.