

HEANY PARK PRIMARY SCHOOL

EXCURSION / INCURSION POLICY

PURPOSE

To provide a stimulating program of activities, within and outside the school, to support the implementation of the school curriculum.

OBJECTIVES

- To encourage the educational development of students through creative, recreational, social, emotional, intellectual and physical learning experiences.
- To involve the students in a variety of challenging, engaging, significant and relevant learning activities, that enrich the curriculum.
- To ensure that all excursion volunteers have a current *Working With Children Check*, as required by the Department of Education and Training
- To ensure that excursions / incursions are appropriately planned and approved in accordance with Departmental policy and requirements.
- To ensure that informed consent is obtained from parents or carers, for their child to participate in an excursion or incursion.

GUIDELINES FOR IMPLEMENTATION

- The Excursion/Incursion Program will include:
 - i) any visit away from the school during or out of school hours, including sport, swimming and Arts performances ie choir, instrumental and dance groups
 - ii) visits into the school by guest presenters
- Excursions and incursions must adhere to DET guidelines as provided in the *Schools Policy and Advisory Guide* <http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx?Redirect=1>
- Adequate pre-excursion planning and preparation must take place and where possible, excursion/incursion activities should be chosen on recommendation and after thorough investigation.
- The Department's on-line Student Activity Locator must be completed at least three weeks prior to the excursion, as part of all school excursion preparations. This proforma can be found in the eduGate Emergency Management portal.
- The Excursion Request Approval Form, see Appendix 1 or the Incursion Request Approval Form, See Appendix 4, must be forwarded to the Principal/Assistant Principal/s, for the approval of all single-day excursions / incursions, at least 3 weeks in advance of the event.
- A copy of the signed Excursion/Incursion Request Approval Form must be handed into the office for future reference.
- Schools must follow the Department's guidelines and school excursion policies in planning, conducting and approving adventure activities.
- School Council must approve all Adventure Activities, as per DET's *Schools Policy and Advisory Guide*.
- Excursions must be under the direct control of DET or School Council employed teacher/s, in keeping with the required ratio of adults to students:
 - i) Day Excursions (not including Adventure Activities): 1 to 20
 - ii) Adventure Activities as specifically listed in the Department's *Schools Policy and Advisory Guide*
- At least half of the required number of excursion adults must be teachers employed by DET.
- Excursion staff may include other adults on a volunteer basis, providing that they comply with DET *Working With Children* regulations. Refer: *Schools Policy and Advisory Guide*.
- Approval by the Principal may be given, where it is considered safe and appropriate, for one or more excursion staff employed by DET or School Council, to take control of a small group excursion in the local area.
- The Year Level Team Leader or relevant area co-ordinator is ultimately responsible for the excursion, with appropriate team support.
- Excursion organisers need to account for, and document, all possible expenses when setting the cost.
- Requests for additional staff should be arranged in advance and in consultation with the Principal/Assistant Principal.
- Requests for adult volunteers will be in writing. All volunteers shall be notified, by the organiser, of whether they are, or are not required to assist.

- Additional support from volunteers will be at the Year Level Team Leader's discretion. Any costs for extra adults will be covered by the budget. Other children are not permitted.
- The office staff should be advised of the forthcoming excursion/incursion at least 3 weeks in advance and a draft of the excursion notice must be given to the office for typing, to ensure that standard protocols are maintained.
- Sufficient information about the excursion or incursion, must be provided to parents, to enable them to make an informed decision about their child's participation.
- Where possible, parents of students are to be notified at least 3 weeks in advance of a forthcoming excursion/incursion. Prior notice may be given via level newsletters.
- Every effort should be made to encourage all students to participate.
- Students who have not returned a completed and signed consent form, will not attend the excursion.
- A first aid kit and an operational mobile phone must accompany every excursion. If more than one bus is to be used, a mobile phone and first aid kit should be carried on each bus.
- In the event of an emergency, excursion staff will promptly notify the Principal / Assistant Principal/s or school administration.
- All staff on the excursion must be made aware of the specific needs of any participating students. Volunteers on the excursion will be informed on a needs basis.
- Dates for excursions should be carefully planned so as not to clash with other activities, entered on the yearly PYP planner, school events calendar and electronic calendar, as soon as decided. Advance notice will given through the level newsletter.
- The cancellation of any program will be organised by the teacher in charge of the excursion/incursion, in consultation with the Principal / Assistant Principal.
- Any specialist lessons that fall on excursion/incursions days, will be forfeited, unless administration approved arrangements can be organised.
- Staff attending excursions need to ensure appropriate arrangements are in place to cover yard duty and supervision commitments. These arrangements must be communicated to the office and the Principal team.
- Relevant documentation to be held by the office staff on the day is to include:
 - i) exact location of the excursion at all times, where possible
 - ii) name and phone contact of the bus company and excursion venue
 - iii) phone numbers through which excursion staff may be contacted in an emergency
 - iv) names and emergency contacts for all participating students
 - v) names and emergency contacts/next of kin for all accompanying volunteers
 - vi) names of students, staff and volunteers in each vehicle
 - vii) the original Administration signed parent consent forms
- Parent consent forms must be completed in duplicate – one for administration and one for the teacher to take on the excursion.
- Appropriate transport, as per DET Guidelines, must be provided for all people attending. It is the school's preference that buses with seat belts be used where ever possible.
- Private vehicles should only be used where necessary, in accordance with guidelines provided in DET's *Schools Policy and Advisory Guide*.
- When a private vehicle is used:
 - i) parents must be advised of the name of the driver, and must sign a consent form for their child to travel in a vehicle driven by the named driver
 - ii) the vehicle must have current registration, a comprehensive insurance policy that includes liability at law by way of damages to an amount of not less than \$20 million, and an indemnity to the Crown
 - iii) the driver must hold a valid driver's licence, as detailed by the driver on the 'Private Vehicle Form' and a current *Working With Children Check*
 - iv) the driver's licence, comprehensive insurance policy and the *Working With Children Check* must be sighted by the school's office staff for verification purposes
 - v) accurate records must be kept of the names of students travelling in each vehicle
 - vi) the number of passengers must not exceed the number of working seat belts
 - vii) if students are under the age of 8, a booster car-seat must be provided by the student's parents
- It is expected that students return to school with their school group, at the conclusion of an excursion.
 - i) Where students are collected by their parent/carer at the excursion venue:
 - verification of the parent/carer's identity must be confirmed by the supervising teacher
 - the parent/carer, must communicate with the supervising teacher of their decision to collect their child from the excursion venue and not have their child return to school with the group.
 - ii) Where students are collected from school at the conclusion of their excursion, but prior to the end of the school day, the parent/carer will be required to sign their child/ren out at the office.

- Following an excursion/incursion, the relevant staff / committee will evaluate at their meeting, the value of the excursion/incursion activity, taking on any feedback with a view to future bookings. Evaluation comments/feedback should be noted in the minutes of the team meeting and saved on the school's network, in the relevant year level's folder.
- A General Excursions Checklist Appendix 2, and Incursion Checklist Appendix 3, will be available to assist staff with their planning.
- The procedures and information contained in the Excursion and Incursion Policy will be communicated at a staff meeting.
- In implementing this policy reference should be made to the Department's:
 - Excursions – Adventure Activities Policy
 - Excursions – Parent/Carer Consent Policy
 - Excursions – Planning and Approvals Policy
 - Excursions – Safety, Emergency and Risk Management Policy
 - Excursions – Student Medical Information Policy
 - Excursions – Student Preparation and Behaviour Policy
 - Excursions – Venue Selection Policy
 - Public Liability Insurance Policy
 - Volunteer Workers Policy

EVALUATION

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

Prepared by : Janet Evison, Adriana Dickinson, Gail Werrett, Kym Ryan, Cassie Wright, Robyn Davis,
Raewyn Williams, Kirsty Bone, Heather Brown

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Signed :

Janet Evison
Principal

Chris Parker
School Council President