
Excursion Policy

Background

At Huntingdale Primary School excursions are an integral part of the wider school program. They enable students to further their learning with experts and resources from outside the immediate school environment. The school ensures that excursions provide an enriching experience for our students and community members and are relevant to the current curriculum.

Purpose

To:

- Give students a wide range of experiences beyond the classroom that will enhance, complement and extend their learning as well as develop their language and social skills.
- Develop students' understanding that learning is not limited to the school environment and by providing them with opportunities to broaden their personal understandings and knowledge.
- Ensure the school is compliant with policies and procedures set out by the Department of Education and Training (DET).

Implementation

- The Principal has the overall responsibility of overseeing the implementation of this policy.
- At the commencement of each year staff will be briefed on this policy so that they understand their roles and responsibilities when organising excursions.
- There will be a nominated teacher in charge for each excursion who is responsible for completing all items on the Excursion Checklist (See Appendix 1).

Planning

- Where practicable, excursions are to be planned on a yearly basis. The Principal/or Assistant Principal must approve all excursions. They will ensure that the excursion relates to the curriculum and benefits students learning.
- When planning excursions, teachers should take into account the school timetable and ensure that the excursion day works well for **both** the English and Japanese Teachers in that area of the school. It is strongly advised that a day should be chosen where the Japanese Teacher has the most time in that area.
- As per VRQA requirements a risk assessment including bushfire risk assessment must be completed as part of the planning process (See Appendix 1).
- All teachers involved in the excursion must ensure they swap yard duty if they are scheduled on duty at school. They must advise the Assistant Principal via email a week prior to the excursion.
- The teacher in charge of the excursion must check the timetable to see if swaps to classes need to be made. This must be done in conjunction with the Assistant Principal at least two weeks prior.
- The teacher in charge of organising the excursion should send Information about the excursion to the Principal for School Council reports as relevant. This may include the educational aims and objectives of the excursion and how it is related to the curriculum.
- All excursions require parental or guardian permission.
- All excursion notes must be approved by the Principal/Assistant Principal and distributed to students at least three weeks prior to the event.



- The Coordinator will notify the Office Manager of the excursion prior to the notices being distributed to students. This will enable details of the excursion to be added to CASES 21.
- The Coordinator will send the excursion notice to the Business Manager so that it can be placed on Tiq Biz.
- All money and excursion permission forms must be sent to the office for processing. Any parent wishing to use the Government Camps and Excursions Allowance must apply for this through the Business Manager.
- All endeavours will be made not to exclude students from excursions for financial reasons. Parents experiencing financial difficulty, who wish their child to attend an excursion will be required to discuss their individual situation with the Principal. Decisions regarding alternative payment arrangements will be made by the Principal on a case by case basis.
- Sufficient time will be given for parents to make payments for excursions. Reminders will be provided via TiqBiz. Children whose payments have not been finalised by the due date may not be able to attend the excursion unless other arrangements have been with the Principal.
- If an excursion needs a cheque on or before the day, submit a request to the Business Manager one week prior to the excursion.
- The excursion coordinator is responsible for writing details of the excursion on the school share point diary <http://10.151.142.51/Lists/Calendar/calendar.aspx>
- Satisfactory arrangements must be made for students not attending excursions.

On the day

- Classroom teachers need to ensure they have all signed permission notes for excursions.
- All students must be wearing school uniform on excursions, including hats the time of year requires.
- Teachers must take the roll before leaving for excursions.
- Teachers must take with them on the excursion; their permission notes, medical information, first aid kit, anaphylaxis or other medication and a charged mobile phone.
- The excursion organiser needs to ensure that the office has the relevant information about the excursion (see Appendix 3).
- Teachers can take photos of students during the excursion for those who have signed the photo permission form to record the excursion.

After

- The Excursion Coordinator may complete a TiqBiz update or write an article for the newsletter.
- If accidents or injuries occur during excursions it must be reported to the school office.
- All permission notes should be sent to the **school office** for archiving.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle.

Certification

This policy was endorsed by School Council at the meeting held on 18 March 2014

Signed.....
[Signature]
Principal

Signed.....
[Signature]
School Council President



Appendix 1- Excursion Planning Form

This form is to be completed and forwarded to the Principal or Assistant Principal

EXCURSION TITLE: _____ YEAR LEVEL(S)/GRADE(S): _____

CURRICULUM LINK: _____

SYNOPSIS OF EXCURSION: _____

DATE: _____ ORGANISER: _____

START TIME: _____ END TIME: _____

VENUE: _____

COSTING:

Bus	\$ _____	Bus Company Details _____
Entry	\$ _____	
Other expenses	\$ _____	
TOTAL COST	\$ _____	

PARTICIPATION:

Number of children: _____

Teachers attending: _____

Parents: _____

ARRANGEMENTS FOR NON-PARTICIPANTS:



Risk Register

Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs – caused by – leading to</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk			
1. Natural Disasters a) Bush Fire b) Flooding		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
2. Location – Distance		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
3. Communication		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
4. Weather		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
5. Transport		Satisfactory Poor Unknown	Severe Major Moderate Minor	Almost certain Likely Possible Unlikely



Risk Description Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Existing Controls Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
			Insignificant	Rare
6. Bus accident		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
7. First-Aid		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
8. Staffing/ Supervision		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
9. Permission / Medical consent forms		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare
10. If a student(s) leave excursion site		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence					
		Insignificant	Minor	Moderate	Major	Severe	
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme	
	Likely	Medium	Medium	High	Extreme	Extreme	
	Possible	Low	Medium	Medium	High	Extreme	
	Unlikely	Low	Low	Medium	Medium	High	
	Rare	Low	Low	Low	Medium	Medium	



DET's Acceptability Chart: Used to decide whether the risk is acceptable, based on the rating calculated.

<p>Extreme = Unacceptable (must have Executive oversight)</p>	<p>Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Executive Officer level, be subject to the development of detailed treatments, on-going oversight and high level review.</p>
<p>High = Tolerable (with continual Management review)</p>	<p>Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this risk to senior levels should occur.</p>
<p>Medium = Tolerable (with frequent risk owner review)</p>	<p>Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.</p>
<p>Low = Acceptable (with periodic review)</p>	<p>Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.</p>

Approved: _____ Date: _____



Appendix 2- Excursion Planning Checklist

Excursion Title: _____ Excursion Coordinator: _____

Year Levels: _____ Date: _____

	ITEMS TO CHECK	DATE D/W	INIT
	PLANNING		
1	Organise date- Check calendar for other school activities on that day such as SRI, choir, keyboard		
2	Obtain quote for excursion costs and buses (Calculate cost per child)		
3	Fill in Excursion Planning Form and have it signed by the Principal or Assistant Principal		
4	Book Venue. Once date is confirmed- place on the share point calendar http://10.151.142.51/Lists/Calendar/calendar.aspx		
6	Book Buses		
7	Inform Office of the excursion so it can be placed on CASES21		
8	Make notice to go home to families at least 3 weeks prior - send to the Principal or Assistant Principal for approval		
9	Once approved send it to Business Manager to be placed on TiqBiz		
10	Advise other service providers if need to cancel school activities on that day i.e.: re, violin, guitar, keyboard		
11	Provide the Principal with details about the excursion so it can be included in School Council Report		
12	Complete purchase order for bus, excursion provider- organise cheque if needed on the day.		
13	Discuss excursion with Japanese Teachers		
14	Discuss any timetable changes with the Assistant Principal		
15	Check for yard duty changes that are needed		
16	Ensure that details are given to Office Staff to complete the DET online excursion form (SAL)		
	ONCE FLYERS ARE SENT OUT TO FAMILIES		
16	When money received, please record in cash book and send to office every day and send receipt home with student		
	A WEEK PRIOR TO EXCURSIONS		
17	Check all students have paid and returned permission slips		

18	Send reminder via TiqBiz		
DAY BEFORE EXCURSION			
19	Check permission slips		
ON DAY OF EXCURSION			
20	Take photos of the excursion/Tiq Biz Update		
21	Take mobile phone		
22	Take first aid kit and epipens		
23	Send excursion planning form to office, AP and Principal		
AFTER EXCURSION			
24	Return all permissions and this form to office for retention/report First Aid incidences		
25	Complete newsletter article		



Appendix 3- Excursion Day Organisation Form

Excursion Title & Date: _____

Staff Attending & Mobile Numbers:

Number of students:

Parent Helpers:

Student Groups:

Students Not Attending/location:

Timetable of the Day:

Give approximate times

9.00 Leave Huntingdale PS

3.00pm Arrive Back at Huntingdale PS