

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.

Huntingdale Primary School as part of the Victorian Government state school system is committed to the safety and wellbeing of all children and young people on excursions, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. There is a culture of 'no tolerance' for child abuse. The school follows the Child Safe Standards and expects that all camps providers will be compliant.

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) and the Child Safe Standards.

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 the Child Safe Standards and 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. Teachers should check that the excursion provider is compliant with the Child Safe Standards.
- 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 or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
September 2016	15 th November 2016	15 th November 2019



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 \$ _____

COST PER CHILD (work out on the basis of 90% of students attending) \$ _____

PARTICIPATION:

Number of children: _____

Teachers attending: _____

Parents: _____

ARRANGEMENTS FOR NON-PARTICIPANTS:



Excursion Risk Register

Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
1. Natural Disasters a) Bush Fire b) Flooding	<ul style="list-style-type: none"> • DET notifications for weather conditions • CFA notifications • Bureau of Meteorology website to monitor conditions 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low
2. Location – Distance	<ul style="list-style-type: none"> • Fully stocked first aid kit with sick bags • Teachers have mobile phones • Staff car present on overnight camps • Skype facilities • Tiq Biz 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
3. Communication	<ul style="list-style-type: none"> • Teachers have mobile phones • Tiq Biz 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
4. Weather	<ul style="list-style-type: none"> • Students wear raincoats and take umbrellas • Excursion site that has shelter 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
5. Transport	<ul style="list-style-type: none"> • Book buses with seatbelts 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low
6. Bus accident	<ul style="list-style-type: none"> • DET Emergency Services • First Aid Kits • Emergency Services 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Extreme	Low
7. First-Aid	<ul style="list-style-type: none"> • Permission notes have current medical information on it • CASES21 medical information • Allergy alert sheets • Fully stocked first aid kit with sick bags • School epipen • Individual student medical tub (for those who need it) 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low



Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
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				
8. Staffing/ Supervision	<ul style="list-style-type: none"> Follow DET staffing ratios 1:20 Parent helpers on excursions ES staff for students who need extra supervision 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Low	Low
9. Permission / Medical consent forms	<ul style="list-style-type: none"> All permission and medical forms must be received before excursion Permission notes have provision for parents to write latest medical needs Staff take medical/consent forms on excursion 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Low	Low
10. If a student(s) leave excursion site	<ul style="list-style-type: none"> School to send another teacher to excursion site if practical DET Security Services Emergency Services 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
11. No organisational culture of child safety	<ul style="list-style-type: none"> Ensure all excursion providers have a Child Safety Code of Conduct Statement of commitment to child safety is publicly available 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Extreme	Low
12. Inappropriate behaviour occurs on excursion	<ul style="list-style-type: none"> School staff to report to the organisation immediately School staff to implement child safety reporting procedures Child safety code of conduct of organisation 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low
13. Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> Staff to supervise students at all times Report suspicious behaviour to excursion provider School staff to implement child safety reporting procedures Child safety code of conduct 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
14. Ad-hoc contractors on the premises (e.g. maintenance)	<ul style="list-style-type: none"> Staff to supervise students at all times Check for Visitors Pass Report suspicious behaviour to excursion provider School staff to implement child safety reporting procedures 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low



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.

Extreme = Unacceptable (must have Executive oversight)	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.
High = Tolerable (with continual Management review)	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.
Medium = Tolerable (with frequent risk owner review)	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.
Low = Acceptable (with periodic review)	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.

Approved: _____

Date: _____



Appendix 2- Excursion Planning Checklist

Excursion Title: _____ Excursion Coordinator: _____

Year Levels: _____ Date: _____

Organise and gain approval for date		
Check calendar for other school activities on that day such as SRI and music lessons		
Discuss with Japanese Teacher and other affected staff		
Ask: <i>Has this incursion/excursion been included in the start of year budget expenditure sent to parents?</i> If yes, great! If not, you will need to use your team's budget.		
Check excursion provider is compliant with the Child Safe Standards? (See checklist)		
Obtain quote for transport		
Obtain quote for admission		
Check pricing with Business Manager		
Check supervision requirements and need for parent helpers		
Refer to principal/assistant principal for approval		
Table excursion and excursion budget at School Council for approval		
Inform assistant principal so changes to timetable can be made accordingly		
Once date is confirmed		
Create permission form for families at least 3 weeks prior		
Inform office of the excursion so it can be placed on CASES21		
Inform date for Business Manager so it can be added to the school calendar		
Email copy of permission form to office & Rosella ready for School Council		
Business Manager to action Tiq Biz notification to parents		
Organise permission slips with office staff		
Inform Gill so S/A/L report can be completed and submitted. This information includes: <ul style="list-style-type: none"> - Number of teachers going - Number of students going - Phone number and address of venue - Teacher in charge 		
Complete purchase order for transport		
Complete purchase order for venue		
Book transport		
Book venue		
Inform extra-curricular music teachers of absence		
Once flyers are sent out to families		
When students' money is received, record in cash book and send to office <u>every day</u> .		
Send payment receipts home with students		
Ensure permission slips are returned for all students (or they cannot attend the activity)		
Check all parents going on excursion have provided a copy of a Working With Children Check		



Two days prior to excursion/incursion		
Check that all students have paid and returned permission slips		
Send copy of permission form to business manager so reminder notice can be posted electronically on Tiqbiz		
Ensure that yard duty changes are made and communicate these to the Assistant Principal so they can be put on the Daily Bulletin		
Day before excursion/incursion		
If necessary, check that first aid kit is ready to go. One per class teacher.		
If appropriate, check that school mobile is charged.		
Day of excursion/incursion		
Parent helpers to sign in at the office		
Send list of absences to office of students remaining in class stating where they will be and with which teacher		
Communicate clearly with parent helpers re: expectations and structure of day		
Take permission slips for every student to excursion (very important!)		
Collect First Aid bags and individual student's first aid boxes (epipens, Ventolin, etc.) from health centre		
Ensure mobile phone from office is taken		
After excursion		
Return all permission forms and this form to office for retention		
Profit and Loss report to be done- Business Manager		
Print up 'Charge by Charge' report and keep		
Make a folder with copy of excursion information, this sheet and profit/loss statement		

Questions to ask Excursion Providers about the Child Safe Standards

Question	Yes	No
Are you aware of the Child Safe Standards?		
Is your organisation compliant?		
Do you have a Child Safe Standards Policy?		
Does your organisation have a Code of Conduct for working with children?		
Are your staff trained in knowing about the Child Safe Standards and undertake training such as Mandatory Reporting?		
Do staff have Working With Children Checks?		
Do staff understand their obligations to reporting Child Abuse?		
What sort of risk assessment has your organisation undertaken in regards to the Child Safe Standards?		
What supports are in place for student supervision and safety?		



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