

PORT KEMBLA PUBLIC SCHOOL

SCHOOL EXCURSIONS POLICY



This policy covers excursions in line with the Department of Education's Excursions Policy (PD/2004/0010/V07) and associated Implementation Procedures.

Rationale:

School excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted external to the school site. The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement and are an important aspect of the educational programs offered at our school. There is an expectation, apart from in extenuating circumstances, that all eligible students attend an excursion.

Aims:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Implementation:

Application and approval

- The principal is responsible for the approval of all excursions including overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities. Before approving, the principal will take into account the educational value of each excursion.
- A designated 'Teacher in Charge' will coordinate each day excursion with support from the assistant principal who supervises the stage group.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the teacher in charge and other key members must meet with the principal to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the principal's approval is granted, detailed planning should commence using the Excursion Application Form. This must include a risk assessment.
- Whenever possible permanent/temporary staff members will attend excursions. If it is necessary for a casual teacher to attend an excursion the 'teacher in charge' needs to ensure the casual teacher has been briefed on any student with particular needs (health or otherwise), briefed on any students with risk assessments, briefed on the risk assessment completed in relation to the excursion and that the casual teacher has the relevant training in child protection, e-emergency care and anaphylaxis prior to attending the excursion.

Finance

- 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, can apply to make instalment payments or seek financial assistance via the school's student support allocation. All applications should be made either via the principal or the School Administration Manager. All applications will be treated confidentially and determinations will be made by the principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date notifying them of the need to finalise payment. Students whose payments and permission notes have not been finalised by the cut-off date will not be allowed to attend unless alternative payment arrangements had been previously organised with the principal or School Administration Manager.
- Payment cut-off dates should be at least one week prior to the excursion and these should be strictly adhered to. This is the responsibility of the teacher in charge of organising the excursion.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on request.

- Teachers are responsible for chasing up payments and permission notes to ensure they are collected prior to cut-off dates.

Medical/Emergency

- Staff should carry with them all signed consent slip whilst on the excursion and take note of any medication, medical or health conditions that have been written on that slip. If the written instructions on the slip are not clear, then the instructions should be clarified prior to the excursion. This is the responsibility of the student's teacher.
- Staff should carry a current emergency contact list for the students they have with them. This is the responsibility of the student's teacher.
- A first aid kit containing a school adrenaline auto injector and an ASCIA action plan (general use) for adrenaline auto injector must be taken on every excursion. This is the responsibility of the teacher in charge of organising the excursion.
- For any children with diagnosed medical conditions that has medication stored at the school, the student's teacher is responsible for ensuring that the medication is collected from the first aid room immediately prior to the excursion and returned immediately following the conclusion of the excursion. If the student's teacher is not attending the excursion, the collection of this medication is the responsibility of the teacher in charge.
- From time to time it may be necessary that parents will require staff to administer prescribed medication. If this is the case the teacher in charge needs to ensure that the staff member has completed the online training for administering prescribed medication. The parent should supply written instructions on how and when to administer the medication and the medication should be in its original packaging with all written information on the packaging clearly displayed. This medication should be handed to the student's teacher immediately prior to the excursion.
- All staff attending an excursion should have current qualifications in e-Emergency care and anaphylaxis. For overnight excursions at least one staff member should possess current accreditation in cardiopulmonary resuscitation (CPR).
- Students with health care needs should be included on the excursion risk assessment.

Transport

- Walking - If attending an excursion close to the school, it is appropriate for students and their supervisors to walk to the site. The route should be pre-determined and a risk assessment completed. This is the responsibility of the teacher in charge.
- Bus - If traveling by bus, seatbelts should be worn if they are available.
- Cars – this should only occur when it is either impractical or cost prohibitive to employ alternative transport arrangements. The following needs to occur:
 - o Written permission has been obtained from the parents/caregivers of the students being transported.
 - o The driver is licenced (proof presented to the school office prior to the excursion)
 - o The car is registered (proof presented to the school office prior to the excursion)
 - o The number of passengers in the vehicle does not exceed the number of seatbelts.
 - o In the case of parents transporting students a Working with children check, Appendix 5 – Declaration for volunteers and contractors need to be completed prior to the excursion.

Student Behaviour

- Prior to excursions, students should be reminded that they are representing the school, the expected standard of behaviour and that the school's discipline code is still in place during excursions.

Exclusion

- If a child has an individual risk assessment this document should be reviewed by the principal in relation to attending the excursion. If the principal deems that the risk to the child or others on the excursion is too great then the student can be excluded from the excursion. This is the responsibility of the principal and the principal should discuss the matter with the Director Education Leadership, the parents/caregivers and the student. If the parent disagrees with the principal's determination which can be lodged with the Director Education Leadership.