

Excursion Policy 2016

Aims

- A. We encourage teachers to take students on excursions as they provide opportunities for rich, experiential learning.
- B. We employ out of school programs to utilise the wide range of facilities and expert instruction available elsewhere in the community.
- C. We aim for excursions and out of school programs to be: educationally valuable and relevant, enjoyable and safe, for all people involved.

Scope and Application

- A. This policy applies to occasions when students are taken outside the school grounds in order to achieve an educational aim.
- B. It includes excursions, eg, Scitech and dramatic performances, out of school programs, eg, visits to the park at lunch time, gym woodwork and swimming, and incursions. Out of school programs and incursions may be considered synonymous with excursions for the purpose of this policy.
- C. It includes water based excursions.
- D. Additional considerations apply to camps (see Camp Policy).

Principles

- A. Excursion Coordinator**
 - 1. The excursion Coordinator is in charge of the excursion. They organise and attend the excursion.
 - 2. If the excursion Coordinator is a teacher, they may delegate particular organisational tasks to a responsible adult, while remaining responsible for the excursion.
 - 3. If the excursion Coordinator is not a member of the teaching staff they will liaise with a teacher who will be the person in charge of students on the day of the excursion, and responsible for integrating the excursion into the educational program.
 - 4. Occasionally a school community member, who is not a teacher, may take a small group of students on an excursion, under the direction of a member of staff.
- B. Parent Involvement**
 - 1. Parents are encouraged to attend excursions. Many excursions would not be possible without the help of parents, both supervising and providing transport.
 - 2. Parents are encouraged to suggest, to the teaching staff, ideas for excursions they feel would be beneficial and enjoyable to the students and relevant to the educational program. They are also encouraged to take on the organisation of the excursion.
- C. Parent Permission**
 - 1. We do not require parents to complete and return permission slips for every excursion

2. On enrolment, all parents give permission for their child to attend excursions. This applies to all excursions using public transport during the school year.
3. If a child is to be transported on an excursion in a private vehicle, a new permission form must be signed by the parent.
4. Excursions are advertised in the school newsletter in advance and parents are encouraged to discuss the excursion with the excursion Coordinator.
5. If a parent feels an excursion is unsuitable or unsafe for their child, the child may be excused from the excursion. (See Exemption from Particular Classes Policy.)

D. Communication

1. Clear communication between staff, students and parents is essential for a successful, enjoyable and safe excursion. See Attachment B: Excursion Communication Checklist.

E. Cost

1. In general the cost of excursions is borne by parents. We aim to keep the price of excursions reasonable to make them affordable for all families.
2. Consideration may be given to the school funding an excursion. For example, the school has paid for Scitech membership and bus fares to circus. The cost may come out of a class budget if the teacher feels it is appropriate.

F. Spending money

1. Money for personal use, eg, for ice-creams, lunches and drinks, is not permitted on excursions or camps unless expressly required for all students by the excursion Coordinator.

G. Excursion File

A record is kept of excursions both for the benefit of teachers organising future excursions and as an historical record. It may contain:

1. Copy of Excursion Policy, blank checklists and review forms
2. Information about excursions we have been on, including contact details
3. Completed checklists
4. Reviews of excursions, including any photos, student recounts and artwork and teacher reviews or reference to where to find them (eg Kerry Street News 2005, term 4 week6)

H. Supervision (see Supervision Policy)

1. Supervision levels reflect the risks involved in the particular excursion, and the students' and supervisors' abilities. The excursion Coordinator's judgement will be used to determine what an appropriate number of supervising adults is and how supervision is to be organised.
2. Recommended minimum requirements may be altered at the discretion of the school Coordinator.
3. Consideration will be given to the requirement to provide supervision at school. If the excursion is made available for all students, any students not attending may be required to be kept home from school.
4. Specific supervision strategies will be put in place before students begin the activity.

I. Transportation (see Transport in Private Vehicles Policy)

1. Transport on excursions is often by private vehicle or public transport.
2. Permission will be sought for each excursion that requires private transport.
3. Excursion Transport Details form must be completed before leaving the school.
4. All care is taken to ensure the safety of students:
5. Expectations of students and adults attending the excursion will be made clear before leaving school.
6. If transport is by hired bus or other external provider, the provider will have public liability

J. First Aid

1. The emergency first aid kit will be taken on all excursions.
2. Relevant medication for students with severe allergies will be taken on excursions.
3. There will be at least 1 person qualified with an Applied First Aid Certificate on all excursions. (copied from Illness and first aid policy III G 6)

Responsibilities

A. Coordinator

1. Ensuring excursions and out of school programs occur as an integrated part of the school curriculum.

B. Teaching Staff

1. Organising excursions as part of their educational program.

C. Excursion Coordinator

1. All aspects of an excursion, including supervising the students on the excursion.
2. Maintaining the excursion file.
3. Completing all aspects of the excursion checklist including the permission slip for travel in private vehicles and review.

D. Parents

1. Assisting on excursions.
2. Being aware of what is happening at school (eg, by reading the newsletter) including planned excursions.
3. Signing permission for Travel in Private Cars
4. Pay excursion fees prior to excursion date unless prior arrangement has been made with the excursion coordinator

E. Students

1. Taking note of when excursions are planned and being prepared, eg, with appropriate clothing and lunch.

Related Legislation

- A. See Policies and Procedures Guidelines for Schools, Compliance Issues, AISWA
- B. Working With Children (Criminal Record Checking) Act 2004

Related Kerry Street Documentation

- A.** Policies including:
 - 1.** Camp Policy
 - 2.** Travel in Private Vehicles Policy
 - 3.** Supervision Policy
 - 4.** Duty of Care Policy
 - 5.** Child Protection Policy
 - 6.** Volunteers Policy
 - 7.** Employment Policy
 - 8.** Curriculum Policy
 - 9.** Exemption from Particular Classes Policy
 - 10.** Illness and First Aid policy
- B.** Enrolment Form

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

Attachments

- A.** Procedure
- B.** Excursion Checklist
- C.** Excursion Communication Checklist
- D.** Excursion Review
- E.** Procedure for Swimming at Fremantle Leisure Centre
- F.** Procedure for swimming at South Beach
- G.** Excursion Transport Details (Private Vehicle)
- H.** Excursion Transport Details (Public Vehicle bus or train)
- I.** Excursion Details and Risk Assessment
- J.** Students Attending
- K.** Excursion Invoice Form

Authorisation and Review

- A.** This policy was read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B.** Reviewed by meeting of staff and council 13/1/06

- C. This policy was reviewed September 2012
- D. This policy was reviewed and added attachments F and G, Sept 2013
- E. Attachments I-K added 13/09/2016
- F. Attachment G – Private Vehicles was updated 23-11-2016
- G. To be reviewed Nov 2017

Helen Sugars Duff

Excursion Policy – Attachment A
Procedure

- A.** The excursion is proposed, by staff, students or parents and agreed upon.
- B.** An excursion Coordinator is nominated.
- C.** The excursion Coordinator organises the excursion according to this policy, using the excursion and communication checklists if desired and helpful (Attachments B and C).
- D.** The excursion Coordinator fill out the Transport in Private Vehicles Details form (Attachment G) or the Public Transport Details form (Attachment H) prior to leaving the school.
- E.** An excursion review (Attachment D) is completed and filed wherever possible. Sharing the experience with the school community is encouraged.
- F.** Where a routine is established for an out of school program checklists only need to be completed once per program.

Excursion Policy – Attachment B

Excursion Check List

Excursion Coordinator:	Excursion venue:
Date:	Classes attending:

Education

- I have considered the educational purpose of the excursion and how it relates to the educational program
- I have plans for related activities, before and/or after the excursion
- I have assessed the suitability of the excursion for each student, including those with special needs, and made arrangements necessary to meet students' needs

Organisation

- I have checked, with other members of the teaching staff, including the Coordinator, and on the term planner, that the excursion will not clash with other school activities already planned or cause undue hardship to the other staff or students
- I have determined the cost of the excursion and organised an acceptable method of payment (and given relevant paperwork to the administrator)
- I have booked the excursion
- I have arranged transport to and from the excursion
- I have a list of who is going on the excursion (students and adults) which I will take with me on the day
- I have arranged supervision on the excursion and for students left behind at school, if applicable
- I have told the students about the excursion
- I have communicated to the school community relevant information about the excursion (see excursion communication check list)

Safety

- I have assessed the risk associated with the excursion and conclude it is acceptable
- I have made plans to minimise this risk (eg, supervision strategies, stop signs for road crossings)
- I have assessed individual students' abilities to cope successfully and safely with the activities and made plans to accommodate individual needs in regard to safety
- I have confirmed with the venue and transport company, if applicable, that they have public liability insurance.
- I have reminded the children about bringing shoes, hats, drink bottles, etc, as appropriate

- I have clearly explained to the children and adults attending the excursion; what is going to happen, what is expected of them and what to do if something goes wrong (eg someone gets lost or hurt)
- I have adequate assistance in supervising and transporting children
- I have resources available in case of injury or other emergency, **including the emergency first aid kit and personal medication eg epipen**
- Coordinator has approved risk assessment

Review

- I have reviewed the excursion and filed any paperwork in the excursions file

Excursion Policy – Attachment C
Excursion Communication Check List

Why to Communicate

- It is important to communicate to parents your intention to take students on an excursion to give the opportunity for parents to attend and to ensure parents are aware of where their child is and what they are likely to be doing.
- It is valuable to tell the students as much as possible about the excursion.
- Other staff at the school need to know about the excursion so any circumstances arising as a result may be worked out and so they can answer questions about the excursion from parents and students when you are not available.
- Clear communication prior to the event will greatly increase the probability of a successful, enjoyable, safe excursion.

What to Communicate

- Who the excursion Coordinator is
- Who is going (which class/es)
- Where you are going (venue) and what you will do there
- When you are going (date)
- How parents can confirm student (and adult if relevant) attendance and by when
- Whether you need parent help with supervision
- Whether you need parent help with transport
- How you are getting there
- What time you will leave school and what time you will get back
- What time you would like parent supervisors to get to school
- If students need to be dropped off or picked up at a venue other than school
- What the students need to bring
- How much it costs and how you would like parents to pay
- How the excursion relates to the educational program

How to Communicate

There are various ways in which this information may be communicated. As early as possible is best so parents can make arrangements to be there if they choose and so they can budget for the cost of the excursion. Reminders are a good idea if the information is put in the newsletter ahead of time.

- School newsletter (essential) ○ Term planner (essential) ○ Front glass door poster ○ Individual notes in pigeonholes ○ Verbally to individual parents or at a meeting ○ Posters in classroom or elsewhere (eg office door) ○ Tell students and remind them

After the Excursion

Share your experiences with the school community – there are lots of ways.

Excursion Policy – Attachment D

Excursion Review

<u>Excursion:</u>	<u>Date:</u>	<u>Excursion Coordinator:</u>
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1. How did it go? (Educationally, value for money, student behaviour, etc)
2. Did anything go really well?
3. If anything went wrong, what was it? How was it handled?
4. Any advice for other excursion Coordinators planning an excursion like this?

Please put this review and the excursion checklist in the excursion file, along with any other relevant paperwork of interest, including contact names and details, venue information, samples of student recounts, artwork and/or thank you letters to the excursion venue, photos or references to photos or videos on the computer or disk. Thanks.

This could be a great historical record of the school's excursions for the year as well as a resource for future excursions (not to mention making the yearbook easier to do!!!).

Excursion Policy – Attachment E
Procedure for Swimming, Fremantle Leisure Centre

1. Two members of the teaching staff will attend, who are responsible for:

- O Arranging transport to the pool
- O Organising supervision (see Supervision Policy for adult/child ratios) including briefing supervisors on the school's expectations of them
- O Monitoring vigilance of supervision
- O Activities and student behaviour
- O Ensuring all students are returned into the care of a responsible adult (see Duty of Care Policy)

2. Supervisors are responsible for

- O Closely supervising students in the car park at school and at the pool.
- O Careful monitoring of students in the pool. Many supervisors find counting heads every few minutes useful.
- O Clearly transferring responsibility for students when necessary.
- O Students' general behaviour at the pool. If any child is being uncooperative or misbehaving, the supervisor should refer them to one of the teachers.

3. Safety procedure once at the pool:

- O Everyone meets on the northern grassed area to assign groups containing students and a supervisor. Students will not enter the pool area until their supervisor is ready.
- O If possible, groups should contain students of similar swimming ability so they may all engage in activities that are both challenging and safe. Social considerations are also important. We want it to be fun. It is an advantage if the supervisor knows the students reasonably well. Students with a lower level of swimming ability require lower student/teacher ratios.
- O The group, consisting of supervisor and students, will stay together for the whole afternoon. They may change pool or activity by mutual consent.
- O In the case of *necessary temporary absence* of the supervisor or a student, for example to go to the toilet, the supervisor will arrange with another supervising adult to be responsible for their students and tell the students who their temporary supervisor is.
- O Students remain the responsibility of their supervisor at all times until the agreed end time, when all students get out of the pool and meet on the grassed area. The responsibility is then transferred to the teachers.
- O In the case of the supervisor leaving before the end time, the supervisor will clearly transfer responsibility for the students to the teacher in charge.
- O For all students whose parents are present at the agreed end time, responsibility for the student will be explicitly transferred to the parent by the teacher.
- O At the agreed end time, any students whose parents are not present will remain out of the pool and stay on the northern grassed area, under the supervision of a teacher.

- One teacher will remain at the pool until all students have been picked up and the other will return to school with the students who have arranged to be picked up from there.

Excursion Policy – Attachment F
Procedure for Swimming, South Beach

1. One member of the staff will be responsible for:

- Getting to the beach before the designated start time
- Organising supervision (see Supervision Policy for adult/child ratios) including briefing supervisors on the school's expectations of them
- Monitoring vigilance of supervision
- Activities and student behaviour
- Arranging transport back to school

2. Supervisors are responsible for

- Closely supervising students in the car park and at the beach.
- Careful monitoring of students in the water. Many supervisors find counting heads every few minutes useful.
- Clearly transferring responsibility for students when necessary.
- Students' general behaviour. If any child is being uncooperative or misbehaving, the supervisor should refer them to one of the teachers.

3. Procedure to maximize safety at the beach:

- Parents dropping children off and not staying will bring their child down to the beach and hand them over to the staff member in charge.
- The person in charge will assign each child to a supervisor.
- If possible, groups should contain students of similar swimming ability so they may all engage in activities that are both challenging and safe. Social considerations are also important. We want it to be fun. It is an advantage if the supervisor knows the students reasonably well. Students with a lower level of swimming ability require lower student/teacher ratios.
- The group, consisting of supervisor and students, will stay together for the whole time. They may change activity by mutual consent.
- In the case of *necessary temporary absence* of the supervisor or a student, for example to go to the toilet, the supervisor will arrange with another supervising adult to be responsible for their students and tell the students who their temporary supervisor is.
- Students remain the responsibility of their supervisor at all times until it is time to leave, when all students get out of the water and meet on the grassed area near the shower.
- In the case of the supervisor leaving before the end time, the supervisor will clearly transfer responsibility for the students to the person in charge.
- The person in charge will ensure that every student is assigned transport back to school.

Excursion Policy – Attachment G

Excursion Transport Details - Private Vehicles

Excursion Coordinator:

Date:

Travelling From:

Travelling to:

Group 1	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.			
	Registration No.			
	1. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>		
	2. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>		
Signature				
		1. _____	1. _____	
		2. _____	2. _____	
		3. _____	3. _____	
		4. _____	4. _____	
		5. _____	5. _____	
Group 2	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.			
	Registration No.			
	3. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>		
	4. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>		
Signature				
		1. _____	1. _____	
		2. _____	2. _____	
		3. _____	3. _____	
		4. _____	4. _____	
		5. _____	5. _____	
Group 3	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.			
	Registration No.			
	5. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>		
	6. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>		
Signature				
		1. _____	1. _____	
		2. _____	2. _____	
		3. _____	3. _____	
		4. _____	4. _____	
		5. _____	5. _____	
Group 4	Driver		Student Names	Parent Signature
	Driver's license No.			
	Contact phone No.			
	Registration No.			
	7. Registration is current <i>(on excursion date)</i>	<input type="checkbox"/>		
	8. Seatbelts are in working order and checked <i>(on excursion date)</i>	<input type="checkbox"/>		
Signature				
		1. _____	1. _____	
		2. _____	2. _____	
		3. _____	3. _____	
		4. _____	4. _____	
		5. _____	5. _____	

Excursion Policy – Attachment H
Excursion Transport Details - Public Transport

Travel by Bus or Train

Excursion Coordinator:

Date:

Travelling to:

Other supervising Adults:

Bus/Train Information

Bus/Train No. _____

Expected Time: _____

Bus Stop No.: _____

Bus/Train Information

Bus/Train No. _____

Expected Time: _____

Bus Stop No.: _____

Bus/Train Information

Bus/Train No. _____

Expected Time: _____

Bus Stop No.: _____

Bus/Train Information

Bus/Train No. _____

Expected Time: _____

Bus Stop No.: _____

Bus/Train Information

Bus/Train No. _____

Expected Time: _____

Bus Stop No.: _____

Bus/Train Information

Bus/Train No. _____

Expected Time: _____

Bus Stop No.: _____

Excursion Policy – Attachment I
Excursion Details and Risk Assessment

When			
<u>Date</u>		<u>Time</u>	
Where			
<u>Transport</u>			
Who			
<u>Staff</u>		<u>Parents</u>	

<u>Time</u>	<u>Activity</u>	<u>Notes</u>

<u>Hazard</u>	<u>Risk</u>	<u>Action</u>
<i>Eg. Industrial environment</i>	<i>Slipping, dropping heavy items</i>	<i>Students to wear closed in shoes</i>

Excursion Policy – Attachment J

Students Attending

Please list the names of all students who attended the excursion. Also include parents where applicable.

Alternatively, attach a class checklist to excursion records.

First Name	Surname	Parent/s	Sibling/s

Excursion Policy – Attachment K

Excursion Invoice Form

Please complete this form if your excursion requires payment from families, return to Jackie either by email or hard copy when excursion is booked

Excursion Coordinator:	Class attending:
Date of excursion:	Company Name:
Date of Invoice Form completion:	Location:
PROVIDER INVOICE TYPE:	
Individual Cost <input type="checkbox"/>	Minimum Group Cost <input type="checkbox"/>
Adults to be added to student cost <input type="checkbox"/>	Adults Included <input type="checkbox"/>
Individual Cost \$:	Minimum Group Cost \$:
Payment cut off date:	Parents to confirm attendance prior to final cost and school invoicing? Yes/No
	Payment cut off date: