



Excursion and Camp Policy

Aims

- A. We encourage teachers to take students on excursions as they provide opportunities for rich, experiential learning.
- B. We aim for excursions and out of school programs to be educationally valuable and relevant, and enjoyable and safe for all people involved.
- C. We value whole of school excursions, such as our annual camp, as an opportunity to create a sense of community and develop positive relationships amongst community members.
- D. We employ out of school programs to utilise the wide range of facilities and expert instruction available elsewhere in the community.

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:
 - 1. excursions, e.g. Scitech and dramatic performances.
 - 2. out of school programs, e.g. 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.
 - 3. water-based excursions.
 - 4. school camps.
- C. All school policies also apply on excursions and issues addressed in other policies will not be specifically addressed here (for example, first aid, supervision and food and nutrition).

Principles

- A. The cost of excursions, including camp, are kept as low as possible to make them accessible to all families.
- B. In general, the cost of excursions is borne by parents, and is payable through an annual excursion levy at the beginning of the school year (per child), enabling the school to plan for a rewarding program of excursions throughout the year.

1. Consideration may be given to the school funding an excursion. The cost may come out of a class budget if the teacher feels it is appropriate.
 2. Application for grants provides an additional opportunity for funding excursions.
 3. At the conclusion of the year, and remaining Excursion Levy funds shall be allocated at the discretion of the Financial Sub-committee. This may include applying remaining funds to excursions in the following year, or reimbursing student accounts.
- C. Parents are encouraged to attend excursions. Many excursions would not be possible without the help of parents, both supervising and providing transport.
- D. 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.
- E. The excursion Coordinator is in charge of the excursion. They organise and attend the excursion.
- F. Benefits and risks are considered prior to embarking on excursions, including the completion of a risk assessment and excursion checklists.
- G. 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.)
- H. Clear communication between staff, students and parents is essential for a successful, enjoyable and safe excursion.
- I. Supervision levels for excursions 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.
- J. All members of the school community in attendance at excursions are responsible for assisting to make the excursions safe and enjoyable.
- K. A record is kept of excursions both for the benefit of teachers organising future excursions and as an historical record.

Responsibilities

A. Board

1. Monitoring and revising this policy as needed.

B. Principal

1. Ensuring excursions and out of school programs occur as an integrated part of the school curriculum.
2. Review excursion risk assessment and checklists as prepared by Excursion Coordinator.
3. Consult with teaching staff to initiate camp and inform Camp Coordinator/Camp Committee.

C. Financial Sub-committee

1. Review remaining Excursion Levy funds at the conclusion of the year and decide on allocation.

D. Admin Staff

1. Apply levy to all student accounts, and track payments.
2. Apply reimbursements to student accounts

E. Teaching Staff

1. Organising excursions as part of their educational program.
2. Develop an excursion plan for the year and prepare budget.
3. Communicate with parents, students, and all staff about excursion plan.
4. A member of the teaching staff will sit on the Camp Committee.
5. Once at the camp, the teacher in charge is responsible.

F. 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 risk assessment and excursion checklist including the permission slip for travel in private vehicles and review.
4. For school camps, organisation of all aspects of the camp is the responsibility of the camp organiser, in conjunction with the teacher in charge.

D. Parents

1. Assisting on excursions and complying with requests made by excursion coordinator and other staff.
2. Have a current Working with Children Check if staying overnight on school camps.
3. Being aware of what is happening at school (e.g. by reading the newsletter) including planned excursions.
4. Signing permission for Travel in Private Cars or hired bus.
5. Pay excursion levy at the beginning of the school year.

E. Students

1. Taking note of when excursions are planned and being prepared, e.g. 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. Procedures and Forms including:

1. Excursion Procedure
2. Excursion Checklist
3. Excursion Communication Checklist
4. Excursion Itinerary and risk assessment
5. Excursion Review Form
6. Guidelines for Number of Supervisors for Different Activities
7. Excursion Transport Details (Private Vehicle)
8. Excursion Transport Details (Public Vehicle bus or train)
9. Record of Students Attending
10. Excursion Invoice Form
11. Camp Procedure
12. Camp Organiser Check List
13. Camp Review (for teacher in charge)
14. Camp Evaluation (for families)

B. Policies including:

1. Travel in Private Vehicles Policy
2. Duty of Care Policy
3. Child Protection Policy
4. Volunteers Policy
5. Employment Policy
6. Curriculum Policy
7. Exemption from Particular Classes Policy
8. Illness and First Aid policy
9. Emergency Procedures Policy
10. Sun Protection Policy
11. Severe Allergies Policy
12. Asthma Care Policy
13. Food and Nutrition Policy

C. Enrolment Form

Contact Person

Enquires relating to this policy should be directed to the School Principal or Chair of the School Board.

Breaches of this Policy

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

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
- H. Reviewed June 2018

Revision History

Date	Revision	Detail
June 2018	V2	Amalgamation of Excursion policy with Camp policy to create new Excursion Policy. Separated policy from procedures.
April 2019		Addition of Excursion Levy refund principal and responsibilities