

EXCURSIONS POLICY & PROCEDURES

(Including risk assessment for bush fires)



RATIONALE:

The school's excursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Excursions are an important aspect of the educational programs offered at our school.

AIMS:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.
- Ensure safety and welfare of students with external providers.

IMPLEMENTATION:

- For the purpose of this policy, an excursion is defined as an activity organised by the school whereby students leave the school grounds to engage in educational activities.
- The staff will determine excursions for the school year, will ensure that all events are maintained at a reasonable and affordable cost, that they complement the curriculum, and they comply with all Department of Education requirements.
- School Council must approve all excursions.
- Every endeavour will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised prior to the excursion will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Office staff will provide classroom teachers with detailed records of parent payments on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion.
- To ensure the safety and welfare of all students, 'duty of care' will be exercised by staff members attending excursions – refer to PVNPS's Duty of Care policy.
- Parental consent must be provided in the form of either a signed permission note or online form (where available) for students to be able to attend the excursion.
- When obtaining parental consent, the permission slip will have sufficient information to allow parents to make an **informed decision** about whether to permit their child to participate in the activity. The consent form should include information about the nature of the proposed activity, degree of supervision and the risks involved.

- The permission slip will provide a contact person at the school in case parents require further information.
- The Teacher in Charge must provide the General Office and Assistant Principal with a final student list. This list must also include the location of students not involved in the excursion.
- Students who do not attend excursion will be provided with suitable alternative activities.
- The ‘Excursion Check Sheet’ including ‘Medication Check Sheet’ must be filled out and given to the Assistant Principal / Daily Organiser prior to the excursion.

BUSHFIRES AND CONTROL PROCEDURES ON EXCURSIONS:

- Pre-activity planning will include consideration of the possible fire risk and potential for bushfire in the relevant location when attending excursion. Alternatives will be planned to allow for last-minute change in the event of severe fire danger.
- Fires and open fire places will be used in accordance with the requirements of the fire and/or land management authorities.
- Where relevant, students will be briefed on the risks associated with open flames in a bush setting.
- The communication strategy will include mechanisms to ensure that the group is alerted to a potential Total Fire Ban or other communications from fire authorities.
- In addition, staff will consider prevailing local conditions and adjust the excursion accordingly. Adjustments could include further consultation with the school and/or land management authorities to determine course of action, evacuation, changing location or cancellation of the activity.

EVALUATION:

This policy will be reviewed as part of the school’s three-year review cycle.

<p>This policy was last ratified by School Council in</p> <p>Name of School Council President.....</p> <p>Signature of School Council President.....</p>
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*Reference:
S132-2014 –Legal Division - Focus on Legal*