

BASIC BELIEFS

Excursions are seen as an integral part of the Program's service delivery as they enable participants to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the OSHC programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom and in the wider community.
- To progress towards identified personal goals.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for participants in a venue external to the school setting.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

GUIDELINES FOR ACTION

- All excursions must be approved by the Principal or School Council.
- Documentation must be submitted to the Principal prior to the designated excursion date.
- All excursions must be approved prior to running.
- The Principal or School Council will consider the learning outcome and goals of the excursion.
- The Principal or School Council will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with relevant DET, DHHS and/or NDIS guidelines.
- Once the excursion has been approved the Program Coordinator will complete the 'Notification of School Activity' at: <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/SitePages/SALSub.aspx> prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
 - Excursions involving water or near water
 - Adventure activities
- The Principal is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

EXPECTATIONS

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions alongside DHHS and NDIS requirements.
- The Principal or nominee will ensure that full records are maintained regarding the excursion.
- The Principal or nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of participants, takes place.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The Program may choose to subsidise some excursions or some participant's expenses.
- Prior to conducting an excursion, the approval of the School Council or the Principal will be obtained.
- School Council must approve adventure activities. The Principal must also approve these and other activities.
- Only participants who have displayed sensible, reliable behaviour at the school will be invited to participate in

excursions. Participants and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion.

- The emergency management process of the school will extend to and incorporate all OSHC excursions.

PROGRAM PROCEDURES

Prior to conducting an OSHC excursion, the Department's requirements and guidelines relating to excursions will be observed and applied where appropriate.

Consideration in planning should include referral to the Programs' current Emergency Management Plan and the following policies:

- Safety, Emergency & Risk Management
- Student Preparation and Behaviour
- Student Medical Information
- Safety Guidelines for Education Outdoors
- Adventure Activities
- Staffing and Supervision

The Program Coordinator will ensure that full records are submitted to the Principal and/or School Council regarding the excursion well in advance of the starting date of the event and that no excursion occurs unless all the formal record keeping has been completed and approved.

In approving an excursion, consideration will include:

- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- relevance of excursion in relation to participant goals
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of participants and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the participant supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-participant ratios
- participant experience

Prior to excursions parent/carers are to be made aware that DET does not provide participant accident cover and that they need to make their own arrangements for cover.

Arrangements for payments

- Parents/carers experiencing financial difficulty are invited to discuss alternative payment arrangements with the Program Coordinator. Decisions relating to alternative payment arrangements will be made by the Program Coordinator in consultation with the school Business Manager, on an individual basis.
- Parents will be provided with quarterly Program booking confirmation documentation including excursion information clearly stating costs and payment options.
- The Program Coordinator in consultation with the school Business Manager will be responsible for managing and monitoring the payments made by parents and/or their agent.

Staff Responsibilities:

- A designated Team Leader will coordinate each excursion.
- The Team Leader or their nominee must complete the daily excursion documentation with a final participant list, staff names, destination, bus taken, and time in and expected time of return.

- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.
- Only participants that have displayed sensible, reliable behaviour at the school will be permitted to participate in excursions. The decision to exclude a participant from an excursion will be made by the Program Coordinator, in consultation with the Team Leader. Both the parent and the participant will be informed of this decision prior to the excursion departing the school grounds.

The school's emergency procedures include the effects of an emergency on participant supervision in the event of excursion staff being required to assist injured persons or to go for help.

All excursion staff and, where appropriate, the participants will be familiar with the specific procedures for dealing with emergencies on each excursion.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through:

DET Excursions and Activities

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent>

Notification of School Activity (camps and excursions)

<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/SitePages/SALSub.aspx>

Appendice: Excursion Risk Management Assessment Form

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

Date Implemented	
Author	Elaine Feyen – Program Coordinator
Approved By	
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Matthew Shakespeare - Assistant Principal
Review Date	
References	<u>DET Excursions and Activities</u>

Excursion Risk Management Assessment Form

Section 1 Environment Emergency Management Assessment

Venue Assessed _____ for month of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
---	---	---

Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Group:	Date:	Team Leader:
--------	-------	--------------

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school for assistance.

If a participant is lost – ensure all other participants and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every Team Leader should have a copy of this in their Excursion Folder.

If someone is injured – ensure all other participants and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete appropriate documentation upon return to school.