



## Excursions Implementation Procedures

### Purpose

This excursion implementation policy was developed in line with the Department of Education's *Excursion Policy-PD2004/0010/V07* and the *Excursions Implementation Policy Procedures-FA387- March 2018*.

It establishes guidelines regarding the organisation of and involvement in excursions and school sporting carnivals.

Further information to support this policy can be found using the above two references on the Department of Education website.

### Rationale:

An excursion/carnival should:

- Enrich children's experiences.
- Broaden children's concepts.
- Reinforce the achievement of outcomes.
- Provide opportunities for the development of appropriate social skills
- Promote the development of self esteem.

Excursions are an important and integral part of the school curriculum and of teaching and learning programs.

An excursion is any learning experience external to the school site. It is initiated, organised and supervised by class teachers and approved by the principal. "Virtual excursions" using information and communication technologies should also be organised in line with the policy statements.

An excursion may be a brief visit of less than an hour to a local point of interest or an extended journey occupying a number of days and requiring overnight accommodation.

### Objectives-Policy Statement

- Determining the educational value of an excursion must take account of the needs and resources of the school, student families, the needs of the students and the total learning program.
- Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
- A duty of care is owed to students in the school environment and while on excursions.
- The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
- The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.
- A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
- Signed consent forms granting permission for students to participate in excursions and medical information or medical form are to be obtained from parents or caregivers.
- Safe transport or a safe walking route is to be organised for excursions.
- Students must behave appropriately at all times while on excursions, including when animals are encountered



- The Principal will determine the staff to student ratio based on the type of activities being undertaken and age of the students attending and Department of Education Policy.

## **Implementation and Organisation:**

- An excursion package to support the smooth organisation and execution of an excursion will be used by the organising teacher/s.
- Unless exceptional circumstances exist, all students should have the opportunity to participate in an excursion.
- Signed consent forms granting permission for students to participate in an excursion and a medical information form must be obtained from parents/caregivers. This medical information can be in the form of the medical information held by the school provided it has been updated annually.
- A date for the return of signed consent forms will be advertised and included on correspondence with parents and carers. A payment plan may be negotiated to support families experiencing financial hardship so a student is able to attend an excursion. This payment plan and financial assistance is at the discretion of the principal and must be coordinated prior to the closing date for the excursion.
- Parents/carers will not be rung for verbal permission on the day of the excursion as consent must be in written form and be provided by the due date to ensure the excursion is correctly staffed and budgeted. As a general rule, students without a signed consent form from a parent or caregiver must not be permitted to participate in a school excursion. Exceptional circumstances as highlighted in 8.1.11 *Excursions Implementation Policy Procedures* does not include forgetting a note or a student or parent/caregiver stating they did not receive the information if the principal determines there has been sufficient communication and reminders given.
- The support needs of students with disabilities or special learning needs, including those with medical conditions will require careful consideration and consultation with parents and caregivers. Consideration must be given to reasonable adjustments to enable students with a disability to participate in an excursion.
- Students will comply with the Student Welfare guidelines at all times while representing the school on excursions.

## **Evaluation:**

- Excursion/Carnival: Will take place after each excursion. All staff and students attending the excursion may contribute to the evaluation. A copy of the evaluation and organisation will be kept on the server or in a swing file in the SAM's office for future reference.
- This policy will be revised in line with the Department of Education Policy review process.