



Flemington Primary School

POLICY FOLDER

Curriculum – Incursions and Excursions Policy

Date Ratified - March 2014

Review Date - March 2016

RATIONALE

Excursions and Incursions at Flemington Primary School are viewed as an integral part of the school's curriculum and provide access to learning experiences within and beyond the classroom and school grounds.

An excursion is any learning experience beyond the school grounds. Excursions are intended to enable students to explore, extend and enrich their learning and their social skills development, in settings beyond the school.

An incursion is any learning experience that involves visitors to the school who usually provide a performance or service or activity for the students for a fee. Incursions are intended to enable students to further their learning by complementing classroom lessons with experts, experiences and resources provided from outside the immediate school community.

Excursions and Incursions complement, and are an important aspect of the educational programs offered at our school.

PURPOSE

The purpose of excursions/incursions is to:

- reinforce, complement and extend the learning opportunities beyond the classroom and provide local and global perspectives
- develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with people and experiences beyond school.
- provide safe, secure learning experiences for students in a range of suitable venues
- further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- further develop problem solving and life survival skills.
- extend understanding of their physical and cultural environment.

EXPECTATIONS

- Department of Education and Early Childhood Development (DEECD) requirements and guidelines will be observed in the conduct of all excursions/incursions.
- The Principal or their nominee will ensure that full records are maintained regarding the excursion/incursion.
- The Principal or their nominee will ensure that adequate pre-excursion/pre-incursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for those students not participating in the excursion/incursion.
- DEECD will not incur any expense associated with the conduct of excursions. The school may choose, at its discretion, to contribute to the cost of some excursions/incursions or some student's expenses.
- Prior to conducting an excursion/incursion, the approval of the Principal must be obtained. In addition to the Principal's approval, the School Council must also approve overnight or adventure activities.

IMPLEMENTATION

A. Process and Planning

- Prior to conducting an excursion/incursion, the DEECD's requirements and guidelines and Flemington Primary School policies relevant to excursions/incursions, will be rigorously observed. Consideration in planning may include references to the following websites and policies:
 - *Safety Guidelines for Education Outdoors*
 - *Safety, Emergency and Risk management*
 - *Student medical information*
 - *Emergency Response Procedure : Bushfire*
 - *FPS Student Transport Policy*
 - *FPS Anaphylaxis Policy*

- Staff wishing to organize an excursion/incursion must complete the *Excursion/Incursion Forms* (refer to the guidelines on the *Excursion/Incursion Form*), and lodge this form and the proposed permission note with the Principal/Assistant Principal, then the Business Manager
- Where an excursion/incursion is being organized by a Specialist Teacher, the same process above is to be followed. The organiser is to also ensure that the Department and PLT Leader/s have been consulted and approve the event.
- In situations where pre-approval is required for a booking process to begin, Team Leaders may seek pre-approval from the Principal. However the official approval process as documented in the above point will still need to be followed.
- Where an excursion/incursion proposal has not been submitted, the event will not run, unless special circumstances are pending. The Principal will make this decision, giving consideration to the educational outcomes of the excursion/incursion as well as the impact on the school of the proposed date.
- Staff wishing to organize an excursion must lodge documentation at least 4 weeks prior to the planned date.
- At the beginning of each term all proposed excursion/incursions are to be included in the team's newsletters.
- The staff organizing the excursion/incursion will ensure that all event arrangements, transport arrangements, emergency procedures and staffing comply with DEECD guidelines.
- The Principal or Assistant Principal is responsible for the approval of all single-day incursions and excursions. In addition to the approval by the Principal, School Council is responsible for the approval of:
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations

B. Financial Management

The Excursions and incursions levy is plaid for at the beginning of the year and covers the cost of all excursions and incursions for the year.

Camps, Swimming and inter school sporting events are paid in addition

- All endeavours will be made to ensure students are not excluded from excursions/incursions for financial reasons. Parents/carers experiencing financial difficulty, who wish for their child/children to attend an excursion/incursion will be

required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal and Business Manager on a case-by case basis.

- Parents/carers will be provided with permission forms and excursion/incursion information clearly stating payment finalization dates. Students whose payments have not been finalized the day prior to the event will not be allowed to attend unless alternative payment arrangements have been organized with the Principal and Business Manager. Once that arrangement has been made, the school will be responsible for recuperating costs.
- Office staff will be responsible for managing and monitoring the payments made by parents/carers and will provide the Teacher in Charge and class teachers with detailed records on a regular basis leading up to the event.
- Class teachers are responsible for providing sufficient reminders to students who have not paid prior to the event.
- Payment and/or permission notes will not be accepted on the day of the event (unless in exceptional circumstances as deemed by the Principal).
- On the day of the excursion/incursion, the classroom teacher is to provide the General Office with a class list indicating the students that are attending the event.
- Financial management of an excursion takes into account the cost of the transport, entrance to the venue/event and the cost of associated impacts (eg: replacement teachers). Given this, the cost calculated per child is evenly distributed.
- Financial management of an excursion/incursion should result in a balanced expenditure (expenses and monies received should be balanced.) In the case where there is a loss, the school is responsible for covering the cost associated.

C. Staff Responsibilities

- A designated Teacher in Charge will coordinate each excursion/incursion.
- All excursions/incursions will be attended by teaching staff who will be responsible for the supervision of students at all times. DEECD guidelines for staff-student ratios will be adhered to.
- The Teacher in Charge is responsible for ensuring that class lists are provided to the General Office indicating:
 - o students who are attending the event
 - o students who are absent on the day of the event
 - o the names and the location of students not attending the event.
- In the case where an excursion/incursion involves a particular class or year level group, the Teacher in Charge will ensure that there is an alternative program available for those students not attending the event.
- In the event of an accident or emergency, the Teacher in Charge will be responsible for the organisation of first aid, and will organise contact with parents/carers as appropriate. In the event that parents/carers cannot be contacted, the Teacher in Charge will follow school first aid and emergency procedures as appropriate.
- The Teacher in Charge must provide the Principal or Assistant Principal with a report of any emergencies, incidents, mishaps or concerns that may have arisen during the excursion/incursion.
- All permission notes are to be forwarded to the office for archiving at the completion of the excursion/incursion.

Excursion specific responsibilities

- The school will provide a first aid kit for each excursion. The Teacher in Charge is responsible for collecting this prior to leaving.
- Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- Classroom teachers are responsible for collecting individual student medication, that is required to be taken on the excursion, from the first aid room. This medication must be returned to the first aid room immediately after the excursion. This medication is to be signed out upon collection and signed in upon return.
- The Teacher in Charge will communicate the anticipated return time with the General Office in the case where excursions are returning out of school hours.
- Parents/carers may be invited to assist in the delivery of excursions. In the event that this is required, parents/carers must possess an approved *Working With Children's Check* which has been lodged with the General Office prior to attendance. The Business Manager is to be provided with a list of parents/carers attending the event.

D. Student Expectations

- Students not attending the excursion/incursion will be provided with suitable alternative learning experiences. The Teacher in Charge will be responsible for ensuring the provision of these learning experiences.
- If students have not displayed appropriate behaviour at school they may not be invited to participate in school excursions/incursions. Parents/carers will be notified if a child is at risk of not being invited to participate in an excursion/incursion due to inappropriate behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal or Team Leader.
- The FPS Student Engagement and Wellbeing Policy and FPS Student Management : Staged Response Procedures apply to students on excursions/ incursions. In extreme cases, the excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during an excursion.
- In such circumstances, the parent/carer will be advised of:
 - o the circumstance associated with the decision to send the student home
 - o the time when the parents/carers may collect their child from the excursion
 - o the anticipated time that the student will arrive home
 - o any costs associated with the student's return which will be the responsibility of the parents/carers
- Refunds will not be given if students do not attend an excursion/incursion. If a child has missed an excursion/incursion due to illness and presents a doctor's medical certificate, the cost will be refunded. Many excursions/incursions are paid in advance and costs worked out based on the number of students attending.

E. Permission Requirements

- Permission notes are required for all incursions and excursions regardless of whether payment is required. Permission notes are to be completed and returned prior to the event.
- The local excursion permission form is signed by parents/caregivers at the commencement of each year.
- The Interschool sport permission forms are distributed to selected students as each event arises.
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- Verbal permission is not acceptable and a student will not be able to attend unless the school has been provided with written permission. Signed, faxed or emailed permission forms are acceptable.

F. Local Excursions

- Parents/carers are provided with a local excursion permission note at the start of each school year. This note covers all local excursions throughout the year. A local excursion covers any excursion within the immediate vicinity of the school that is accessible by walking.
- In the case of Local Excursions, parents/carers must have completed the local excursion form prior to a student attending the local excursion

G. Duty of Care

Staff are to be aware that children may be less constrained and more prone to accident and injury than in a more closely supervised classroom.

- Excursions/Incursions require staff to fully comply with all DEECD guidelines and bring an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with the duty of care.
- Excursion/Incursion activities require the teacher to ensure that the location within the school and external venues are appropriate and safe for conduct of the event.
- Arrangements need to be made for students not attending the excursion/incursion to be supervised by another teacher.
- During an excursion where staff are required to assist or accompany an injured student, the school's emergency procedures will be followed and implemented.
- All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in DEECD regulations and guidelines.

RESOURCES AND LINKS

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx>
<https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Pages/Risk-Management-in-Outdoor-Education.aspx>

FPS Transport Policy

APPENDIX 1: DEECD STAFF-STUDENT RATIOS

Staff:Student Ratios

Description	Staff : Student Ratio
Day excursions (not involving adventure activities)	1:20
Overnight excursions (not involving adventure activities)	
Base camps in residential premises or under canvas	1:10
Study camps in residential premises	1:15
Tours, including interstate tours	1:15
Overseas tours	1:10
Boating Activities	
Canoeing	1:6
Rafting	1:9
Rowing	1:3
Sailboarding – beginners	1:5
- semi-experienced	1:1
Swimming – based Activities	
Recreational Swimming	1:6
Swimming pools and confined, shallow natural water	1:10
Open deep water	1:10
Surf beaches	1:5
Surfing	1:8
Bushwalking	
Day walks	1:10
Overnight	1:5
Cycling	1:10
Orienteering	
City or town parklands with defined boundaries	1:20
Streets and small area of bushland with well-defined Boundaries	1:15
Larger and more remote areas of bushland	1:10
Rock Climbing and Abseiling	
Beginners	1:1
Semi experienced	1:3
Non active climbers	1:10

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide