

## EXCURSIONS POLICY

### BASIC BELIEFS

Excursions are seen as an integral part of the school curriculum as they enable students 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 educational programs offered at the school. An excursion is defined as any official activity beyond the school grounds.

### 1.0 PURPOSE

- 1.1 To reinforce, complement and extend the learning opportunities beyond the classroom
- 1.2 To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place everywhere.
- 1.3 To provide a safe, secure learning experience for students in a venue external to the school.
- 1.4 To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- 1.5 To further develop problem solving and life survival skills.
- 1.6 To develop responsible attitudes towards personal and group safety in outdoor and public venues
- 1.67 To extend understanding of their physical and cultural environment.

### 2.0 GUIDELINES FOR ACTION

- 2.1 All excursions must be approved by the Principal or his/her nominee(s)
- 2.2 Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or his/her nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- 2.3 The Principal or his/her nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- 2.4 Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his/her nominee(s). The teacher in charge of the excursion will complete the 'Notification of School Activity' three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- 2.5 School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Adventure activities
- 2.6 The Principal or his/her nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

### 3.0 BASIS OF DISCRETION

- 3.1 The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- 3.2 The Principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- 3.3 The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

3.4 Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

3.5 Depending on individual circumstance the school may choose to subsidise some excursions or some student's expenses.

3.6 Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during any excursion.

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

3.8 Students not attending a camp or excursion may be placed in another class and have an appropriate learning program provided by the class teacher.

3.9 At the commencement of each school year parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

#### **Arrangements for payments**

3.10 All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

3.11 All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

3.12 Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

#### **Teacher Responsibilities:**

3.13 A designated "Teacher in Charge" will coordinate each excursion.

3.14 The Teacher in Charge must provide the General Office with a final student list.

3.15 In the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion.

3.16 All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.

3.17 The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.

3.18 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..

3.19 Parents may be invited to assist in the delivery of excursions.

3.20 Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organising teacher and parents. Both the parent and the student will be informed of this decision prior to the excursion.

3.21 Disciplinary measures apply to students on camps and excursions. 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:

- A) of the circumstance associated with the decision to send the student home
- B) of the time when the parents/carers may collect their child from the excursion
- C) of any costs associated with the student's return which will be the responsibility of the parents/carers

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

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

3.24 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.

43.25 Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

#### **LINKS AND APPENDICES (including processes related to this policy)**

The Key Links which are connected with this policy are sourced through : [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Risk Assessment Pro-forma

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**Status:** *Approved by School Council 2015*

**Policy Review Date:** 2016

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## Appendix A

### Pupil / Teacher Ratios

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting <b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Base Camping</b></p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems <b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p><b>Snorkeling</b></p> <p>1:8 Closed water: pool 1:4 Open water <b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight 1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6 2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach 1:8 Surf <b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	

**APPENDIX B - APPROVAL APPLICATION**

**CHATHAM PRIMARY SCHOOL NO 4314**

**PROPOSED EXCURSION**

The Principal prior to final bookings must approve all excursions.  
All excursions must have at least one teacher to every 20 students.  
All proposed excursions must be entered in the office diary.  
A full list of students and adults attending the excursion must be left at the school office before leaving.

**PROPOSED EXCURSION VENUE:** \_\_\_\_\_  
\_\_\_\_\_

**REASON FOR EXCURSION:** \_\_\_\_\_  
\_\_\_\_\_

**PROPOSED DATE** \_\_\_\_\_ **DAY** \_\_\_\_\_

**CLASSES INVOLVED** \_\_\_\_\_ **NO OF STUDENTS** \_\_\_\_\_

**TEACHER IN CHARGE:** \_\_\_\_\_

**OTHER STAFF ATTENDING** \_\_\_\_\_  
\_\_\_\_\_

**TIME OF DEPARTURE** \_\_\_\_\_ **TIME OF RETURN** \_\_\_\_\_

**TRANSPORT MODE** \_\_\_\_\_ **COST OF TRANSPORT \$** \_\_\_\_\_

**COST OF ENTRY (per student) \$** \_\_\_\_\_

**TOTAL COST OF EXCURSION** \_\_\_\_\_

**COST PER STUDENT \$** \_\_\_\_\_

**DETAILS OF PARENTS ATTENDING EXCURSION:** \_\_\_\_\_  
\_\_\_\_\_

**WHAT ARRANGEMENTS HAVE BEEN MADE TO COVER PARENT COSTS?**  
\_\_\_\_\_

**ANY OTHER RELEVANT DETAILS** \_\_\_\_\_  
\_\_\_\_\_

Excursion booking must not be confirmed until a member of the school Leadership Team has signed this form and returned to the teacher in charge.

**APPROVAL GIVEN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPENDIX C – Risk Management Form**

**Risk Register**

**School:** Chatham Primary School

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**Supervising staffs/staff:**

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**Program/Excursion:**

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**Year Level:**

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**Dates:**

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**Location(s):**

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Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low Treat Monitor	

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<sup>1</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Risk Description	Existing Controls	Rating			Treatment Priority1	Treatment
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**Risk Treatment Priority Table**

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major				
	Moderate				
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
		<b>Likelihood</b>			