Policy Name: **Excursion Policy**

Date Adopted: June 2015

Review Date: June 2018

Referred Documents: DET Website / School Policy and Advisory Guidelines / Excursion and Activities

This policy should be read in conjunction with the Safety Guidelines for Education Outdoors/Roles and Responsibilities/Teachers and Excursion Procedures Involving Travel by Bus.

**Purpose**

- To enable students to further their learning and social skills in a variety of settings. Excursions and incursions complement, and are an important extension of the educational programs offered at Newport Lakes Primary School.
- To develop an understanding that learning is not limited to school, and that valuable learning takes place in other environments.

**Guidelines**

- All excursions should conform to Departmental Guidelines and be approved by the principal. Overnight excursions/camps must also be approved by school council.
- Excursions and incursions will have relevance to educational programs.
- Careful consideration will be given to transport arrangements to ensure excursions are manageable and excursions involving travel by bus should refer to the document: Excursion procedure involving travel by bus (Appendix A).
- Students and their parents/guardians should be made aware that acceptable standards of behaviour are expected during incursions and excursions. Parents will be notified in the likelihood of a student being excluded from an excursion due to poor behaviour at school. The cost incurred in returning a student home early, in the event of his/her serious misbehaviour will be the responsibility of the parent/guardian.
- All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion/excursion, should discuss their individual situation with the principal. Decisions relating to alternative payment arrangements will be made by the principal on a case-by-case basis.
- Failure to return the appropriate permission notice by the requested due date may result in students being excluded from attending the excursion.
- All parents and staff attending school camps will be required to a working with children check prior to attending. All parents and staff attending school camps will be approved by the principal.
- No alcohol is to be consumed on excursions or camps.
Implementation

- An excursion levy paid at the beginning of the year or in instalments as determined by the finance committee will cover the cost of the year’s excursions and incursions. (This does not include certain optional or selective activities eg. Swimming)
- From time to time additional excursions may be added to the program. In such cases a further payment to cover the cost of the program may be required.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated ‘teacher in charge’ will coordinate each excursion and forward a completed excursion pro-forma to the principal prior to the excursion. Approval from the leadership team is required prior to any information being disseminated to parents.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The teacher in charge will communicate with this person with regards to the anticipated return time.
- School uniform should always be worn on day excursions for ease of identification, to enhance the representation of the school and to comply with the NLPS uniform policy.
- All adults attending excursions will be thoroughly briefed by teachers as to the purpose and conduct of the excursion and emergency procedures. The Code of Conduct for Excursions will be issued to participating adults before attendance at an excursion.
- At no time will a parent assume duty of care for a student/group of students.
- Appropriate first aid equipment (including anaphylaxis, asthma and child specific requirements) and mobile phone will be carried on all excursions by the teacher in charge.

Code of Conduct for Excursions and Camps

The following guidelines must be adhered to by teachers and parents when on an excursion to ensure the safety of all students.

Teachers should use this document for their planning and make certain that all accompanying parents are given a copy a week before the excursion so that they are familiar with the contents.

- The Ratio of participating adults to students should be in line with Department of Education & Training (DET) Guidelines Safety and Supervision (minimum 1:20 for excursions and 1:10 for base camps).
- The teacher in charge will have ultimate responsibility for supervision and organisation on any excursion.
- Students must be supervised at all times. Parents/teachers wishing to take a coffee break or time out will do so under the direction of the teacher in charge of the excursion.
- It is the class teacher’s responsibility to select accompanying parents and organise student groups.
- The teacher in charge of the excursion should ensure that all participating adults are fully briefed of relevant information and safety features before the day.
- A school provided first aid kit and mobile phone must be carried by the teacher in charge and class teachers should carry all permission forms (containing contact phone numbers) with them on the excursion. The teacher in charge, in consultation with office staff, is responsible for ensuring that the first aid kit is fully stocked and that the mobile phone is charged and working.
- When walking to or from a venue participants must stay together to ensure the class teacher is in control of all students.
- Students are expected to walk in twos in an orderly manner, always keeping to the left of pathways. As a general rule students are expected to give way to the public and adhere to rules and regulations of all places visited on the excursion.
- When crossing roads an adult must be between the students and the traffic at all times.
- If moving away from the whole group into smaller groups, there must be an organised meeting time and venue for re-establishment of the entire group. These arrangements must be strictly adhered to.
- The purchase of souvenirs or treats by or for students is not permissible unless authorised by the Teacher in Charge of the excursion. Unless otherwise directed, no money is required by children.
- No siblings/toddlers/babies are to accompany the assisting parents. If last minute difficulties arise with baby sitters, parents must notify the class teacher so alternative arrangements can be made.
- On all forms of public transport students must be seated where possible. If seating is not available students will be encouraged to use hand holds.
Excursion Policy

Excursion Procedure Involving Travel by Bus

Pre Excursion checklist
A teacher must be nominated as teacher in charge for the activity
There should be a nominated first aid person for each excursion
Ensure when booking a bus that it is equipped with seat belts
An excursion / incursion approval form must be completed
A mobile phone must be taken on excursion.
Complete a Student Activity Locator (SAL) online https://www.eduweb.vic.gov.au/forms/school/sal/EnterActivity.asp

Ensure when booking, that the bus has seat belts
Preferred bus companies are: Westrans  9398 2712   Bacchus Marsh Coaches  5366 3444

To avoid traffic congestion in Elizabeth St. try to arrange pick up after 9.30 am and drop off before 3.oopm.
If buses are at 9.00am  or 3.30pm, consideration may be given to arranging pick up or drop off at the park in Newcastle St.
It is highly recommended that a confirmation of bus travel is made with the bus company the day before the activity

Staffing
There must be two adults travelling on every bus. One adult MUST be a teacher, the other may be an ES member, pre-service teacher, parent, etc.

Bus Travel
A list of names of all students travelling on the bus to excursion must be left at office upon departure
The number of the mobile phone/s must be left at office
Ensure all medical concerns have been met (anaphylaxis, asthma, travel sickness, etc

To board a bus in Elizabeth St. entry will be required on the western side of street. Crossing the street must be done at the designated school crossings (Elizabeth St/ Newcastle St.) A staff member should be at the front and rear of the group. If a 3rd staff member is available, this member should wait in the middle of the road keeping an eye on any oncoming traffic.
Hi-visibility vests should be worn by staff members when supervising street crossings.

Students need to be closely supervised when waiting to board or when disembarking from the bus.
When disembarking, a staff member needs to get off bus before children and supervise children whilst waiting for others to disembark. A staff member should also follow students off the bus to check all students have departed safely and nothing (clothing, equipment or children) is left on bus.

Accurate numbers must be taken when children are boarding the bus when leaving the school and again when leaving the activity.
If teacher in charge is not satisfied that the departure point (at venue or at school) is not sufficiently safe inform the driver that you will NOT be disembarking until it is safe.

Upon return
Notification of return to be made at office. Any concerns, problems noted at administration
Any unsafe driving or unsatisfactory behaviour should be reported in writing to david / Janet upon return and a complaint will be made to the bus company.