

Yale Primary School EXCURSION POLICY

This statement recognises that:

School excursions are an extension of the educational program operating in the classroom and intended to enhance and extend the children's learning experience. They are conducted under the supervision of the school with attending students subject to the requirements of the school in terms of behaviour, dress, etc...

The Teacher in Charge:

- Undertakes school excursions on a voluntary basis in support of the learning program in place at the school
- Assumes an increased Duty of Care for the period of all excursions
- Has responsibility (delegated by the Principal) for ensuring that the adult / student ratio on excursions meets duty of care requirements for the safe supervision of the students
- Assumes responsibility (delegated by the Principal) for ensuring the suitability of any adult selected to supervise or assist
- Is responsible for ensuring any parent helpers have completed the necessary "Confidential Declaration" prior to the excursion

Parents are generally keen to be involved in excursions and the school values their support in making such experiences possible for the children.

The teacher-in-charge must prepare an Excursion Management Plan for the proposed excursion which will provide an account of the:

Risks relevant to the:

- environment;
- transport arrangements;
- students' capacity in relation to activities;
- capabilities of the supervisor/supervisory team; and
- involvement of external providers.
- supervision strategies;
- means of identifying excursion participants;
- information to be provided to parents/guardians for their consent;
- communication strategies;
- emergency response planning; and
- briefing for excursion participants.

The Teacher in Charge:

- Is responsible for completing both an Excursion Application and an Excursion Checklist and submitting these to the Deputy Principal
- Is responsible for ensuring parents are informed of all details relevant to the excursion in order that they can make an informed decision on their child's participation.

Alternative Program of Learning

Students who do not attend excursions should be provided with an alternative course or activity that allows the student to achieve similar educational outcomes.

The requirement to provide an alternative does not apply to optional school-based activities which address broad learning outcomes and for which there is a high cost. (for example; school social events or excursions such as end-of-term picnics, movies or skating)

General:

The selection of parent helpers will be at the teacher's discretion but as a general rule teachers will select parents with whom they have had the experience of working and judge to be the most suited to the planned objectives of the excursion. In the event that there are several such parents available to assist on the excursion, the teacher will make a decision as to who is asked to attend with possible reference to the need of supervisors representing both genders to be present.

Except in extenuating circumstances as detailed below, the School Council recommends that parents not directly involved in the supervision of students, do not attend the excursion. This recommendation is made in consideration of the facts that:

- For many children school excursions provide the first opportunity to socialise independently of their families, further developing independence and the ability to work collaboratively with their peers
- The attendance of additional adults can be a cause of distraction to both students and parent helpers alike at a time when there exists a heightened duty of care

Extenuating Circumstances:

Medical –

Parents who have a concern for the medical wellbeing of their child are welcome to attend to assist with their child. They will not be responsible for supervising a group of children as they may need to respond to their own child's medical condition. The cost of attending the excursion is to be met by the parent. In some cases, where places on board buses are limited, it may be necessary for the parent to make their own travel arrangements to and from the venue.

Behaviour –

As it is more difficult to control the learning environment on excursions, students are exposed to an increased level of risk. The unpredictable behaviour of some students can result in further increased risk to both the student themselves and the group as a whole. All students, regardless of behaviour, should be given an equal opportunity to participate in learning experiences, but if the behaviour of a particular student places themselves, or the rest of a group at too great a risk, then they may be excluded.

A student's behaviour may also see them excluded from a "Reward Excursion".

Payment Refunds

It is inevitable that some students will, on occasion, be unable to attend a planned excursion for which they have paid, for a variety of reasons.

Where excursion costs have been determined by dividing the expense of transport by the number of students expected to attend, refund of costs will be for the event only, not the cost of transportation.

If costs are calculated per student, and not reliant on actual student numbers, then a full refund of costs will be made.

Procedures

When planning for an excursion, the Teacher in Charge is required to adhere to the following procedural guidelines.

1. Prepare the educational objectives of the excursion
2. Check with the availability of the destination
3. Ensure no clashes with the school program
4. Collect Excursion Form from the Office or the Intranet
5. Inform DOTT providers, scripture teachers, etc.
6. Complete the requirements of the Excursion/Incursion Preparation Checklist

Excursion/Incursion Preparation Checklist

Event _____

Attendees _____ Date _____

APPROVAL MUST BE GIVEN AND RELEVANT DOCUMENTATION COMPLETED PRIOR TO NOTES BEING SENT HOME OR ANY MONIES COLLECTED.

An application must be lodged prior to an excursion or incursion with Linda Needs, Deputy Principal.

1. Complete the camp/excursion/incursion application
2. Obtain 2 quotes for the bus transport if applicable
3. Submit the package and pricing worksheet, including entry fees etc, to Amanda Button, Registrar for review and signature
- 4. Take to Linda Needs, Deputy Principal. Check through all documentation together**

When approval has been given the document is returned to you.

On return follow the procedure below to complete the process.

1. Write the event in the front office diary
2. Raise an order (order Book from Amanda) for each company concerned e.g. bus, event organisation
3. A copy of the documentation to the Front Office
*Attach a list of students who will be attending
(If it is a whole class then the class room is sufficient)
Attach a list of students that will not be attending*
4. Registrar to complete:
RM Billing – billing item
- bill students
5. Send notes and medical forms home with students
(ONLY after approval of the note has been given)
6. Return to Linda Needs for review
7. File Package (Registrar's Office)

Medical forms and medical requirements for each child must be taken with you on the Excursion. (Asthma puffers, Epipens, First Aid Kit, etc,)

Release forms need to be taken with you also in case a parent wishes to take their child from the excursion. This is particularly important in the case of an accident, serious family incident or illness.

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Camps/Incursions/Excursions

Teachers, it is extremely important when you are planning an excursion, incursion and camp that this form is filled in completely, accompanied by quotes/tax invoices and all details, before handing it to a Deputy Principal for approval. You must have fully read and applied the *Regulatory Framework Excursion Policy & Procedures*.

Requests for approval are to be forwarded to the Deputy Principal preferably at least 4 weeks prior to the proposed date. A full itinerary must be included for multiple sites.

Please hand copy of this form with quotes/invoice to Registrar before collecting any money from children. Once costing has been checked by the Registrar and the excursion approved by the Deputy Principal, then, the Principal must also approve.

Please do not confirm your excursion with parents, students or the venues until this form has been sighted and signed by the Principal. "Checklist for Excursions" must be completed and attached and also the water-based checklist for excursions if applicable.

Class:	Teacher in charge:	Activity:
Location/Venues		
Dates (inclusive)		
Time of Departure from school :		
Arrival back at school:		
Educational objectives & proposed Programme of Activities (<i>attach copy if insufficient space</i>)		
No. of Students attending Male..... Female.....		
Names of other staff members accompanying students with the teacher in charge: Male Staff Female Staff Names of other supervising adults		
Provision for students not attending		
Materials left Supervising teacher classroom		
Confirmation of ABN/GST registration and full department approved insurance coverage for all fee charging organisations has been obtained Yes No		
Means of Transport.....		
Name of Company / individual used.....		

See page 2.....

Transport Cost..... Venue/Excursion entry costOther costs.....
 Total cost per child
 Any contribution towards total cost by school or others

NOTE: If private vehicles are used, teacher in charge must confirm that each driver holds a **current valid drivers license and full insurance protection and complete the attached form**. The driver must ensure all students wear seat belts whilst in the vehicle and observe rules discussed by the teacher in charge including no part of the body to be put through a window whilst travelling etc.

CERTIFICATION: I/We certify that:

- Parental permission has been received and full information as to the programme/venue etc has been given for each child to participate and for medical assistance to be obtained in an emergency. All student medical lists have been checked and appropriate medicine, first aid requirements and emergency contact details will be taken with the teacher in charge.
- All duty and other rosters and responsibilities have been addressed by me for when I am away and details have been put in the diary in the front office and on the whiteboard in the staffroom.
- The mobile phones to be taken are:

1. Name.....Phone No.....

2. Name.....Phone No.....

The phone number of the main and other venues are:

1. Venue.....Phone No.....Contact.....

2. Venue.....Phone No.....Contact.....

- An emergency response or action plan has been discussed with the operators and the Deputy Principal for all venues and with supervisors and children.
- If near or on water, then the additional Department Guidelines (see Deputy Principal) have been met.
- A complete and accurate list of all children and adults attending will be left at the School Office with contact phone numbers and all special considerations before departure.
- I have checked that public liability insurance (eg \$20 million) provides coverage for the specific activities listed below that the provider will offer to the excursion.
- I have listed details of personnel to be employed in the provision of this service and copies of their relevant accreditations and clearances, including Federal Police clearances;

NAME	ACTIVITY ACCREDITATION (Swim Cert, First Aid etc)

- I have obtained any relevant permits or licences as required.
- I have attached the completed checklist for excursions and have complied with all required procedures.

.....
 Signature Teacher in charge

.....
 Signature Deputy Principal

.....
 Signature Principal

CHECKLIST FOR EXCURSION MANAGEMENT PLAN

PURPOSE OF THE EXCURSION

The educational purpose of the excursion is described.

1. ASSESS THE RISKS

1.1 Assess the environment

The site has been assessed and is considered to be appropriate for the excursion.

1.2 Assess transport arrangements

Arrangements have been made for the safe transport of excursion participants.

1.3 Assess the students' capacity

Excursion activities are suitable for the students' capacity.
Provision has been made for any student with special needs.
Up to date information regarding student health care maintenance and/or intensive health care needs has been obtained.

1.4 Assess the capabilities of the supervisory team

Collectively the supervisory team has the skills to:
* identify and establish a safe activity environment
* effect a rescue and/or render emergency care.
* monitor weather and environmental conditions before and during activities.

1.5 Assess the involvement external providers

Competence of external providers is established.
External providers conducting activities with students have a current national police certificate.
Staff responsibilities of the school and venue have been established.
External providers hold the appropriate level of public liability insurance.

2. ESTABLISH SUPERVISION STRATEGIES

Supervision strategies have been established.

3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Systems for identifying excursion participants have been established.

4. PROVIDE INFORMATION AND SEEK CONSENT

Parents/guardians of student participants have been provided with full details of the excursion.
Student participation is subject to receipt of the signed consent form.

5. DEVELOP COMMUNICATION STRATEGIES

Develop methods of communication, including emergency signals, have been developed.

6. COMPLETE EMERGENCY RESPONSE PLANNING

An appropriate emergency response plan has been developed or obtained.

The teacher in charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

7. BRIEF STUDENTS AND SUPERVISORS



Students and supervisors have been/will be fully briefed on responsibilities and obligations.

8. RETAIN EXCURSION RECORDS



Relevant excursion details will be retained.

9. GAIN APPROVALS

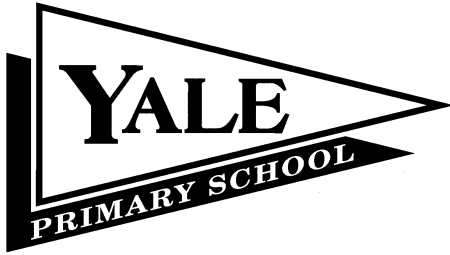


Appropriate approvals have been gained.

Teacher in charge _____ date _____

I am satisfied that the management plan for this excursion meets the requirements of the Excursions Policy. I approve this excursion.

Principal _____ date _____



Sage Road
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SCHOOL EXCURSION PRIVATE VEHICLE DRIVER'S REPORT

The following information is required to ensure an appropriate Duty of Care is exercised in the transportation of students and in case of mishap.

Name of Driver			
Date(s) of Excursion From ___/___/___ To ___/___/___			Duration of Excursion Hour(s) / Day(s)
Time of departure from school	Time arrival at Excursion location	Time of departure from location	Time of return to School
Destination (Excursion Location)			
Drivers Licence Number: _____		Driver must hold a current valid Australian Drivers Licence Drivers Licence Expiry Date: / /	
Vehicle Registration Number: _____		Vehicle must be roadworthy and appropriately licensed Vehicle Licensed To Month/Year: ____/____	
Vehicle Make / Type: _____		No. of Passengers Vehicle is Licensed To Carry*: _____	
Is the Vehicle covered by a comprehensive insurance policy? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Insurance Company: _____	Policy Number: _____	Expiry Date: ___/___/___	
Names of Students being transported in your vehicle*			
Name of Student	Name of Student	Name of Student	
Signature of Driver :			Date - ___/___/___