

## CAMPS/ EXCURSION/ IN-SCHOOL VISIT POLICY

### PURPOSE

River Gum Primary School is committed to providing a wide range of educational experiences/opportunities in a safe and respectful learning environment.

The purpose of this policy is

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

### SCOPE

This policy applies:

- to all school activities, including camps, excursions and in-school visits
- all staff, students, PST, casual teachers and students organising and/or attending, a camp, excursion or in-school visit.

### POLICY

#### *Definition*

*Excursions and In-School Visits* - An excursion is defined as any activity beyond the school grounds including camps. An in-school visit is an activity that involves visitors who provide a performance, lesson or service for students. These 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. These activities complement and are an important aspect of the educational programs offered at River Gum Primary School.

#### *Guidelines & Expectations*

- All excursions/in-school visits must be approved by the Consultative Committee at least one term prior to the intended activity. All excursions/in-school visits must be approved prior to running. Where an Activity Approval Form has not been submitted, that excursion/in-school visit will not run, unless special circumstances are pending. This decision will be made by the Principal or Executive Team Member. The Principal or



Executive Team Member will consider the educational outcome of the excursion/in-school visit as well as the impact on the school for the proposed date.

- Staff wishing to organise an excursion/in-school visit must consult the Excursion/In-School Visit Information Pack and follow the directions as outlined in the pack.
- After the activity approval form (Appendix C:1 (see Sentral) has been sent to Consultative Committee and approved it must then be presented to School Council in the term prior to the activity. See Time-line Appendix B (see Sentral).
- Once the excursion/in-school visit has been approved all relevant documentation must be completed. This is available on Sentral in Documents, “Excursion/In-School Visit Documents”.
- The Organiser of the excursion will ensure that the ‘Notification of School Activity’ at : [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) has been completed three weeks prior to the excursion departure date, if required. Appendix F(Pg13)
- The Principal and Executive Team Member will ensure that all excursions/in-school visits, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursions & Activities](#)
- The Department’s requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions/in-school visits.
- The Education Department regulates that School Council must approve:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Consultative Committee is responsible for the approval of all single-day excursions/in-school visits other than those that must be approved by school council as mentioned above.
- The Executive Leaders will ensure that adequate pre-excursion/in-school visit planning and preparation, including the preparation of students, takes place.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of optional excursions/in-school visits. The school may choose to subsidise some optional excursions/in-school visits or some student’s expenses.
- The emergency management process of the school will extend to and incorporate all excursions/in-school visits.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.



## ***Program***

Prior to conducting an excursion/in-school activity, the Department's requirements and guidelines relating to excursions/in-school visits, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

In approving an excursion/in-school visit, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

## ***Financial***

- **If a student has CSEF funds available, the cost of excursions and in-school visits will be automatically deducted. The cost of camps will not be automatically deducted, permission will be sought from the families.**
- 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/in-school visit, 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.
- All families will be given sufficient time to make payments for excursions/in-school visits. Parents will be provided with permission forms and excursion/in-school visit information clearly stating payment finalisation dates.
- 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***

- A Teacher will be appointed to co-ordinate each excursion/in-school visit.
- The appointed Co-ordinator should access the Excursion/In-School Visit Information Pack and follow the checklists provided.
- In the case where an excursion/in-school visit involves a particular class or year level group, the Co-ordinator teacher will ensure that satisfactory arrangements will be made to provide continuous instruction for any students remaining at school.
- All students must have returned a signed permission note to be able to attend an excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The co-ordinator is responsible for collecting these prior to leaving.
- The co-ordinator will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions/in-school visits. Parents selected will be required to have a current Working with Children Check. Please complete details in Appendix C:3.(see Sentral)
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions/in-school visits. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion/in-school visit.
- Parents will be notified if their child is in danger of losing the privilege to participate in an excursion/in-school visit due to poor behaviour at school. The decision to exclude a student will be made by the Principal and Executive Team Member, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the excursion/in-school visit.
- Disciplinary measures apply to students on excursions/in-school visits consistent with the School's Behaviour Management policy. In extreme cases the excursion staff, following consultation with, and the approval of, the Principal or Executive Team Member, may determine that a student should return home during an excursion.

In such circumstances, the parent/carer will be advised:

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



### ***Incident Response***

Procedures for dealing with an emergency while on an excursion/in-school visit.

- All staff on excursions should carry their mobile phones switched on at all times
- If an incident/illness/injury occurs teachers will notify school immediately
- A first aid trained staff member will attend all excursions to assess and relay information back to school
- If appropriate an executive member will attend excursions
- If the occurrence is dire or life threatening dial '000' for the appropriate emergency service then notify school
- Parents will be contacted and notified of any occurrences and if appropriate asked to pick up their child/children

**Risk Assessment documentation must be completed prior to approval of any activity. See Appendix G. (see Sentral)**

Teachers must carry their personal mobile phones at all times as a method of contact, please complete Appendix C:3 (see Sentral)

### **FURTHER INFORMATION AND RESOURCES**

Links, which are connected with this policy, are:

- River Gum Primary School's Duty of Care Policy
- The Key Links which are connected with this policy are sourced *through* : [DET Excursion Policy](#)
- <http://sentral.rivergumps.vic.edu.au/documents/school/#select,6> In school Visit and Excursion Doc and Appendices
- River Gum Primary School's Supervision Policy

### **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

### **REVIEW CYCLE**

PREPARED BY	KERRIE FORD	REVIEWED BY C.C	APRIL 2019
REVIEWED IN	APRIL 2019	REVIEWED & RATIFIED BY SCHOOL COUNCIL	APRIL 2019
REVIEWED BY STAFF	APRIL 2019	NEXT REVIEW DATE	APRIL 2021

