



Cranbourne East Primary School EXCURSIONS POLICY

RATIONALE

The School excursion program enables students to further their learning and social skills development in a non-School setting. Day excursions complement, and are an important aspect of the educational programs offered at our School.

AIMS

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to the school and that valuable and powerful learning takes place in the real world.

IMPLEMENTATION

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the School boundary.
- The Principal (or their representative) is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions, camps, interstate and overseas visits, excursions requiring sea or air travel, excursions involving weekends or vacations, and adventure activities or any other activity deemed high risk.
- A designated 'Teacher in Charge' will co-ordinate each day excursion.
- If the excursion involves inter-state travel, then Regional Director approval must be sought.
- All proposed day activities must be formally applied for. The Principal will deem suitability, impact on School operations and adherence to DET regulations and risk assessment.
- Prior to the excursion (including prior to departure on the day), the Principal and excursion leader must take into account all DET notifications and updates (or independently sourced information) surrounding weather conditions pertinent to the area travelling to and from. (For example, information relating to fires, storms, winds or any extreme weather). Student and staff safety is paramount and excursions will be cancelled as deemed by DET mandates or Principal determination.
- When presenting information for application, organising staff must be aware that the Principal School Council will consider the following:
 - What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
 - Is the location of staff and students throughout the excursion including during travel known?
 - Is a record of telephone contacts for supervising excursion staff available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?
- If day excursions include adventure activities organising staff should consult the DET adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the Principal's requirements and risk assessment requirements.

- If approved, the online Student Activity Locator must be submitted on line three weeks prior to the activity.
- School Council requires that students travel on buses fitted with seatbelts.
- To assist in payments of excursions and camps, parents have an opportunity to utilise their Camps Sports and Excursions Fund (CSEF), if applicable.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal or representative. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date informing them of the need to finalise payment. Children whose payments have not been finalised before the closing will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal or representative.
- 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.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- The primary references that must be consulted when considering all day excursions is the **Vic Govt School's Reference Guide *Safety (Excursions and Activities)*. - Check**

To cater for Child Safety Standards, Cranbourne East Primary School will ensure the following occurs in relation to excursions,

1. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work:
 - a) Working with Children Check status, or similar check;
 - b) Proof of personal identity and any professional or other qualifications;
 - c) The person's history of work involving children; and
 - d) References that address the person's suitability for the job and working with children.
2. The school need not comply with the requirements in step (1) above if it has already made reasonable efforts to gather, verify and record the information set out in steps (1)(a) to (1)(d), above about a particular individual within the previous 12 months.
3. The school will ensure that appropriate supervision or support arrangements are in place in relation to: The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work; and
4. The school will implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

EVALUATION

Ratified by School Council: 19th October 2016

This policy is to be reviewed annually or as policy is amended.