



# *Cranbourne East Primary School*

## *Excursions Policy & Procedures*

### **2014**

### **RATIONALE**

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 activity beyond the school grounds.

### **GOALS**

- 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 in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life skills
- To extend understanding of their physical and cultural environment.

### **IMPLEMENTATION**

- All excursions must be approved the Principal.
- Staff wishing to organise an excursion must complete an excursion proposal form and lodge this with the Principal for approval. The Principal will consider the educational outcome of the excursion as well as the impact on the school and the proposed date.
- All excursions are to be presented to the Consultative Committee for input to the decision making process.
- The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm](http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm)
- Once the excursion has been approved the Step-by-Step planning Guide (see Appendix A) must be completed. This is available from the General Office.
- The Principal will complete the Notification of School Activity online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) 3 weeks prior to the excursion departure date.
- School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.
- The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions. No student will be excluded from excursions

because of financial reasons.

- The DEECD requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The Principal or their nominee will ensure that full records are maintained regarding the excursion.
- The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The emergency management process of the school will extend to and incorporate all excursions.
- All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) excursions.
- Prior to conducting an excursion, the DEECD requirements and guidelines relating to excursions, will be rigorously observed.

Consideration in planning may include:

- [\*Safety Guidelines for Education Outdoors\* website](#)
- [\*Risk management\* website](#)
- [\*Emergency management\* website](#)
- [\*Student preparation\* website](#)
- [\*Student medical information\* website](#)
- [\*Bushfire\* website](#)

The Principal or their nominee will ensure that full records are submitted to School Council regarding the excursion (where required) well in advance of the starting date of the event and that no excursion occurs unless all the formal planning and record keeping has been completed and approved.

Prior to conducting any excursion, the formal approval of the Principal will be obtained. In approving an excursion, 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 DEECD.
- 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.

Prior to the excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

#### **Arrangements for payments**

- No student will be excluded 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 Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.

- 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 finalisation dates. Children whose payment have not been finalised by the cut off date for payment will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide teachers with detailed records on a regular basis.

## **DUTY OF CARE - Legal background**

Whenever a student-teacher relationship exists, the teacher has a special duty of care. This is a legal obligation to protect students from injury.

**"A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teachers charge from the risks of injury that the teacher could have reasonably foreseen."**

**(Richards v State of Victoria, 1969)**

As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also from those that could arise (those that the teacher could have easily foreseen) and against which preventative measures could have been taken.

- Teaching is a skilled profession and teachers must accept the legal consequences of such special knowledge and skills.
- Teachers in breach of duty of care may be liable for injuries inflicted by one student on another, as well as the injuries sustained by the student.
- For a teacher or a school to be held guilty of negligence, it must be proved that the injury was foreseeable result of the action or lack of action. In courts this test **is not a demanding one**.
- In situations where the teacher should reasonably have foreseen the possibility of injury, the teacher has a duty to take reasonable care.
- The teacher's duty of care will increase as the child's age is lower.
- Schools are bound by standards which are issued under legislative authority, non compliance with these standards may amount to negligence.

The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school. Teachers are responsible for the carrying out of their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

(This background information is based upon the appropriate sections of the School Policy and Advisory Guide, plus information from relevant court judgements and legal texts).

In the context of duty of care owed to our students and responsibility as Principal to administer the necessary arrangements for student supervision appropriate to this school, the following instructions and notices apply to all teaching staff.

## **Excursions**

- Be aware that children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an excursion to an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that excursions outside the school require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that camp activities require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that excursion and camp activities require the teacher to ensure that the venue and transport adhere to DEECD guidelines.
- Be aware that school policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion or camp activities.
- The Teacher in Charge will have copies of all confidential medical forms and permission notes with contact details. Copies of this material will also be kept at school.
- Arrangements will be made for students not attending to continue their normal educational program at school under supervision of another classroom teacher.
- The Teacher in Charge or designated teacher of an excursion or camp will carry a mobile phone containing contacts known to the school and a first aid kit.
- If the return time from an excursion or camp is delayed, the Teacher in Charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted and a senior staff member will remain at school until they arrive.
- If crossing roads students are to use designated crossing points. Staff are to walk to the middle of crossing to ensure visibility and orderly crossing. Other staff are to control the flow of students across the road.

**All staff must follow the DEECD guidelines when organising an excursion, incursion or camp. All procedural steps contained in the School Camps, Excursions and Incursions Policy and Procedure outlines must also be followed.**

## **TEACHER RESPONSIBILITIES AND PROCEDURES**

- The Teacher in Charge will discuss and request permission from the Principal to conduct the excursion. The purpose of the excursion must be clearly defined.
- A designated Teacher in Charge will coordinate each excursion.

- The Step-by-Step planning guide (see Appendix A) must be followed by the Teacher in Charge.
- The Teacher in Charge is to determine entrance fees, bus costs and any other costs associated with the conduct of the excursion.
- The Teacher in Charge completes the School Excursion Activities Details Form (see Appendix B) and submits to the Business Manager. The Business Manager confirms the costing.
- The General Office will generate the CASES21 excursion notification form for each student. The Principal or nominee is to check the excursion notification form prior to sending home to families.
- Refunds can only be made in accordance with the school Payments and Refunds Policy.
- Children whose payment have not been finalised by the cut off date for payment may not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- The Teacher in Charge must provide the General Office with a final student list and copy of the excursion consent form for each student attending the excursion.
- Students not attending the excursion will be placed in another class and have an appropriate educational learning program provided by the class teacher.
- 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 forms must be carried by excursion staff at all times.
- The school will provide a mobile phone and first aid kit for each excursion. Students suffering Asthma, Anaphylaxis and other medical conditions are to be identified. The Teacher in Charge is responsible for collecting the mobile phone and first aid kit prior to leaving. The first aid kit is to contain the current and not expired Epipen. In the event of group activities the Epipen is to be with the relevant student. It is expected teachers will carry their own personal mobile phone for communication purposes.
- Parents may be invited to assist in the delivery of excursions. Parent helpers and volunteers are required to produce a satisfactory Working With Children Check and be approved by the School Council as school parent helpers/ volunteers.
- On the morning of the excursion the Teacher in Charge will brief any volunteers or parent helpers on the conduct of the excursion and procedures to follow in the event of an incident or medical emergency occurring.
- 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. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
- Disciplinary measures apply to students on excursions consistent with the School Student Engagement Guidelines.
- 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.
- All excursion staff will be familiar with the specific procedures for dealing with emergencies on each excursion.
- 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.
- 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)**

Links which are connected with this policy are:

- [http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_4.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm)
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/links.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/environment.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/default.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/people/default.htm>
- [http://www.cfa.vic.gov.au/incidents/incident\\_summary.htm](http://www.cfa.vic.gov.au/incidents/incident_summary.htm)
- 
- Victorian Bushfire Information Line (24 hours) 1800 240 667

Appendices which are connected with this policy are:

- Appendix C: School Activities Details Form
- Appendix B: Excursions Step by Step Planning Guide
- Appendix A: Student Teacher Ratios

## **EVALUATION**

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

Ratified by School Council: 11<sup>th</sup> December 2013

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• **Appendix A: Student/Teacher Ratios**

<b>Description</b>	<b>Staff : Student Ratio</b>
Day excursions (not involving adventure activities)	1 : 20
Overnight excursions (not involving adventure activities) <ul style="list-style-type: none"> <li>• Base camps in residential premises or under canvas</li> <li>• Study camps in residential premises</li> <li>• Tours, including interstate tours</li> <li>• Overseas tours</li> </ul>	1 : 10 1 : 15 1 : 15 1 : 10
<b>Boating Activities</b>	<b>Staff : Student Ratio</b>
<ul style="list-style-type: none"> <li>• Canoeing</li> <li>• Rafting</li> <li>• Rowing</li> <li>• Sailboarding – beginners - semi-experienced</li> <li>• Water skiing (in tow)</li> </ul>	1 : 6 1 : 6 1 : 9 1 : 3 1 : 5 1 : 1
<b>Swimming – based Activities</b>	
Recreational Swimming <ul style="list-style-type: none"> <li>• Swimming pools and confined, shallow natural water</li> <li>• Open deep water</li> <li>• Surf beaches</li> </ul>	1 : 10 1 : 10 1 : 5
Snorkel swimming <ul style="list-style-type: none"> <li>• Beginners</li> <li>• Training situations in clear, confined water, without wind, swell or waves</li> <li>• Semi-experienced in calm water not exceeding 15 metres</li> </ul>	1 : 6 1 : 12 1 : 8
Snorkel Diving <ul style="list-style-type: none"> <li>• Training situations in clear confined water, without wind, swell or waves</li> <li>• Semi-experienced in open water</li> <li>• Experienced in open water</li> </ul>	1 : 12 1 : 6 1 : 8
Surfing	1 : 8
Bushwalking <ul style="list-style-type: none"> <li>• Day walks</li> <li>• Overnight</li> </ul>	1 : 10 1 : 5
Cycling	1 : 10
Orienteering <ul style="list-style-type: none"> <li>• City or town parklands with defined boundaries</li> <li>• Streets and small area of bushland with well-defined boundaries</li> <li>• Larger and more remote areas of bushland</li> </ul>	1 : 20 1 : 15 1 : 10
Rock Climbing and abseiling <ul style="list-style-type: none"> <li>• Beginners</li> <li>• Semi-experienced</li> <li>• Non-active climbers</li> </ul>	1 : 1 1 : 3 1 : 10
Skiing – ski village areas for alpine and cross country skiing: <ul style="list-style-type: none"> <li>• One-day visit</li> <li>• Overnight stay</li> </ul>	1 : 10 1 : 8
Non-ski village areas day and overnight	1 : 5

For further information on ratios refer to the School Policy and Advisory Guide.

- **Appendix B: Excursions Step by Step Planning Guide**

Allocate a Teacher in Charge. (Physical Education Teacher or Professional Learning Team Leader.)	
Discuss and request permission from the Principal to conduct the camp making the purpose of the excursion clear.	
Determine costs Venue, Transport, CRT days if applicable, Food, Other Activities	
Teacher in Charge completes the Camps/ Excursion Activities Details Form available from the office	
Discuss the planning and costing with the Business Manager. Revise any changes and have the Camps/ Excursion Activities Details Form signed by the Principal.	
Office generates the CASES21 camp notices	
Book venue	
Book transport	
Organise other relevant activities.	
Principal/ AP checks the Excursion notices before distribution.	
Medical notices are to be checked and distributed	
Teacher in Charge to determine the medical needs of the group and ensure that this information is clearly communicated to all people going to the camp.	
Ensure that School Council has approved the activity (where applicable).	
Ensure that the cut off date for notices and money is clearly communicated to students and parents.	
Send notices and money to the office in the correct bag on a daily basis. Teachers are to keep a record of the students who return notices and money.	
Notices are distributed to students.	
If necessary ask for parent helpers	
Check parent helper have current Working With Children Checks and are approved by School Council. (See Approved Parents list in office.)	
Ensure all children's notices are returned by due date.	
All children not attending are to be sent to other grades with appropriate work for the day	
Ensure the activity is logged on "Notification of School Activity" on the DEECD website by the Principal 3 weeks prior.	
All parent helpers attending are to be briefed on excursion procedures including supervision and emergency procedures.	
Confirm all bookings 10 days before the excursions.	
All staff are to be briefed on procedure for the activity. All camp staff will be familiar with the specific procedures for dealing with emergencies on each excursion. All staff are to be briefed on medical issues.	
<b><i>On the day of the excursion, the following procedures must be in place</i></b>	
Take the roll before the excursion and send to office.	
First aid kits collected by person responsible	
All notices are collected by classroom teacher and taken on the excursion.	
All children with conditions such as Asthma and Anaphylaxis have the correct	



medication with them.	
Send non-attending students to other classes for the activity.	
Send a list of all students attending the excursion to the office	
Send a list of all students not attending and the grades they have been sent to, to the office.	
Ensure that mobile phone numbers of attending staff are sent to the office.	
Teacher in Charge is to take school mobile phone.	
Ensure Teacher in Charge has all appropriate emergency numbers as well as the contact phone number of the Principal.	
Maintain regular contact with the Principal during the excursion.	
An outline of all activities to be left at the school.	

• **Appendix C: School Activities Details Form**

**Excursion/ Activity Details**

Excursion : \_\_\_\_\_

Excursion Date \_\_\_\_\_ Number of students

Grades Involved in excursion \_\_\_\_\_

Destination/Venue ) Address: \_\_\_\_\_

\_\_\_\_\_

Melway's Reference \_\_\_\_\_ Ph : \_\_\_\_\_

Transport Method: \_\_\_\_\_

Departure Time : \_\_\_\_\_ From Cranbourne East Primary School

Pick-up Time : \_\_\_\_\_ Location : \_\_\_\_\_

Returning to CEPS : \_\_\_\_\_

**Staffing Details**

Staff Attending : \_\_\_\_\_

\_\_\_\_\_

Parents Attending: \_\_\_\_\_

\_\_\_\_\_

Teacher in Charge : \_\_\_\_\_ Mobile No : \_\_\_\_\_

First Aid Co-ordinator : \_\_\_\_\_

**Costing :**

Bus Company : \_\_\_\_\_

Cost of transport : \$ \_\_\_\_\_

Cost of excursion: \$ \_\_\_\_\_

Additional Costs \$ \_\_\_\_\_

Food per student \$ \_\_\_\_\_

Accommodation per student \$ \_\_\_\_\_

Total Excursion Charge (per student)

\$  \$\$\$\$ Student Payment Due Date: \_\_\_\_\_

**Approved :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Principal/Assistant Principal)**

Yard/First Aid Duty swap organised for staff involved	<input type="checkbox"/>
Parent Helper's WWC Current/SC Approved	<input type="checkbox"/>
Student/teacher ratio Within guidelines	<input type="checkbox"/>
First Aid kit/student Medications organised	<input type="checkbox"/>

Please complete the back of this form if you wish to provide more detail of your activity.  
 \*\* For administrative purposes this form must be submitted to the office signed by the Principal/Assistant Principal at least one week prior to the notice being distributed to students.