



Olinda Primary School

Excursion

2017

Principal: Cornelia Sheeran

School Council President: Sharryn Veto

Date Approved	April 2017
Approved By	School Council
Next Review Date	April 2020
Responsible for Review	Principal
References	Victorian Government Schools Policy and Advisory Guide



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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.

Aims

This policy aims to:

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

Guidelines

- Staff wishing to organise an excursion must get approval from the principal
- 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 Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal. The Principal or staff member will complete the 'Notification of School Activity' three weeks prior to the excursion departure date and ensure relevant details are entered on the daily planner at:
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp

Expectations

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal will ensure that full records are maintained regarding the camp/excursion.
- The principal 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.



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- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Procedure

- Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.
- Consideration in planning should include:
 - [Safety, Emergency & Risk Management](#), including Bushfires
 - [Student Preparation](#)
 - [Student Medical Information](#)
 - [Adventure Activities](#)
- The principal will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/adventure excursion occurs unless all the formal record keeping has been completed and approved.
- Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. In approving a camp or adventure 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 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
- Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.



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Arrangements for Payments

- 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, 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. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- 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 designated "Teacher in Charge" will coordinate each excursion.
- The Teacher in Charge must provide the Principal/Office with a final student list.
- In the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion.
- 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 must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for checking and collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the Principal/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 given mobile phone to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. When a child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school a parent, student, teacher, principal meeting will be called. A student management plan will be discussed and put in place at this meeting such as the parent attending. All students participating in a school excursion will be asked to sign a contract agreeing to abide by all excursion rules.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Behavioural policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal, may determine that a student should return home during a camp or 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 camp or 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
- 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.



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- All excursion staff and, where appropriate, the students 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 may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval (See Appendix E)**
- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

Links and Appendices

Resources/Links which are connected with this policy are:

- [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (2 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment (2 pages)

Evaluation

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



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Appendix A- Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic- overnight 1:10 Alpine, Nordic- day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat- driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	



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Appendix B- Approval Application

To be submitted to School Council or the school for approval as required by DET.

Excursion: _____

Date/s: _____

Destination / Details:

Number of Students: _____

Purpose of Excursion:

Organising Staff Member: _____

Staff Proposed: _____

Are there any excursion supervisors other than teaching staff: YES / NO

If 'Yes', please list: _____

If not OPS staff, are they to be paid? YES / NO

Is a Working With Children's Check held by the volunteers? YES / NO

Adventure Activities included in Excursion:

Signed:

Date:



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Appendix C- Camps and Excursions Application Pro-forma (2 pages)

Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion.

No excursions or camps are permitted in the 2 full weeks prior to an exam period for any level.

STEP 1

Daily planner/ term planner checked and confirmed Signed: _____

Application approval & signed off Signed: _____

STEP 2- Excursion Details

(When Step 1 completed this form must be submitted to Principal 3 weeks prior to excursion)

Date of Excursion: _____ Excursion to: _____

Teacher in charge: _____ Domain: _____

Time of Departure: _____ Estimated time of return: _____

Number of students attending: _____ Staff required: _____

STEP 3- Estimate of Costs

ITEMS	A TOTAL COST (including GST)	B GST (A \times 11)	C COST (excluding GST) (A - B)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

From the above table

Total cost of all items excluding GST: - (C) \$ _____

GST (food only): (B) \$ _____

Subtotal: \$ _____

Number of Students attending: _____ \$ _____

FINAL COST PER STUDENT: \$ _____

(To be determined in conjunction with Business Manager)

Will a cheque be required on the day of the excursion? YES / NO

If YES Order form must be completed for costs related to excursion.

Bus Company to be used: _____



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STEP 4- Proposed Participants

A list of proposed participants must accompany this form.

- List of participants submitted
- ALL permission forms to be generated from the school office

STEP 5- Notifications

- A list of participating students will be placed on the noticeboard in the Staffroom and on the intranet
- Canteen must be notified
- COMPLETE 'NOTIFICATION OF SCHOOL ACTIVITY' FORM as attached

Checked / Approved by Principal YES [] Signature: _____

STEP 6- DET Approval

(ONLY NECESSARY IF DEPARTMENTAL APPROVAL REQUIRED)

Camps/excursions that require Departmental Approval:-

- Overnight, weekend, interstate, overseas
- Adventure activities
- Non-adventure activities which, by their nature, location or timing, may be hazardous

- School Council approval is required for all Step 6 activities

NOTE: If participant numbers are not adequate (payment & permission forms) no less than five school days from activity / excursion, Administration reserves the right to cancel the activity / excursion.

OFFICE USE:

Fee Code: _____ Charge: _____

Information required for permission slips

Excursion:

Venue:

Teacher in Charge:

Transport method:

Details of excursion:

Special Requirements: (e.g. drink bottle, towel, sun hat)



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Appendix D- Notification of School Activity (Camps and Excursions)



Department of
Education & Training

Emergency & Security Management

Locked Bag One

Black Rock 3193

Phone: 03 9589 6266

NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

- An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
- The coordinating school should complete the form for activities involving a group of schools
- Day excursions should be reported if activities are to be conducted by:
 - country schools - beyond the local town/city
 - rural schools - beyond the local area
 - metropolitan schools - beyond the greater metropolitan area

SCHOOL NAME AND NUMBER:

Number: _____ School Name: _____

Type of activity: (Camp, bushwalking, school closure, excursion, etc.)

Date of activity: (see notes) Commencing: _____ Concluding: _____

Name of venue: _____

Physical address of venue and post code: _____

Emergency telephone numbers: _____ Mobile with group: _____ Venue: _____

Is emergency transport available at the venue? Yes: _____ No: _____ Map reference: _____

TOTAL NUMBERS: _____ Students: _____ Teachers: _____

NAME OF PERSON IN CHARGE: _____

SIGNATURE OF PRINCIPAL: _____

ENTER ONLINE (SAL Activities Notification Form)

For information to assist schools to plan for and manage emergencies and security related incidents visit the Emergency and Security Management Website at: <http://www.sofweb.vic.edu.au/emerg/index.htm>



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Excursion Risk Management Assessment Form Section 1- Environment Emergency Management Assessment

Venue Assessed _____ for month of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		



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**Appendix E: Environment and General Risk Assessment
Section 2 General Excursion Risk Assessment**

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures)- contact the school for assistance.
If a student is lost- ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.
If someone is injured- ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.



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Incursion Risk Assessment Form

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines _____

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures)- contact the school for assistance.

If a student is lost- ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

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