



# WARRINGA PARK SCHOOL EXCURSION POLICY

## RATIONALE

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

**This policy applies to all campuses of Warringa Park School**

## PURPOSE

- To reinforce, complement and extend 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

## 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 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. Council approved excursions are detailed in the '*Outdoor Education*' policy.
- Code Red: the principal may need to cancel excursions at short notice on days of extreme weather and/or extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up-to-date information for communication to schools that may be affected by wildfire, including schools that may have students attending camps or venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required. When required, WPS follow the Department's Emergency Management (bushfire) procedures for off-site activities for all excursions.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
- A designated 'Teacher in Charge' will coordinate each day excursion. There must also be sufficient staff to provide appropriate effective supervision in general and for planned activities (as applicable). There must be appropriate levels of supervision in view of the activities undertaken and students involved.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the Principal/Learning Centre Leader, to present the Principal/Learning Centre Leader with a [planning summary](#), to discuss the proposed activity, and to seek 'in principle' support for the event.

- If the Principal/Learning Centre Leader’s approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. This must include a [risk assessment](#).
- When presenting information to the Principal/Learning Centre Leader, the Teacher in Charge must be aware that the Principal/Learning Centre Leader 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 **all** students throughout the excursion?
  - Is there sufficient excursion staff to ensure appropriate and effective supervision can be provided
  - Is an appropriately trained member of staff able to provide [first aid](#) ?
  - Have supervisory adults who are not registered teachers completed a Working with Children Check?
  - 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?
  - An updated excursion folder is available to take on the excursion
  - Do students, if necessary, have some form of identification on them in case of an emergency.
  - Are students who have a food allergy wearing a ‘I Have a Severe Food Allergy’ wristband.
- Exclusion from an excursion should not be used as a punishment as excursions should be integral to student learning
- If day excursions include adventure activities organising staff should consult the [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.
- If approved, the online [Notification of School Activity](#) (SAL) form then be submitted three weeks prior to the activity if required (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- School Council prefers that students only travel on buses fitted with seatbelts if available.
- The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- 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 school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a first-aid kit for all day excursions.
- Copies of completed Permission forms and signed Confidential Medical Information forms must be obtained from the nurse on the morning of the excursion and carried by “The teacher in charge” at all times with any relevant medication/equipment if required for a student/students.
- A member of the leadership team will attend school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.

- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will consider –
  1. Any valuable skills the parents have to offer. e.g., bus licence, first aid etc
  2. The preference to include both male and female parents.
  3. The special needs of students.
- Any water activity requires the presence of a teacher or pool supervisor with a current Austswim certificate. Epileptic students require 1:1 supervision and a doctor’s certificate stating they are permitted to participate in water activities.
- Students will not be excluded from excursions simply for financial reasons. Parents/carers experiencing financial difficulty, who wish their child to attend an excursion, will be required to discuss their individual situation with the Principal/Learning Centre Leader. The Principal/Learning Centre Leader will, on a case-by-case basis, make decisions relating to alternative payment arrangements.
- Parents/carers will be sent a notice that provides details of the excursion and relevant details about the degree of supervision and includes a ‘Permission to Attend’ form. Verbal permission from parents/carers will not be accepted.
- Students whose ‘Permission to Attend’ form has not been received by the departure date will only be permitted to attend the excursion if written permission is given by the parent/carer on the day of the excursion.
- **Short local walking excursions** will be covered by a permission form which will be signed by the parent/carer at the beginning of each year.
- The primary references that must be consulted when considering all day excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management
- An excursion protocol document is available and must be followed when planning and conducting an excursion
- In the case of an incident, e.g., a staff or student being injured, during an excursion the school must be notified immediately.

## REVIEW CYCLE

This policy will be reviewed as part of the school’s three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns.

This policy was reviewed and shared with the school community on **9<sup>TH</sup> June, 2021**  
and is *scheduled for review in June 2024.*