

CHALCOT LODGE PRIMARY SCHOOL

POLICY: EXCURSION/INVISIT

INITIAL COPY
15/6/94

DRAFT MODE

PURPOSE

Excursions and invisits are an integral part of the curriculum and enhance students' learning through real life experiences.

GUIDELINES

- 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 survival skills.
- To extend understanding of their physical and cultural environment.
- While attending excursions and invisits, students must demonstrate responsible attitudes towards personal and group safety; and
- Every endeavour should be made to keep costs to a minimum.

IMPLEMENTATION

- Current information about excursions and invisits will be distributed to the appropriate staff member's pigeonhole;
- During Term 1, teachers will plan proposed excursions and invisits for the year. The whole school excursion/invisit plan will be published in the newsletter, to allow families opportunities to make any necessary budgetary planning;
- Each year level may have one major excursion per year due to cost factors;
- Costing for excursions and invisits will be finalised and approved by the Principal, in consultation with the Business Manager;
- Activity Notification form and Risk Management form must be submitted to Management meetings at least one month prior to the excursion;
- The final day for payment of excursions and invisits is several days before the activity unless prior arrangements have been made with the Principal or Assistant Principal. Students who do not make payment by the day before will not be able to attend the activity;
- A statement in relation to payment deadlines will be included in all excursion and invisit notices;
- The notice will make it clear that students will not be able to attend if payment or prior arrangement is not made by the day of the excursion /invisit;

- A refund/credit note will be issued to families when a student is unable to attend an excursion or invisit;
- Each camp, swimming and excursion notice will state whether the fee is refundable;
- Full payment of camps and swimming must be paid a week prior to the activity;
- Refunds and credit notes will not be payable for camps or swimming due to our commitments to the suppliers;
- In line with Department of Education and Training (DET) requirements, official forms will be submitted to the region as required;
- Teachers are responsible for the booking of excursions and invisits and for organising the preparation and dissemination of relevant information and forms;
- The organising teacher will ensure that the excursion, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: DET Excursion Policy
- Supervision for excursions include 1:20 for general excursions and 1:10 for swimming pools and open water activities, camping programs or as otherwise specified;
- Transport for excursions will be in line with DET requirements, which state that students under the age of fifteen years may be seated three or two in appropriate seats, where the size of the students and the design of the seat allows. Year level of students and distance of travel will be considered when planning all transport arrangements;
- Where possible, buses fitted with seat belts will be booked for camps / long distance trips;
- Teachers will select parents helpers as required;
- All parent helpers within the school or assisting with activities outside of the school must have a current Working with Children Check (WWCC);
- All information from WWCCs will be confidential and secured at the school for three years; or until the parent is no longer involved at the school;
- Parent helpers must sign in the 'Parent Helpers' book in the office and wear the appropriate school badge before leaving on an excursion;
- As a matter of safety, parents assisting on excursions/invisits are not permitted to bring any other children with them;
- Only parents who have been nominated by the school to be 'Parent Helpers' permitted to attend the excursion;
- All excursions begin and end at the school, unless otherwise approved during Management. Any variation to this must be reported to the supervising teacher;
- Students will not be able to be transported to or from the excursion by any person not authorised by the parent/guardian;
- Class teachers will take a Displan folder, which contains medical and emergency contact information for students. All class teachers have a Displan folder in their classrooms;
- Supervising teachers must be aware of those students involved in custody restrictions and health issues;
- Class teachers must include the name of the custodial parent on the class list. These class lists must be handed to the supervising teacher for mixed group events, eg. external sport activities;
- In cases of non attenders, these students will be supervised at school and completing their usual class work;
- A duplicate list of all teachers, parent helpers and students attending will be held in the office during excursions.
- All excursions and invisits will be attend by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the delegated first aid officer or teacher in charge will be responsible for administering first aid, and will contact parents/emergency contacts or ambulance if necessary;
- During day excursions students are required to wear school uniform unless otherwise advised by the organising teacher;

- Parents / guardians must give written approval to enable their child to participate in camps, in-visits or excursions, including information about who, other than themselves, is authorised to collect their children from activities or from the school;
- The emergency management process of the school will extend to and incorporate all camps and excursions;
- 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 nominee may need to cancel an excursion at short notice;
- A First Aid kit, prescribed medications and a mobile phone will be taken by staff on all excursions; and
- Permission notices for all school excursions must state dress code for the activity.

Duty of Care

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an excursion/in-visit with 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 excursion/in-visit require the teacher to fully comply with DET 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 incursions require the teachers to ensure that the venue adheres to DET guidelines.
- Be aware that school policy is for students to be counted and at other times on a regular basis whilst participating in the excursion/in-visit.
- Arrangements will be made for students not attending the excursion/in-visit to continue their normal program at school under supervision of another classroom teacher.

Appendix which is connected with this policy is:

Appendix A: Activity Notification form

EVALUATION

This policy will be reviewed by the Principal in consultation with the Education Policy Committee, every four years, or sooner if required.

ACTIVITY NOTIFICATION FORM

| | | | | | | |
|---|-----------|-------------|--|--------------|-----------|----------|
| ACTIVITY TYPE | EXCURSION | In-Visit | SPORT | TOUR | CAMP | SWIMMING |
| ACTIVITY NAME: | | | | ABN: | | |
| VENUE /COMPANY: | | | | | | |
| POSTCODE: | | PHONE NO. | | MAP REF: | | |
| ACTIVITY DATE: | | START TIME: | | FINISH TIME: | | |
| FREQUENCY: | | Once off | Weekly | Fortnightly | Annually | Other |
| CONFIRMATION RECEIVED | | Yes | | No | | |
| ORDER No. | | | | | | |
| COST: \$ | | | | | | |
| BUS COMPANY: | | | | ABN: | | |
| DEAPRTURE TIME: | | | RETURN TIME: | | | |
| CONFIRMATION RECEIVED: | | Yes | | No | | |
| ORCER No. | | | | | | |
| COST: \$ | | | | | | |
| TRANSPORT AVAILABLE AT VENUE | | Yes | | No | | |
| HAVE YOU ADVISED THE COMPANY THAT YOU WILL REQUIRE A TAX INVOICE ON THE DAY AND PAYMENT WILL FOLLOW IN DUE COURSE | | Yes | | No | | |
| COST PER STUDENT: \$ | | | | Checked By: | | |
| CLASSES INVOLVED: | | | No. of Students: | | | |
| TEACHER IN CHARGE: | | | Approx non-attenders: | | | |
| STAFF ATTENDING: | | | | | | |
| PARENTS ATTENDING: WWCC required for all activities. Police checks required for all camps. All parents are to sign in/out of the office. | | Name: | WWCC: Yes | Name: | WWCC: Yes | |
| | | Name: | WWCC: Yes | Name: | WWCC: Yes | |
| | | Name: | WWCC: Yes | Name: | WWCC: Yes | |
| | | Name: | WWCC: Yes | Name: | WWCC: Yes | |
| | | Name: | WWCC: Yes | Name: | WWCC: Yes | |
| SPECIAL ARRANGEMENTS | | | | | | |
| NON ATTENDERS: | | | | | | |
| YARD DUTY/FIRST AID: | | | | | | |
| SPECIALISTS: | | | | | | |
| ON THE DAY CHECKLIST | | | | | | |
| ROLL: provide a list of students attending and whether they are present on the day | | yes | MOBILE PHONE: inform the school of the number | | yes | |
| NON ATTENDERS: provide a list of students attending and whether they are present on the day | | yes | SIGN OUT BOOK: for students who wish to leave early with their parents/guardian | | yes | |
| DISPLAN & PERMISSION FORMS: | | yes | SCHOOL CAMERA: ensure you take a camera to capture the activity for the newsletter | | yes | |
| FIRST AID BAG: please nominate a first aid person for the activity | | yes | OTHER: | | yes | |

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| APPROVED BY MANAGEMENT: | DATE: |
| APPROVED BY SCHOOL COUNCIL: | DATE: |

