

EXCURSIONS POLICY

This policy was last ratified by School Council on

July 2015

PHILOSOPHICAL BASIS

Excursions are activities organized by a school whereby students leave the school grounds for the purpose of engaging in educational experiences including cultural, social, sporting and adventure activities. The excursion program at Buninyong Primary School will extend and enrich all students learning through the provision of first hand opportunities closely associated with the curriculum. All children are expected to participate.

GUIDELINES

- 1.0 The Principal is responsible for the conduct of all single day excursions. Planning details must be approved by him/her in advance by Year Level co-ordinators
- 2.0 Teachers are responsible for the following considerations prior to the excursion:
 - 2.1 The purpose of the activity within the Curriculum
 - 2.2 Appropriateness of the venue
 - 2.3 The safety and welfare provisions for students and staff
 - 2.4 The experience and competence of staff relevant to activities being undertaken
 - 2.5 The legal requirement of student supervision and duty of care
 - 2.6 Total cost of excursions
- 3.0 All excursions must comply with safety requirements as outlined in the *Victorian Schools Reference Guide*
- 4.0 Children should not attend an excursion without written authority from parents or guardians. However where this is not possible due to unforeseen circumstances the school may choose to contact the parents by telephone to obtain verbal consent, including medical authorisation, in the presence of two staff. This would only occur in extreme and rare circumstances.
- 5.0 Permission and medical authority forms are to be signed by parents / guardians and taken with the class teacher on the excursion.
- 6.0 First aid kits need to be prepared and available in advance prior to the excursion.
- 7.0 A First Aid Kit and a mobile phone must be taken by designated staff on all excursions.
- 8.0 Staff attending excursions must include a person with current Level 2 First Aid qualifications.

- 9.0 Wherever possible, buses with seatbelts will be used for all excursions. Buses with seatbelts will be used where the speed limits exceed 60 kph.
- 10.0 Where parents / guardians are involved in transportation of students to local excursions the permission form must indicate the names of the driver, their registration details and comprehensive insurance details. At no time will a student travel alone with an adult other than his / her parent.
- 11.0 Excursion costs are to be covered by the parents but financial assistance may be given at the discretion of the Principal
- 12.0 The Co-ordinator must complete the Excursion Communication form and file it in the office prior to the excursion
- 13.0 Satisfactory arrangements to provide for students remaining at school during the absence of staff accompanying an excursion, need to be in place prior to the excursion
- 14.0 Whole school planning will ensure that there is no duplication of excursions.
- 15.0 Where possible parents will be kept informed in advance of excursions through the term planner issued by the Principal and communicated through the *Contact* newsletter.
- 16.0 Given duty of care responsibilities and Student Code of Conduct expectations, the Principal may exercise discretion in allowing students to participate in excursions.