

Jell Park Primary School

Excursion Policy

Purpose:

School Excursions are an integral part of the school's learning programs. They provide students with experiences to develop, consolidate and extend their knowledge and skills and to relate their learning to real life experiences. School Excursions broaden students' opportunities to interact with/in the wider community and provide opportunities to interact with groups and organisations not always readily available for family access.

Guidelines:

1. Supervision

- Every excursion must be under the direct control of a teacher with at least one other excursion staff member being present (small group activities excluded). Ratio 1: 20
- On walking and activity excursions at least two adults must accompany a class grouping of students, one of whom will be the teacher responsible for the class. Ratio varied according to activity (See attached Teacher:Pupil Ratios document)
- For groups on walking excursions other than class groups eg. Sporting teams, environmental groups etc, there must be at least one adult for every ten ~~twenty~~ students, or part thereof. At least half the number of adults making up this ratio must be a member of staff.
- On excursions requiring bus transport there must be one adult per twenty students, or part thereof, in most circumstances. It is preferred that a minimum of two adults should accompany any bus group.
- On school camps there will be a minimum of one adult for every ten students, or part thereof. Campsite staff may be included in this ratio with the approval of the Principal and School Council. (See attached appendix for departmental guidelines on Pupil / Teacher ratios.
- For overnight activities, excursion staff should include at least one person of each gender.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions and camps. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal (or nominee), in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Welfare and Discipline Policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal (or nominee), may determine that a student should return home during a camp or excursion.

2. Safety

- All safety requirements must be considered and adequately resolved prior to the excursion. Telephone numbers of all emergency services must be provided to the school, and be taken on the excursion. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
[Refer: [Safety Guidelines for Education Outdoors](#)]
- The Teacher in Charge will ensure all students and adults attending the excursion are aware of any evacuation and emergency procedures.

3. Bus Transport

- Buses for all school excursions, camp travel and swimming travel must be seat-belted with one child or adult per belted seat. Use of an unbelted bus may be used at the Principal's discretion in unforeseen circumstances.
- Local sports travel buses, at present, do not require seat belts, but are preferred.
- On sports travel buses, children may sit three to a double seat if they are under 12 years old. Those children 12 or older must have their own seat.

3. Private Vehicles

- When small numbers of students need to be transported to external venues, private cars may be used for transport. It is preferred that a minimum of two students be present in each car, but this will be subject to the principal's approval.
- Any private vehicle used to transport students must be registered, comprehensively insured, have a state indemnity clause included in the policy and be driven by the holder of a current full driver's licence. See Private Vehicle Transport form

4. Payment

- 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 Principal (or nominee). Decisions relating to alternative payment arrangements will be made by the Principal (or nominee) in consultation with the appropriate staff, on an individual basis.
- Excursion payments will be collected annually, with the amount set by School Council.
- All families will be given sufficient time to make payments of the Excursion Levy. Parents will be provided with information clearly stating payment finalization dates. Children whose payment have not been finalized at least 48 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal (or nominee).
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Implementation:

1. All excursions and camps must be approved by the Principal (or nominee).
 2. Parent/guardian approval is required prior to a student participating in an excursion or camp. The following parental permission and/or information is required:
 - consent for the school to seek emergency treatment for a student, if necessary
 - notice of medical conditions or allergies of a student and any treatment necessary
 - consent to a student being sent home in the advent of serious misbehaviour.
- All completed documentation will be available for approval by the Principal and the School Council, in a timely manner.
 - Area coordinators are responsible to ensure the school procedures are followed. The Principal must approve all documentation for excursions/incursions and camps prior to permission notices being distributed to parents.
 - Parent permission notices are to be distributed at least 2 weeks prior to the activity where possible.
 - Excursion Helpers are to be notified of their selection to assist at least one week prior to the excursion, if at all possible.
 - All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion. (Refer to departmental guidelines for Risk Management and Risk Assessment).
 - The teacher in charge must ensure that an epipen is carried for each student with an anaphylactic allergy.
 - Each excursion is required to have the following documentation prepared for approval:
 - School-based excursion details form and DE&T advice notification.
 - Excursion notice, excursion helper information, child permission note.
 - Groupings - Walks/Buses - names of children in each group and supervisor.
 - Details relevant to venues/equipment for supervision.
 - Excursion date entered in the School Calendar (electronic).
 - On the day of the excursion, a class list must be completed noting the children in attendance and those absent. The list is to be sent to the office before leaving the school.
 - On the day of the excursion, a bus list must be completed noting the staff, parents helpers and children in each bus. The list is to be sent to the office before leaving the school.
 - On the day of the excursion a list of emergency contacts for staff & parent helpers is to left at the Office.
 - Originals of notices are to be sent to the Office, legible copies to accompany the group on excursion.
 - Drivers of private vehicles must complete an Authority to Transport Students, which will be endorsed by the Principal.
 - Before giving permission for their child to be transported in a private vehicle, parents must be provided with the name of the driver and registration number of the vehicle. Any child travelling in a private vehicle must wear an individual, approved seat belt.
 - A student may not sit in the front passenger seat of a vehicle fitted with a Front Seat Passenger Airbag under the age of 12 years, or if they are unusually small for their age.
 - The teacher in charge of an excursion must supply the driver of a private vehicle with a copy of the 'Permission to Travel' form for each passenger.

- The teacher in charge of an excursion must leave the original 'Permission to Travel' forms at the school office.
- The teacher in charge of the excursion must complete the 'Notification of School Activity' for DEECD. Notification of School Activity' link: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- The teacher in charge of an excursion or camp is required to complete a Camps Risk Management Assessment Form (Appendix B)
- All staff must carry a mobile phone on all excursions.
- Drivers of private vehicles transporting students will be requested to return the copies of 'Permission to Travel' forms to the school office at the conclusion of the excursion.
- Children must wear full school uniform on all school excursions and this needs to be referred to in the parent advice information for the excursion.
- Each child must wear a school identification lanyard ~~name tag~~.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- A debriefing by the Excursion leader will occur with the Principal (or nominee), on return to school. Overnight excursion Leaders will make telephone contact at least each afternoon of absence from school.

References:

- Additional forms and linked policies are available on the DEECD website:
For Principals and Administrators > School Policy Advisory Guide > Student Safety > Excursions and Activities
Link: [DEECD Excursion Policy](#)
- Additional Forms for Safety Guidelines are available from [Safety Guidelines for Education Outdoors](#)

Appendix:

- A: Pupil/Teacher Ratios
- B: Camps Risk Management Assessment Form
- C: Private Vehicle Transport form
- D: Checklist for Camps and Excursions

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle, unless circumstances dictate other wise.

Teacher / Pupil 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</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

CAMPS 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 likelihood / 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		

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		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>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.</p>		

**JELLS PARK PRIMARY SCHOOL
AUTHORITY TO TRANSPORT STUDENTS**

DRIVER'S NAME:

ADDRESS:

CAR REGISTRATION NO:

COMPREHENSIVE INSURANCE POLICY HELD WITH:

.....

DRIVER'S LICENCE NO: EXPIRY DATE:

I am the holder of a current full driver's licence and I agree to use my vehicle to voluntarily transport students of Jells Park Primary School to and from specific events. I understand that I will receive no financial return for this gesture. I also understand that liability for any damage to my vehicle during these activities will be my responsibility.

DRIVER'S SIGNATURE: DATE:

PRINCIPAL'S SIGNATURE: DATE:

Appendix D: **Camps and Excursions Checklist**

Administration Tasks (approx. **9 weeks prior** to camp or **6 weeks prior** to excursion):

Once the Camp or Excursion has been booked –

Complete the School Council Approval Form Template (incl: activity details, budget, itinerary, staffing, parent helpers, transport, ratios, risk assessment)	
Complete the Finance Reconciliation for Camp/Excursion	
Prepare Parent Notice	
Submit Parent Notice to the office and Principal for approval	
Ensure activity is in the School Calendar (electronic)	
Purchase Order form(s) completed for any expenditure (buses, venue, foods, etc)	
Submit School Council Approval Form to the office and Principal for approval	
Camps: prepare medical forms, clothing list, dietary requirement forms	
Send out Parent Notice	
Ensure Parent Notice is uploaded on the website and Skoolbag (at same time as hard copy distribution)	

Other Tasks (approx. **2 weeks prior** to camp or excursion):

Allocate 'non-attending' students to alternative classes	
Classroom Parent Helpers cancelled	
Specialists notified	
Yard Duty swapped for staff attending	
Any 'contractors' informed (Music, SRI, etc)	

Progress Check (approx. **48 hours prior** to camp or excursion):

Ensure team/level staff is updated and informed of preparation for all activities	
Double check that team/level staff have completed all allocated tasks	
Ensure Excursion is recorded on Student Activity Locator: https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx	

On the day of departure to Camp or excursion:

Original Parent Consent forms to the office, with covering class list checked off (Copies of Parent Consent forms taken to camp or on excursion)	
Bus List to the office (detailing students, staff and parents on each bus)	
Collect Anaphylaxis, Allergy and Asthma kits for relevant students (remember to sign out)	
Collect First Aid kits (remember to sign out)	
Camps: Completed Medical Forms collected and taken on camp	
Camps: Detailed Itinerary left with office	
Camps: Emergency contacts left with office (staff/parent/venue/bus, etc)	