

EXCURSION HELPERS GUIDELINES

JELLS PARK PRIMARY SCHOOL

The Department of Education and Early Childhood Development sets clear directions regarding primary schools' responsibilities about health, safety and duty-of-care requirements when children are involved in any type of excursion outside school boundaries.

The DEECD directions correctly stipulate duty-of-care requirements that all parents and teachers would expect in the supervision of children whilst on excursions.

These requirements make it necessary to have *extra adult* assistance from the time of school departure to school return at the conclusion of the excursion. All adults assisting are required to travel with the group using the provided transport unless otherwise stated.

The following Guidelines are provided to make excursions a safe educational experience for the children:

- All Excursion Helpers must have a current 'Working With Children' card, with a copy lodged at the School Office.
- Excursion Helpers are asked to sign in at the school office and obtain a Parent Helper badge prior to going to the classroom.
- Pre-school and other children may not attend the excursion as they may require attention from the Excursion Helper rather than allowing the Excursion Helper to be totally focussed on supervision of the target group.
- It would be usual for Excursion Helpers to be asked to supervise a small group of between five and eight children. This may involve the supervision of children other than their own. Helpers may not necessarily have their own child in their supervision group.
- Children are expected to readily comply with polite requests and directions. The group must remain near the Excursion Helper at all times. Any individual concerns regarding this aspect must be reported immediately to a teacher, as issues of safety can arise quickly. It is the teacher's responsibility to manage any inappropriate behaviour and, if necessary, to implement relevant consequences.
- If an Excursion Helper's own child should be in their supervision group and becomes over-stimulated for more than a few minutes, the teacher may take him/her into their group for the duration of the activity
- If the excursion spans morning tea or lunch periods, Excursion Helper's should bring their own refreshments. Supervision requirements do not allow even quick visits to nearby shops or kiosks.
- Distribution of sweets, ice-creams or other 'treats' to Excursion Helper's own, or other children, is not permitted during the excursion.
- Excursion Helpers are asked to help and support children as required or requested by the teacher. Assistance may be required with toileting, lunch distribution, rubbish collection, dressing and/or undressing and equipment distribution and collection.
- *Mobile Phones should not be accessed during an excursion and should preferably be turned to mute or off.* Careful supervision of children cannot occur when conversing on a phone. The teacher-in-charge of the excursion will carry their personal mobile phone, which may be used for emergency purposes only.
- Photography and video recording of children participating in excursion activities will be organised by the teacher. Legal obligations do not permit this to be undertaken by others.
- Jells Park Primary School expects children, teachers and helpers to refrain from chewing gum and to always use appropriate language when speaking to peers and members of the school community.
- Designated teachers will carry First Aid Kits. Children requiring First Aid assistance must be attended to by those teachers.

SMOKING IS NOT PERMITTED AT ANY TIME

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