



Black Hill Primary School Excursions Policy

(Including Health and Physical Education, Outdoor Education Policy, Camps and Local Excursions and Incursions)

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.
- To provide outdoor education opportunities which have the ultimate goal of creating and maintaining healthy, positive, sustainable relationships between people and the natural environment.
- To link outdoor education, camps and excursions directly to curriculum.
- To ensure correct process for camps and excursions.

AIMS:

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.
- Students will be offered opportunities which will provide skills and knowledge that can lead the development of leisure pursuits, self-knowledge and the wider community.
- Opportunities will be provided for student decision making and reflection, the thinking skills, valuing and respecting others and a responsibility to group safety.
- Opportunities and access to different activities and environments will be provided, including local trips, visiting performances, first aid/health education, camps, life education, etc.
- The range of interests and needs in class groups will be recognised and addressed.
- All children will have access to outdoor education programs through excursions, camps and in-school activities.

Definitions:

- An excursion is defined as any activity beyond the school grounds.
- Local excursions involving car/bus travel - Signed permission from parent/caregivers. Day/overnight excursions/camps - complete approval process and permissions as outlined below.

IMPLEMENTATION:

- Detailed information regarding overnight camping excursions will be communicated to parents. DET procedures will be followed.
- All out of school activities will require the permission of the principal or assistant principal and overnight stays will require prior school council approval.
- All camps and excursions will be planned using the school pro-formas and must follow and adhere to DET guidelines http://www.eduweb.vic.gov.au/referenceguide/enviro/4_4.htm
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/>
- Buses with seatbelts are to be used at all times.
- All camp costs to include all sundries, staff/parent accommodation, sessional staff, CRT's and transport costs.
- Children are expected to wear school uniform on excursions (except camps) so they are readily recognisable when out of the school.
- School Council must approve all camps. In doing so, School Council will ensure that all camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.

- A schedule of excursions, including costs, will be distributed in a February edition of the school newsletter, and will be updated on a needs basis.
- School Council will determine an 'Excursions Levy' each year. Parents can bulk pay for the year's excursions or pay for individual excursions as they occur.
- The Camps, Sport and Excursion Funds (CSEF) is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps, sporting activities and sports uniforms.
- Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form and a signed "Confidential Medical Information for School Council Approved Excursions" form.
- 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 designated Teacher in Charge of each excursion will either visit the venue prior to the event or view their website and complete a risk analysis report.
- The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines.
- The online DET 'Notification of School Activity' information will be completed three weeks in advance of the event if required at :
 - www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- Classroom teachers will be given the first option to attend excursions.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed Permission forms, signed "Confidential Medical Information and Emergency Contact Details for School Council Approved Excursions" forms must be carried by excursion staff at all times.
- When deciding on which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 - The need to include both male and female parents.
 - The special needs of particular students.
 - Parent volunteers must have a current Working With children Check.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion at the Principal's discretion.
- Integration Aides/ Education Support Staff attending any overnight excursion/camp will be able to apply for 'Time in Lieu' in consultation with the Principal/Assistant Principal.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
- All overnight camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
 - The educational aims and objectives of the excursion.
 - The names of all adults attending.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Risk analysis and procedures followed to ensure the safety of the children

Evaluation:

This policy is to be reviewed as part of the school's three-year review cycle or as required due to changes in the Acts and Laws.

This policy was last ratified by School Council in: 2008

Reviewed July 2015