

# DAY EXCURSIONS

Yarraman Oaks Primary School

## **Rationale:**

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

## **Aims:**

- 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.

## **Implementation:**

- Staff must take a copy of the parent consent and medical indemnity form for the duration of the excursion.
- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary. This does not include local supervised walking excursions.
- The Principal is responsible for the approval of all non-adventure single-day excursions, other than those, that must be approved by the School Council eg: school camp.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the teacher in charge and other key members must ensure they have consulted with the leadership team to ensure there are no clashes.
- Detailed planning of excursions should be done using [the considerations for excursions](#) proforma as a guide.
- If day excursions include adventure activities organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- An online notification of school activity form is to be completed prior to the activity on the Student Activity Locator (SAL) system.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day 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. Children whose payments have not been finalised at least 48 hours before the departure date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- Parents will be given reminders, via the Flexibuzz app, reminding them of the need to finalise payment.

- Office staff and Principal will be responsible for managing and monitoring the payments made by parents.
- Office staff will provide classroom teachers with detailed records on a regular basis.
- The school will provide a first-aid kit for all day excursions.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents of children may be invited to assist in the delivery of excursions. They may not necessarily be with their own child/ren.
- Parents attending will be required to have a current working with children check, which has been shown to the office.
- 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 confidential information regarding children, must be securely accessed and stored.
- The primary references from DET must be consulted when considering all day excursions. This can be accessed on the DET website.

**Organising staff should consider the following:-**

- What is the purpose of the excursion and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
- Is an appropriately trained member of staff able to provide [first aid](#) ?
- Is the location of staff and students throughout the excursion including during travel known?
- Is a record of telephone contacts for supervising excursion staff available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the [parental consent](#) and [confidential medical advice](#) (in the case of adventure activities) forms for those students on the excursion available?

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

October 2017