

C.P.S. EXCURSION

POLICY

AIM:

To enable children's learning through the provision of real, first hand experiences. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

GUIDELINES:

1. Each excursion will be planned at Year and / or Area level, and will relate to a school learning.
2. Before proceeding with final arrangements approval must be sought from the Principal / Assistant Principal.
3. A pro forma to assist with the planning is to be completed by the coordinator and retained.
4. All costs of the excursion will be borne by parents, unless other arrangement are made with consent from the Principal.
5. 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. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
6. Families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. (Many families choose to pay a yearly excursion levy at the start of the year and in such circumstances only permission slips need to be obtained)
7. Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
8. The deadline for student payment for excursions is 2 days before the actual excursion.
9. All DET's excursion regulations will be followed
10. Staff to be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
11. Staff to be aware that an excursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must remain the person designated with duty of care responsibilities. All excursions will be attended by school staff to ensure appropriate supervision of students at all times.
12. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.
13. Staff to be aware that excursions require the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
14. Parents who wish to supervise a group of students need to provide the school with a Volunteer Working With Children Check. These are housed in the office
15. Permission and medical forms duly signed by the parents are to be taken on excursions. No child will be permitted to take part in any excursion without this parental consent.
16. A First Aid Kit and mobile phone will be taken on all excursions.
17. When necessary, ID Labels will be worn by students attending excursions.
18. Students not attending an excursion will be supervised in another class.
19. Principals may need to cancel excursions at short notice in extreme circumstances.

Evaluation:

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

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

26th July 2017