

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. Parents/carers will be made aware that DET does not provide student accident cover including ambulance transport and that they need to make their own arrangements for cover.
20. Complete a risk assessment for natural disasters (i.e. bushfire) and other incidents in the activity location (see Appendix A).
21. Principals may need to cancel excursions at short notice on fire danger days rated as Extreme or Code Red, or days of total fire ban.

Refer to <http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx> for further relevant information

Evaluation:

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

APPENDIX A - EXCURSION RISK MANAGEMENT ASSESSMENT

Assess each of the following hazards and any others you think relevant and assess risk based on charts below.

- Bushfires
- Severe storms and flooding
- Earthquake
- School bus accident/vehicle incident
- Missing student
- Medical emergencies
- Aggressive student behavior
- Intruders
- Internal fires and smoke
- Snakes and other wildlife
- Other relevant to excursion area

DET RISK RATING MATRIX

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DET ACCEPTABILITY CHART

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

For a comprehensive assessment of bushfire, please see the DET's Bushfire and Emergency Management Self-Assessment Tool:

<http://www.education.vic.gov.au/Documents/training/providers/learnlocal/program/bushfireselfasses.doc>