

Fairfield Primary School

Excursion and Incursion Policy

Rationale:

The school's excursion program enables students to further their learning and social development beyond the classroom. Excursions and incursions are an important aspect of the school's educational program.

Definitions:

An excursion is defined as any activity organised by the school in which students leave the school grounds to engage in educational activities. Incursions are activities organised by the school that involve an external organisation conducting activities on school grounds in school time.

Aim:

- To ensure that all excursions and incursions are carried out in accordance with [Department of Education and Training \(DET\) Excursion and Activity Guideline](#) and related policies.
- To ensure the safety and wellbeing of all participants during school organised excursions and incursions.

Implementation:

The implementation of this policy applies to both excursions and incursions.

Approval and Planning

- A designated teacher in charge will coordinate each excursion.
- The designated teacher in charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines.
- The principal must approve all excursions. The principal will ensure that all excursions are maintained at a reasonable cost and comply with DET policy and guidelines.
- Information will be provided to all parents that enable them to consent to their children participating.
- The *Notification of School Activity* form will be completed and forwarded to the Department of Education and Training (if required) three weeks prior to excursion departure dates. The online DET access to this form is at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed *permission* form, a signed *Confidential Medical Information for Approved Excursion* form.
- Copies of completed permission and medical information forms will be carried by excursion staff at all times.

Costs and payments

- The school parental payment policy outlines the school's approach to parental payments.
- All endeavours will be made not to exclude students for financial reasons. Any family experiencing difficulty should meet with the school to make alternative arrangements.

Risk Management

- The conduct of excursions will comply with the DET Safety Emergency and Risk Management Guidelines.
- Staff must have a mobile phone and first-aid kit appropriate for the location and activities.
- At least one staff member with each student group must have first aid qualifications.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school hours excursion.
- All buses hired to transport students must be equipped with seat belts.
- Prior to excursions, the participation of children with additional needs or behaviour management plans will be discussed with parents and the appropriate teachers.
- The teacher in charge must ensure that the anaphylaxis policy is adhered to. The excursion sections of the anaphylaxis policy are in appendix C on page 8 of the school anaphylaxis policy.

Parent Involvement

- Parents of children involved in excursions may be invited to assist in the delivery of excursions in accordance with the DET staffing and supervision guidelines.
- Parents included in the supervision ratio or given supervision roles by staff must have a working with children check as per DET policy.
- The special needs of particular students will be taken into account when considering parent involvement

Evaluation:

This policy will be reviewed as part of the school's four year review cycle, or earlier if required.

Relevant Policies for further reference:

FPS Anaphylaxis Management Policy

FPS First Aid Policy

FPS Camp Policy

FPS Parental Payment Policy

This policy was ratified by School Council in

December 2015