



Excursion Policy

Rationale

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

Aim

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

Definitions

An excursion is defined as any activity organised by the school in which students leave the school grounds to engage in educational activities.

Implementation

Approval and Planning

- The principal will approve all excursions and ensure that all excursions are maintained at a reasonable cost and comply with Department of Education and Training (DET) policy and guidelines.
- Excursions will provide an inclusive excursion experience for all students, including students with disabilities and additional needs.
- A designated teacher in charge will coordinate each excursion.
- The designated teacher in charge of each excursion will ensure that the excursion, transportation arrangements and excursion activities comply with DET guidelines.
- Excursion information will be provided to all parents enabling them to consent to their children participating.
- Prior to any child attending an excursion, parents/guardians must provide informed and written consent via Compass.

Costs and Payments

- The school [Parent 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 school will ensure a minimum adult to student ratio of 1:20 attending an excursion.
- Staff members will comprise at least half of the attending adults, where practicable.
- Excursions will be under the direct control of a teacher.



Risk Management (cont.)

- Excursion staff must be approved by the principal and may include:
 - Parents or carers
 - Education support class officers
 - Community members
 - Trainee teachers
 - Campsite staff
 - Specialist instructors for excursion activities
- Parents/carers included in the supervision ratio, or assigned supervision roles by staff, must have a [Working with Children Check](#). Refer to the school's [Volunteer Policy](#) for further guidelines.
- The special needs of particular children will be taken into account when considering parent/carer involvement.
- Excursions will include a staff member/adult helper of each gender.
- Children will not be denied attendance at any camp because of disability or medical condition. The school will take reasonable steps to support the inclusion of all children.
- Instruction will be provided for children remaining at the school during the absence of staff accompanying the excursion.
- Staff will have a mobile phone and first-aid kit appropriate for the location and activities.
- At least one staff member will have Level 2 first aid qualifications.
- The teacher in charge must ensure adherence to the school's [Anaphylaxis Policy](#). The excursion sections of the Anaphylaxis Policy are listed in *Appendix C* of the policy.
- 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.
- Excursions may be cancelled, recalled or altered for reasons including severe weather conditions, changes to DET advice, or students returning early due to illness/serious misbehaviour.

Evaluation

This policy will be reviewed as part of Fairfield Primary School's 4-year review cycle in May 2020.

References

Fairfield Primary School's:

- Anaphylaxis Management Policy
- First Aid and Care for Ill Students Policy
- Camp Policy
- Parental Payment Policy
- Volunteer Policy

This policy was ratified by School Council in May 2020