



ANDERSON'S CREEK
PRIMARY SCHOOL

Anderson's Creek Primary School

School Number: 5104

Student Excursion (Day) Policy

APPROVED: ACPS SCHOOL COUNCIL

ENDORSED AT: SCHOOL COUNCIL MEETING 26TH JULY, 2020

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PURPOSE

To explain to our school community the processes and procedures Anderson's Creek Primary School will use when planning and conducting excursions and adventure activities for students.

Anderson's Creek Primary School's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions reinforce, complement and extend learning opportunities beyond the classroom and are an important aspect of the educational programs offered at our school. Excursions help to develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

SCOPE

This policy applies to all camps and excursions organised by Anderson's Creek Primary School. This policy also applies to adventure activities organised by Anderson's Creek Primary School regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Anderson's Creek Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

○ DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- attend school 'sleep-overs' on school grounds

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

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Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link:
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.asp>
[X](#)

1.1 POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning. They provide access to resources, environments and expertise that may not be available in the classroom. Camps and excursions also provide an opportunity for students to develop resilience, responsibility and self reliance.

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Anderson's Creek Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Anderson's Creek Primary School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where an excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

When planning for an excursion the following considerations need to be taken into account:

- The Principal is responsible for the approval of all non-adventure single-day excursions other than those that must approved by the School Council.

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- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge and other key members must meet formally with the Principal, to present the Principal/Business Manager with a planning summary, to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the Principal's approval is granted, detailed planning should commence using the planning summary pro forma as a guide. This must include a risk assessment and may include a site visit.
- When presenting new information to the Principal, organising staff must be aware that the Principal will 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?
 - Have supervisory adults who are not registered teachers completed a Working with Children Check?
 - Is the location of staff and students known for the duration of the excursion?
 - 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 completed Permission Forms, and signed Confidential Medical Information available to excursion staff at all times?
- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances 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 Council's requirements.
- School Council requires that students only travel on buses fitted with seatbelts.

Supervision

Anderson's Creek Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

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All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Classroom teachers will be given the first option to attend excursions. The school will ensure that attending staff have a first-aid kit and access to a mobile phone. 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 to the anticipated return time.

Parent volunteers

Parents of children involved in all excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account:

- Any valuable skills and knowledge the parents have to offer. E.g. first aid.
- The need to include both male and female parents.
- The special needs of particular students.

School staff will notify parents/carers of any costs associated with attending. School staff are in charge of excursions and parent/carer volunteers are expected to follow teachers' instructions.

Volunteer and external provider checks

Anderson's Creek Primary School requires all parent or carer excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card. For more information about when a WWCC and other volunteer requirements, please refer to our Volunteer policy.

Parent/carer consent

For all excursions Anderson's Creek Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Anderson's Creek Primary School informs parents about school excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation.

Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions that occur on a recurring basis (for example weekly outings to the local oval for inter school sport), Anderson's Creek Primary School will provide parents and carers with a consent form at the start of the term. Anderson's Creek Primary School will also provide advance notice to parents/carers of upcoming local excursions through newsletters, notes home and via the schools Konnective App.

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Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.

Cost of camps and excursions, refunds and support

The schedule of excursions, including costs, will be distributed at the end of the preceding term to all parents, and will be updated on a needs basis.

School Council will determine an 'Excursions Levy' each term and communicate to parents as required. The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates. Parents may be notified before the excursion date reminding them of the need to finalise payment. Office staff, in consultation with the Principal, will be responsible for managing and monitoring the payments made by parents.

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. Families experiencing financial difficulty may be eligible for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Please refer to the [Refund Policy](#) for further details.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each excursion. Teachers will administer any medication provided according to our *Medication* policy ([Medication Policy](#)) and the student's signed *Medication Authority Form*. To meet the school's

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obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion due to behaviour that does not meet the standards of behaviour set out in the school's [Student Engagement Policy](#), [Behaviour Management Policy](#) and the [Bullying & Harassment Policy](#). The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the excursion.

If on an excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on excursions consistent with our school's *Student Engagement Policy*, *Student Behaviour Management Policy* and *Bullying & Harassment Policy*.

Electronic Devices

Students will not be permitted to bring electronic devices on excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to an excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Anderson's Creek Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

FURTHER INFORMATION AND RESOURCES

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This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund.](#)
- [Code Red Days](#)

The following school policies are also relevant to this Student Day Excursions Policy:

- [Student Engagement Policy](#),
- [Behaviour Management Policy](#)
- [Bullying & Harassment Policy](#).
- Volunteer Policy
- [Inclusion and Diversity Policy](#)
- [Parent Payment Policy](#)
- [Refund Policy](#)

1.2 REVIEW CYCLE

This policy was last updated on May 2020 and is scheduled for review on May 2023

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