

Excursion and Incursion

LEOPOLD PRIMARY SCHOOL POLICY

Rationale

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. 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.

Aims

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Implementation

- Staff wishing to organise an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal. The Principal or nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with the Department of Education (DET) guidelines.
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or nominee(s). The administration staff will complete the 'Notification of School Activity' at: <https://partner.eduweb.vic.gov.au/sites/sal#/> three weeks prior to the excursion departure date, and ensure relevant details are entered on the whole school planner (google docs and calendar in the staff room).
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal or nominee is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.

Implementation

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The Principal or their nominee will ensure that full records are maintained regarding the excursion.

The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

DET will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.

Prior to conducting an excursion, the approval of the Principal will be obtained. School Council must approve adventure activities.

Only students who have displayed sensible, reliable behaviour at school will be invited to participate in excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion.

On excursions students must wear school uniform (see Dress code) unless other clothing is required dependent on the activity to be undertaken.

The emergency management process of the school will extend to and incorporate all excursions.

Prior to conducting an excursion, DET requirements and guidelines relating to excursions, will be rigorously observed.

Consideration in planning should include: Safety, Emergency & Risk Management, including Bushfires, Student Medical Information, Safety Guidelines for Education Outdoors.

Prior to conducting any excursion, the formal approval of the Principal or nominee will be obtained. In approving an excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Prior to the excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for payments

- Students will be charged an excursion/incursion levy per annum to cover all excursions/incursions for the year. Parents/guardians are required to pay the excursion/incursion levy in full before the first excursion/incursion occurs, unless arrangements have been made with the Business Manager prior to the first excursion.
- 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 Business Manager. Decisions relating to alternative payment arrangements will

be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

- All 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. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- 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.

Teacher Responsibilities:

- A designated "Teacher in Charge" will coordinate each excursion.
- In the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- Parents with a current Working with Children Check may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal or their nominee, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on excursions consistent with Leopold PS Engagement and Well Being Policy. In extreme cases excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return back to school during an excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

The school's emergency procedures include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

Appendices which are connected with this policy are:

- Appendix A: Excursion and Incursion Check List
- Appendix B: Pupil/Teacher Ratios
- Appendix C: Excursion and Incursion – Planning/Costing To Gain Approval
- Appendix D: a. Excursion Risk Management and Assessment Form
b. General Excursion Risk Assessment Form
- Appendix E: Incursion – Risk Management Form
- Appendix F: Parent Volunteer Information letter
- Appendix G: Notification of School Activity Form

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance.

Signed: Alison Woodard
School Council President

Signed Jan Rollinson
School Council Executive Officer (Principal)

This policy was last ratified by School Council in:

May 2014

This policy was ratified by School Council on:

20th November 2018

Appendix A

Leopold Primary School

Organiser

EXCURSION/ INCURSION CHECK LIST

Tick each box when completed:

PRE EXCURSION/INCURSION

Consult with Business Manager regarding budget allocation	
Check google docs & white board planner (available dates, pencil in intended excursion/incursion)	
Student/Staff Ratios (appendix B)	
Discuss with A/P the need for student support staff	
Complete Excursion/Incursion planning to gain approval (appendix C) minimum 4 weeks prior	
Excursions only -Risk Management (appendix E)	
Incursions only – Risk Management (appendix F)	
Confirm Venue and bus bookings (order required)	
Permission notes to families 2 weeks prior	
Notify Office of Non-attenders	
Organised program for non-attenders	
Arrangements for Lunch (Advise Canteen)	
Yard duty swaps	
Changes to school program/Specialist	
Parents attending (need WWC)	
Collate permission forms	
Notify Office of non-attenders	
Check payment report - office	

DAY OF THE EXCURSION/INCURSION

Excursion Permission Notes	
First Aid Kit/ Medications	
Admission payment if required	
List of Children not going to office	
eCases marked (roll) to the office	
Mobile Phone	
Names on Lunches	
Lunches in basket	
Children allocated to bus	
Photos for facebook	
Check Toilets	

ON RETURN TO SCHOOL

Return First Aid Kit	
Tax invoices returned to office	
Newsletter article	

Please Note: Teacher must complete appendices B, C, D, E & G for EXCURSIONS and appendices C, D & F for INCURSIONS

Do not return Appendix A as this is the Excursion/Incursion organisers check list

Appendix B Pupil / Teacher Ratios

Please circle the appropriate ratio ○

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>	<p>Orienteering</p> <p>1:10 Bush</p>
<p>Base Camping</p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p>NOTE: No student on any element unless supervised</p>
<p>Board Sailing</p> <p>1:3 Beginners</p> <p>1:5 Novice; intermediate; advanced</p> <p>2 Experienced sailors</p>	<p>Scuba Diving</p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p>NOTE: 2 qualified staff</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters</p> <p>1:6 Open Waters</p> <p>1:4 Open Waters, Adverse</p>	<p>Shooting</p> <p>1:1 New or inexperienced</p> <p>1:5 On the track or mound</p> <p>1:15 Observers or waiting</p>
<p>Bushwalking</p> <p>1:5 Overnight</p> <p>1:10 Day</p>	<p>Snorkeling</p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p>NOTE: 2 qualified staff</p>
<p>Canoeing</p> <p>1:6</p> <p>2 Staff members</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight</p> <p>1:10 Alpine, Nordic – day</p> <p>1:10 Non-skiing</p>
<p>Cycling</p> <p>1:10</p>	<p>Surf Activities</p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p>NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p>Day Excursions</p> <p>1:20 Minimum</p>	<p>Swimming</p> <p>1:20 Enclosed pools</p> <p>1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>

Appendix C EXCURSION/INCURSION – PLANNING/COSTING TO GAIN APPROVAL

Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done **AT LEAST 6 WEEKS** before the date of the proposed excursion. Please hand to Business Manager for approval on completion.

EXCURSION DETAILS

Excursion/Incursion: _____

Date: _____ Time of departure: _____ Estimated time of return: _____

Grade or specialist area level: _____ Number of students: _____

Teacher in charge: _____

Qualified first aid officer on excursion/incursion: _____

Staff attending: _____

Are there any Education support staff attending? Yes / No

Name of Education Support staff attending: _____

**Name of any volunteers attending & WWCC Number (available from Administration Office): _____


Purpose of excursion/incursion (connection to curriculum/action learning topic): _____

Information to be included on note (eg lunch, special clothing, hat etc): _____

COSTING

Budget to be accessed to meet excursion/incursion costs:

Bus cost (excl GST) per student	\$
Admission	\$
Cost of Presenter per student	\$
Sundry	\$
Food (incl GST)	\$
Sub total	\$
÷ students attending	
Total cost per student	\$

 Cost of bus excl GST Or Cost of Presenter	\$ _____ ÷ Number students
Bus Company	
Bus Order Number	
Venue Order Number	
Agreed cost per child	\$

If payment is required prior to or on the day please consult with the office as a tax invoice will be required

Checked/approved by Business Manager: _____ Date: _____

Approved by Principal: _____

** Administration staff to check Volunteer WWCC number/s

Excursion Risk Management Assessment Form

Appendix D (a) Environment Emergency Management Assessment

Venue Assessed _____ for month of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / very high or high impact		
Very high, High and moderate likelihood / Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Appendix D (b) General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school for assistance.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

Appendix E

Incursion Risk Assessment Form

Duty of care resides with teachers for the period of the event:

Presenter/s-contractor/s has/have Working with Children Check (WWCC)

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Appendix F

Dear Parent/Guardian Helpers,

You have been invited to assist with our upcoming excursion.

At Leopold we greatly appreciate the support we get from our helpers on excursions.

To support helpers with their role on excursions, we have put together an information summary so helpers are aware of their roles and expectations while assisting on excursions.

- All helpers attending an excursion must have a current Working with Children's Check. This is part of Leopold Primary's Working with Children Policy. If you have not done so, please bring your WWC check to the office so we can photocopy it and place it in our files. Alternately please update your WWC check details to include Leopold Primary School.
- All helpers will be required to attend a briefing. This will be held 15 minutes before an excursion commences and run by the team leader. If you are unsure who that is, please check with your child's teacher.
- Parents must travel on the bus to and from an excursion. As a school we have a ratio of students to adults and need to have the correct numbers both on and off the buses.
- If it is a walking or riding excursion, helpers must accompany the group – again supporting the ratio of students to adults.
- Vehicles are not permitted on excursions unless you have been requested to take your vehicle by the school. Please do not ask to bring your vehicle as the answer will be no.
- If you are requested to transport students in your car, there are school permission slips and guidelines that must be followed and completed. To be a transport vehicle, you must have full comprehensive insurance and provide details such as your registration number and capacity to carry details.
- Helpers attending excursions will often be allocated a group of students that will be their responsibility on an excursion. Helpers are there to support the needs of the students attending – not just their own child.
- As a helper you are under the direction of the teacher. Any questions or difficulties please check with your child's classroom teacher. If they are unavailable, you must speak to another staff member of Leopold Primary.

Regards,

Leopold Primary Staff

Appendix G



NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

SCHOOL NAME AND NUMBER:	Number: 1148	School Name: Leopold Primary School	Campus:
	TYPE OF ACTIVITY: (CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)		
DATE OF ACTIVITY: (SEE NOTES)	Commencing:	Concluding:	
NAME OF VENUE:			
PHYSICAL ADDRESS OF VENUE:			
EMERGENCY TELEPHONE NUMBERS:	Mobile with group:	Venue:	
	Yes:	No:	Map reference:
IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE?			
TOTAL NUMBERS:	Students:	Teachers:	
NAME OF PERSON IN CHARGE:			
SIGNATURE OF PRINCIPAL:			