

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 and Early Childhood Development (DEECD) 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 : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 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.

DEECD 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, DEECD 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 DEECD
- 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 DEECD 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 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 do 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: Approval Application – Excursions and Incursions
- Appendix D: Excursion and Incursion – Planning To Gain Approval
- Appendix E: a. Excursion Risk Management and Assessment Form
b. General Excursion Risk Assessment Form
- Appendix F: Incursion – Risk Management Form
- 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: Deb Duncan
School Council President

Signed Jan Rollinson
School Council Executive Officer (Principal)

This policy was ratified by School Council on 20 th May	2014
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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)	
Approval Application (appendix C)	
Seek Quotes	
Discuss with A/P the need for student support staff	
Complete Excursion/Incursion planning to gain approval (appendix D) 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	
Organised program for non-attenders	
Arrangements for Lunch (Advise Canteen)	
Yard duty swaps	
Changes to school program/Specialist	
Parents attending (need WWC)	
All monies to the office daily	
Excursion/activity form to OFFICE	
Collate permission forms	
Notify Office of non-attenders	
Check payment report - office	

DAY OF THE EXCURSION/INCURSION

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

ON RETURN TO SCHOOL

Return First Aid Kit	
Notify Office of non-attenders	
Tax invoices returned to office	
Return/ charge Camera	
Newsletter article	

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 APPROVAL APPLICATION- Excursions and Incursions

To be submitted to the Principal or nominee for approval a minimum of 6 weeks prior.

EXCURSION:

DATE/S:

DESTINATION / DETAILS:

.....

.....

NUMBER OF STUDENTS:

PURPOSE OF EXCURSION:

.....

.....

ORGANISING STAFF MEMBER:

STAFF TO ATTEND:

.....

ARE ANY EDUCATION SUPPORT / VOLUNTEERS OTHER THAN TEACHING STAFF ATTENDING?
YES / NO

IF YES PLEASE LIST:

.....

DO ALL VOLUNTEERS GOING ON THE EXCURSION HAVE A CURRENT WORKING WITH CHILDREN
CHECK ?

YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION: YES / NO

IF YES PLEASE LIST:

.....

Signed:..... Date:
Organising staff member

Final approval for the excursion has been granted following the Principal or nominee receiving of
Excursion - Appendix A, B, C, D, E, (a, b),G
Incursion - Appendix A, C, D, F

Signed: Date:

Principal or nominee

Appendix D Excursion and incursion – Planning 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 ONE MONTH before the date of the proposed excursion.

STEP 1

EXCURSION DETAILS

Date of Excursion/ Incursion: _____ Excursion to: _____

Teacher in charge: _____ Grade or specialist area level: _____

Time of Departure: _____ Estimated time of return: _____

Staff required (names): _____

Student support staff required (names): _____

Number of students attending: _____ Qualified First Aid Officer attending: _____

Information to be included on note: (e.g. lunch, special clothing, hat) _____

STEP 2-

Budget to be accessed to meet excursion/ incursion costs

Estimated excursion/incursion costs (all costs excluding gst, except food) Copies of quotes to be provided.

Bus	\$
Admission	\$
Presenters	\$
Sundry	\$
Food (inc gst)	\$
Sub Total	\$
Number of students to attend	
Total cost per student	\$

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.

STEP 3

- List of proposed participants must accompany this form
- ALL permission forms to be generated from the school office

STEP 4

NOTIFICATIONS

- Canteen must be notified
- Complete 'NOTIFICATION OF SCHOOL ACTIVITY' FORM as attached (To be electronically processed by admin staff 3 weeks prior to activity)

Checked / Approved by Business Manager YES [] Signature: _____

Step 5

Teacher completes appendices A, B, C, D, E, G (excursion) or A, C, D, F (incursion) and submits all paper work for approval to the Principal or nominee.

Excursion Risk Management Assessment Form

Appendix E (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 higher 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 E (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 F

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 G

Notification of School Activity Form



Department of Education and
Early Childhood Development

Your Details

User ID : **08138110** School Number : **01114601**
 User Name : **Rollinson, Janette M** School Name : **Leopold Primary School**

School Councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education and Early Childhood Development 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.

[Home](#)

Please fill out the following form and click on the Submit button	
Commencement Date: <input type="text"/>	Venue Postcode: <input type="text"/>
Concluding Date: <input type="text"/>	Venue Ph. Number: <input type="text"/>
Type of Activity: <input type="text"/>	Mobile with group: <input type="text"/>
Name of Venue: <input type="text"/>	Map Reference: <input type="text"/>
Address of Venue: <input type="text"/>	Emergency Transport at Venue? <input type="checkbox"/>
Location of Venue (Nearest Town/Area): <input type="text"/>	Number Students: <input type="text"/>
State of Venue: <input type="text"/>	Number Teachers: <input type="text"/>
Country of Venue: <input type="text" value="Australia"/>	Person in Charge: <input type="text"/>
<input type="button" value="Submit Form"/>	
<p>This form is to be completed for all camps and school excursions which also includes:</p> <ul style="list-style-type: none"> • Overnight, weekend, interstate, overseas activities • Non-Adventure activities which, by their nature, locations or timing, may be hazardous • School closures, pupil free days, school council holidays, combined sports or cluster days <p>Notes:</p> <ol style="list-style-type: none"> 1. The form must be submitted three weeks prior to the commencement of any activity. 2. A new submission is required each time an activity is repeated on a different date. 	
<p>If you experience any difficulty with this form please Email ESM</p>	

Visit the Emergency and Security Management Website for information to assist schools to plan for and