



## Excursions & Camps Policy

### Background

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions as well as longer, overnight trips, complement, and are an important aspect of the educational and social programs offered at our school.

### Aims

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place outside school.

### Implementation

1. Day excursions and outdoor education activities are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
2. Educators owe all students a duty of care to take such measures as are reasonable to protect students in their care from risks of injury that the educator should have reasonably foreseen.
3. Effective risk and safety management assessments must be undertaken and all safety measures implemented for outdoor education activities to ensure they are planned and conducted safely.
4. It is a requirement that any risk assessment include consideration of the risk of bushfire -
  - a. Excursions and camps must not be planned to areas of fire risk during the summer months
  - b. Planning for camps must include contact details of and consultation with local authorities, eg park rangers, CFA, local shire office etc. to determine expected local conditions.
  - c. If the opinion of local authorities is that conditions are unsafe, or will deteriorate to unsafe levels within the timeframe of the camp, the camp must be abandoned.
  - d. On days of Code Red fire danger, any excursion to or travel through areas of fire risk must be cancelled.
  - e. If already on a camp when a Code Red day is declared, all student and staff must move to the safest area available, if possible on the advice of local authorities. Any request by local authorities must be complied with.
5. The Education and Administration Leaders are responsible for the approval of all non-adventure single-day excursions; overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
6. A designated '*Teacher in Charge*' will coordinate each excursion.
7. 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 Education and Administration Leaders, to present a summary of the excursion to discuss the proposed activity,

and to seek 'in principle' support for the event.

8. Detailed planning should commence using the "Stage 2 Form" (Appendix 2), and must use the planning questions as a guide. This may include a site visit, if possible, and must include a risk assessment form and must include consideration of child safe policy requirements (Appendix 3). Where available, provide the risk assessment procedures of the site to be visited.
9. Teacher in charge will ensure that all students are supervised by appropriate adults at all times. This includes ensuring balance of male and female staff, working with children cards for non-teacher staff and ensuring that numbers of staff are appropriate for the numbers of children and the activities undertaken. See guidelines for more details.
10. It is a requirement that students only travel on buses fitted with seatbelts.
11. The school will ensure a mobile phone and, if required, a satellite phone is available, and will supply a first-aid kit for all excursions.
12. "Confidential Medical Information" (Appendix 4) forms must be carried by excursion staff at all times.
13. Parents of children involved in 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 –
  - a. Any valuable skills the parents have to offer e.g. bus license, first aid etc
  - b. The need to include both male and female parents.
  - c. The special needs of particular students.
14. Parents selected to assist with day excursions may be required to pay their excursion costs.
15. Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the class teacher and/or the Teacher in Charge, in consultation with the Education Leader and College of Teachers.
16. The Education and Administration Leaders require that a report be tabled after each outdoor education activity, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.