



ACT


Government

Education and Training



Excursion Policy and Procedures for Forrest Primary School

Reviewed September 2015

Principal's Name and Signature: Christine Pilgrim 

Board Chair's Name and Signature: Sally Tray 

ETD Policy (Relevant Components)

Purpose:

This policy outlines system requirements for all excursions including local and overnight. It outlines the principals' responsibilities in relation to the out of school movement of students and staff and sets out requirements to help ensure the health and safety of students when on an excursion.

Definitions:

- An **excursion** is a school-related activity by students, under the supervision of a teacher/s, directly related to the curriculum of the school. An excursion is a variation to normal activity and is not predominantly recreational. Excursions generally fall into the following categories:

Category	Description
A	Movement, generally on foot or by bicycle in the vicinity of the school or a variation to normal activity
B	Excursions other than Category A within the ACT
C	Excursions which involve day travel beyond the ACT
D	Excursions which include overnight accommodation regardless of the distance from the school

- **Teacher in charge(TC)** refers to the teacher nominated by the principal to have ultimate responsibility and therefore authority for the duration of the excursion.
- **Legal duty of care** requires that accompanying adults should take all reasonable measures to ensure the health and safety of any school student under their care. This duty of care will arise whenever a student/school relationship exists. Primary responsibility remains with the teacher in charge.
- **Parents.** In this policy, a *parent* includes a *carer*. Under the *Children and Young People Act 1999* a parent is a person having parental responsibility for the child and a carer is a person who is a carer under that Act.
- **Informed consent** means that parents give written agreement to their child participating in an excursion after they have been made aware of the supervision details of the excursion and the risks and associated costs involved.
- **Accompanying adults** include teachers, school administrative staff, parents, activity leaders and volunteers.

Responsibilities:

It is the **responsibility of the principal** to ensure that:

- the excursion is directly related to the curriculum and not predominantly recreational. Excursions are generally considered to be an optional enrichment activity.
- parents are aware that an excursion is generally an optional enrichment activity and that parents will have to cover the costs incurred.
- all participating teaching staff know the requirements of this policy and other relevant Directorate and school policies, supervision requirements and safety procedures. If Directorate policy is not followed, staff may not be afforded the Directorate's protection under the principle of vicarious liability i.e. where an employer bears the cost of damages resulting from an employee's negligence.
- accompanying adults are advised of their responsibilities and relevant Directorate and school policies and the consequences of non compliance.
- all requirements contained in the *School Management Manual* (Financial Management Section, and other relevant areas) for planning and accounting for monies are met.
- if the planned excursion is a Category C or D excursion, an *Excursions - Risk Assessment* proforma is undertaken in relation to the safety of the participants. For Category A and B excursions, the completion of an *Excursions - Risk Assessment proforma* is recommended.
- an assessment has been undertaken to determine that a private provider meets the following criteria relevant to the excursion activity and any risks involved:

- the provider's staff are trained to the industry standards required to supervise the activity and accreditation is sighted
- the provider meets industry standards and accreditation is sighted
- the provider has a risk management and/or safety plan relevant to the activity and it is sighted
- the provider has appropriate insurance including at least a \$20 million Public Liability cover for any one event.
- parents are aware of any Disclaimer Statements from private providers and make their own informed decision about whether to participate.
- supervision is adequate in relation to the number and needs of students, their maturity, anticipated behaviour and the activities planned.
- arrangements are made for any student unable to participate in an excursion by having alternative activities and/or strategies available. Students with a disability should have an equal opportunity to participate in excursions. Principals must therefore consider what reasonable adjustments may be made to allow a student with a disability to participate in an excursion.
- staff are aware of their obligations under *Section 9 of the Public Sector Management Act 1994* and (non-Directorate) accompanying adults are aware of their obligations under the *Working with Children and Young People – Volunteering Policy*.
- accompanying adults are aware that they must not drink alcohol during hours of duty or when they have a continuing responsibility for students. This includes school excursions/outdoor adventure activities and any other school activity that may be held outside ordinary school hours.
- copies of emergency contacts and procedures and contingency plans are kept in the school and by the teacher in charge of the excursion (refer to *Emergency Management Framework*).

It is the **responsibility of the teacher in charge:**

- to know and to comply with the requirements of related and relevant policies.
- to ensure that students and parents are aware of supervision and transport arrangements.
- where private or hire vehicles are used, to advise the owner and/or driver to have appropriate insurance cover.
- to give consideration to those occasions when it is desirable for a participating staff member to have a current first aid certificate and an appropriately stocked and maintained first aid kit to be carried.
- to ensure that all accompanying adults are appropriately screened, qualified and/or experienced and are advised of their responsibilities and relevant Directorate and school policies and safety procedures (refer to the *Working with Children and Young People – Volunteering policy*).
- to gain informed consent by ensuring that parental information, medical and consent forms are issued where appropriate and completed and returned prior to the excursion.
- to ensure *Excursion Medical Information and Consent Forms* (refer to First Aid Policy) are provided to parents for Category B, C and D excursions.
- to ensure *Excursion Medical Information and Consent Forms* and *General Management and Emergency Treatment Plans* (refer to First Aid Policy) are carried on Category C and D excursions and to be aware of relevant medical conditions for Category A and B excursions.
- to develop emergency contacts and procedures for all excursions. Copies of these contacts and procedures must be taken on Category C and D excursions.
- to ensure the cultural and religious needs of all students are considered and met in both the preparation stage of the excursion and whilst on the excursion. (category D excursions)
- for overnight excursions, to ensure that girls and boys are not accommodated in the same rooms.

Supervision Requirements

- Accompanying adults may be used to meet the supervision requirement provided the principal is satisfied there are sufficient teachers to maintain adequate control of the whole excursion, and to control each activity.
- Additional adults should accompany excursions when extra care is considered necessary for the safety and welfare of students.
- For mixed groups of boys and girls both genders must be represented amongst the accompanying adults.
- For groups of either all boys or all girls on overnight excursions, there must be at least one teacher of the same gender as the students.
- Parents, activity leaders and volunteers may be used to meet the gender balance requirement. However screening requirements set out in the *Working with Children and Young People – Volunteering Policy* must be adhered to.
- Responsibility for and control of the excursion remains with the teacher in charge.

Category	Category Description	Gender Balance	Minimum Supervision Ratios
A	Vicinity of the school/ variation to normal activity	not required	1 teacher per class group
B	Within the ACT	to be considered by principal	1 teacher per class group
C	Day travel beyond the ACT	to be considered by principal	2 adults per class group including 1 teacher
D	Overnight accommodation: single gender mixed gender	- not required - required	1 adult per 20 students with a minimum of 2 adults per excursion Teachers must comprise at least half the number of accompanying adults

Accidents

- The teacher in charge should abide by the *Student Accidents* policy and the procedures to be followed in the event of an accident.
- In serious cases where medical attention is obviously necessary and a parent is not available, the teacher in charge should send for an ambulance or a doctor, whichever is appropriate, or arrange transport to the nearest or most convenient medical facility.
- The choices stipulated by the parent on the *Excursion Medical Information and Consent Form* should be respected where possible.
- Parents must be advised as soon as practicable of action taken in an emergency.

Use of Transport

- On each occasion informed parental consent must be given in writing for their children to travel by public transport, government plated and private plated buses, or by private car driven by a staff member, parent, other adult or student.
- Where private or hire vehicles are used, each owner and/or driver must:
 - carry the required licence and have valid insurance which is appropriate to the excursion
 - ensure that the vehicle is registered and roadworthy and ensure that the seatbelt provision of the vehicle is not exceeded.
- For bus transport the registered carrying capacity must not be exceeded. Wherever possible, students should be transported in buses with seatbelts. Seatbelts are essential for all excursions involving interstate travel.

Related policies:

Accidents – Schools and other Workplaces

Alcohol – Possession and Consumption in Schools and at School – related Activities APC201504
Emergency Management Framework
Excursion - EMP200607
First Aid and Health - FAP2003
Health, Physical Education and Sport Policy and Guidelines
Outdoor Adventure Activities - OAA200908
Statement on Requesting Financial Contributions from Parents
Sun Protection - SP200609
Working with Children and Young People – Volunteering Policy - WWCUPVV201310



8 Weeks
Prior to
Excursion

- Discuss excursion plans with PYP Coordinator to ensure it is educationally appropriate and aligns with the programme. Please take into consideration feasibility of cost, time and school priorities.
- Get verbal approval from the PYP Coordinator to fill out the Request for Excursion Form
- Teacher in Charge (TC) completes the Request for Excursion Form. TC to ensure ETD's Excursion Policy is followed.
- TC contacts the venue to ascertain the cost of excursion per student and availability.
- TC Consult with the Business Manager (BM) about costing of buses and venue.
- Add costings to Request for Excursion Form.

6 Weeks
prior to
Excursion

- Give the completed Request for Excursion Form to your executive to take to the Executive Meeting for possible approval.
- Request for Excursion is signed by your Executive after approval at the Executive Meeting.
- TC enters the Day and Date on staffroom Whiteboard and SOBS calendar and emails ICT Coordinator to place date on website.

5 Weeks
prior to
Excursion

- Take Request for Excursion Form to BM at a pre-arranged time (organised via email) to revise costings. During this meeting the BM will book buses and the venue.
- BM will then arrange for the front office to order an excursion file and to write a permission note.
- TC writes and saves Risk Assessment in: gdrive/admin/risk assessments/2015 and emails it to the supervising Executive Officer for checking.
- Executive makes any corrections to risk assessment, signs it and passes it on to the Principal for approval.
- BM presents the permission note to relevant Executive Officer for approval.
- Executive Officer edits, signs and returns the note to the BM for photocopy and distribute on Thursday with the Newsletter.
- A class roll is placed in the blue bag and once a permission note has been returned the student's name is marked off by BM. Please ensure that this roll is checked regularly.

3 Weeks
prior to
Excursion

- Principal approves and signs risk assessment and returns to BM to be scanned and saved in gdrive/admin/2015/completed risk assessments and hard copy placed in the Excursion folder.
- Teachers attending excursion complete and sign 'Variation of Location Form', email to ETD and BCC BM and Executive.
- TC checks medical forms and ensures that all medical forms and action plans are current.

1 Week
prior to
Excursion

- TC notifies Band Teacher/Canteen Manager/Volunteers/Afterschool Care.
- Class teachers chase any outstanding permission slips.

Day Prior
to
Excursion

- First Aid Officer attending excursion to check all First Aid supplies are organised and available.
- TC prints two copies of each class roll.
- Class Teachers attending make duty swaps and notify Executive Officer in charge of relief of the change.
- TC informs Executive Officer of who is remaining at school and where they will be (ensuring adequate work is left for them).

Day of
Excursion

- TC collects all first aid supplies (ensure students with asthma etc have collected their medication).
- Class teachers provide Front Office with copy of roll noting who has gone on the excursion and is remaining at school. Then as soon as possible ensure that the information from the excursion roll is transcribed onto the Legal Class Roll.

One
week
after the
Excursion

- All documentation (completed permission notes, Risk Assessments, Excursion Request Form, costing, etc) is placed on the Official File by TC and returned to the BM.

Confirmation to proceed with the excursion

_____ Executive Officer

Dated ____/____/____

_____ Business Manager's signature

Dated ____/____/____

REQUEST FOR EXCURSION FORM

DETAILS

Date	
Name of Coordinating Teacher	
Departure time from school	
Departure time from venue	
Return time to school	
Destination including Address, Phone Number	
Mode (bus, car, bus & Car, train, walking, flying etc.)	
Staff members accompanying the group (Including an LSA if appropriate and discuss with DP)	
<u>Educational Focus</u> –	

ATTENDANCE

Classes involved			
Mobile Phone Numbers of staff			
Number of Students		Adult/Student ratio	
Non Teaching Staff (LSA)			
Parents			
Teacher with First Aid Certificate			
Program for Students not attending			

Finance DETAILS

Cost \$	
When transporting a student in a personal car provide: Car registration numbers Private Vehicle Insurance Policy	

Front Office ONLY

Give file to Business manager to acquit the excursion, prior to filing.

Excursion Checklist complete

_____ Coordinating teacher signature

Date ____/____/____

Responsibilities

Teacher In Charge (TC)

- ☐ Discuss excursion plans with PYP Coordinator.
- ☐ Complete the Request for Excursion Form.
- ☐ Contacts the venue to get the cost of excursion per student and availability.
- ☐ Add costings to Request for Excursion Form.
- ☐ Enter Date on staffroom and SOBS calendar and emails ICT Coordinator.
- ☐ Make an appt via email with BM to revise costings and to book.
- ☐ Write and save Risk Assessment in: gdrive/admin/risk assessments.
- ☐ Email risk assessment to the supervising Executive Officer.
- ☐ Organise teachers attending to complete 'Variation of Location Form' and email to ETD
- ☐ Check medical forms.
- ☐ Check action plans are current.
- ☐ Notify Band Teacher/Canteen Manager/Volunteers/Afterschool Care.
- ☐ Chase any outstanding permission slips.
- ☐ First Aid Officer attending excursion to check all First Aid.
- ☐ Print two copies of each class roll
- ☐ Make duty swaps and notify Executive Officer.
- ☐ Informs Executive of who is remaining at school and where they will be.
- ☐ Ensuring adequate work is left for students not attending excursion.
- ☐ Collect all first aid supplies
- ☐ Teachers provide Front Office with copy of roll noting who has gone on the excursion and is remaining at school.
- ☐ All documentation are placed on the Official File and returned to the BM.

PYP Coordinator

- ☐ Discuss excursion plans with teaching team.
- ☐ Give Verbal approval for Request of Excursion Form to be completed.

Executive Officer

- ☐ Discuss with teaching team the possible excursion.
- ☐ Take Request for Excursion Form to executive meeting for discussion.
- ☐ If approved at Executive Meeting sign. and return to TC.
- ☐ Make corrections to risk assessment, sign and passes on to the Principal.
- ☐ Edit note and return to BM for photocopy and distribute on Thursday.

Business Manager

- ☐ Meet with TC to discuss initial costings of excursion.
- ☐ Accept appt via email ewith TC
- ☐ Revise costings and to book venue and buses with TC.
- ☐ Ask Front Office Staff to write a permission note.
- ☐ Order an Excursion File.
- ☐ Present the permission note to relevant Executive Officer for approval.
- ☐ Photocopy note and distribute on Thursday once approved by Executive Officer.
- ☐ Organise for a classroll to be placed in the blue bags for it to be checked off.
- ☐ Scan and save Risk assessment.
- ☐ Place hard copy of the Risk Assessment in the Excursion folder.
- ☐ File Excursion File.
- ☐ Front Office staff member to email BM a copy of the signed Risk Assessment once Principal has signed

Principal

- ☐ Read and sign off on Risk Assessment.