Deakin Preschool

Excursion Procedures

# 6 weeks prior to excursion

[ ]  Discuss excursion plans with PYP Coordinator or Educational Leader 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 or Educational Leader to fill out the Request for Excursion Form

[ ] Teacher in Charge(TC) completes the Request for Excursion Form.

[ ] 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. Please take into considerate administration fees and if you need an extra staff member to attend to assist with ratios when completing your costings.

[ ]  Add costings to Request for Excursion Form.

[ ]  Request for Excursion is signed by your Executive after approval at the Executive Meeting.

[ ]  WLO enters the Date on the SAS calendar and emails Website Manager 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 finalise costings. During this meeting the BM will book buses and advise WLO.

[ ]  WLO 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 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.

[ ]  WLO presents the permission note to relevant Executive Officer for approval.

[ ]  Executive Officer edits, signs and returns the note to the WLO for photocopying and distribution.

[ ]  Teachers to check SAS regularly and promote the returning of notes.

[ ]  WLO to email finalised note to website manager to place on the website.

# 3 weeks prior to excursion

[ ]  Principal approves and signs risk assessment and returns to WLO to be scanned and saved in gdrive/admin/excursion/completed risk assessments and hard copy placed in the Excursion folder.

[ ]  Teachers attending excursion complete and sign 'Variation of Location Form' and give to WLO.

[ ]  WLO checks medical forms and ensures that all medical forms and action plans are current. WLO to notify year level Exec of missing or incomplete forms.

[ ]  If attending an overnight camp - complete an application for approval from the DET at <https://outdoored.ed.act.edu.au/my.policy>

# 1 weeks prior to excursion

[ ]  WLO notifies Band Teacher/Canteen Manager/Volunteers/Afterschool Care of excursion.

[ ]  WLO to notify exec of any missing permission notes.

# Day prior to excursion

[ ] First Aid Officer attending excursion to check all First Aid supplies are organised and available.

[ ]  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).

[ ]  WLO prints one copy of each class roll to be left at the front office, stating where the students not attending the excursion will be located.

# 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.

[ ]  TC to take permission notes with them on the excursion.

# one week after excursion

[ ]  All documentation (completed permission notes, Risk Assessment, Excursion Request Form, costing, Movement Requisition form etc) is placed on the Official File by WLO and returned to the BM for filing.

**Confirmation to proceed with the Excursion**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Officer Dated\_\_\_/\_\_\_/\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Manager’s signature Dated\_\_\_/\_\_\_/\_\_\_**

Local area– 1:4 adult to child

**Ratios**

**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) |  |
| Educational Focus –  |

**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 numbersPrivate Vehicle Insurance Policy |  |