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PEMBROKE PRIMARY SCHOOL

Excursion Policy

2017

AIM

This policy has been developed as part of Pembroke Primary School's commitment to providing all students with opportunities to extend their learning experiences in a safe, secure environment and to ensure excursions are planned, approved and conducted appropriately and in line with DET guidelines.

Date ratified by School Council: 25th July 2017
Review Date: March 2018

RATIONALE

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

IMPLEMENTATION

When obtaining parental consent it is important that the permission slip has sufficient information to allow parents to make an informed decision about whether to permit their child to participate in the activity.

The consent form should include information about the nature of the proposed activity, degree of supervision and the risks involved.

It is also recommended that the permission slip also provide a contact person at the school in case parents require further information..

The principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council. School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities. Council approved excursions are detailed in the 'Outdoor Education' policy. A designated 'Teacher in Charge' will coordinate each day excursion.

Principals are responsible for the conduct of all excursions and must ensure:

- an online notification of school activity form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
 - venue selection
 - safety, emergency and risk management
 - informed consent from parents
 - medical information
 - appropriate staffing and supervision
 - student preparation and behaviour and
 - requirements for any adventure activities.

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process

Venue selection:

- the suitability of the environment and/or venue for the excursion Safety, emergency and risk management:
- assessment of excursion risks
- procedures in the event of an emergency
- arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
- The school will provide a first-aid kit for all day excursions

- The primary references that must be consulted when considering all day excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

Staffing and supervision:

- there are sufficient staff to provide appropriate and effective supervision
- the experience, qualifications and skills of each staff member (including volunteers, instructors, etc.) will allow them to provide effective supervision in general and for planned activities (as applicable).
- there are appropriate levels of supervision in view of the activities undertaken and students involved.
- informed consent from parents or carers
- adequate student and staff medical information
- requirements for any adventure activities.

Transportation requirements, noting that:

- public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
- information on student concession cards is available at: Public Transport Victoria.

Communication requirements:

- staff and students have appropriate clothing and personal equipment
- group or technical equipment is in good condition and suitable for the activities undertaken
- continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
 - the excursion meets the requirements of any school-level policy or procedures
 - The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.

Confidential medical information form: .

- Parent complete a local excursion permission form and are given an opportunity to any medical information each year.

Schools must:

- ensure that the teacher-in-charge takes the medical information forms on the excursion
- ensure these forms are available to other excursion staff in emergency situations
- keep copies of the forms at the school.
- endeavours not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- ensure all families will be given sufficient time to make payments for excursions. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.