



# SANDRINGHAM EAST PRIMARY SCHOOL

## Incursion and Excursion Policy

### Rationale

The school's incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

The school's excursion program enables students to develop their learning and social skills in a non-school setting.

Incursions and day excursions are an important aspect and complement the educational 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 teachers. That valuable and powerful learning also takes place in the real world and is often achieved from people and experiences.

### Definitions

For the purpose of this policy:

- An Incursion is an activity that involves school visitors who provide a performance or service for the students for a fee. Can also be referred to as an in-house excursion
- A Day excursion is any organised and supervised school activities that require children to venture beyond the school boundary.
- A Camp is an excursion with at least one an overnight stay.

### Implementation

#### Planning

- The Principal is responsible for the approval of all Incursions undertaken within regular school hours.
- School council may consider permitting specific incursions occurring out of school hours so that other family members can be involved.

#### Costs

- School Council will determine an 'Incursions and Excursions Levy' each year. Parents can bulk pay for the year's incursions & excursions as part of the annual school fees (preferred option) or pay for individual incursions & excursions as they occur.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion or excursion, will be required to discuss their individual situation with the

Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.

- Families with a Centrelink Health Care card or Pensioner Concession card may be eligible to claim funding assistance under the Federal Government's 'Camps, Sports and Excursions' fund which can be applied to the SEPS excursion payment.
- All families will be given sufficient time to make payments for specific incursions and excursions (if not previously bulk paid). Parents will be sent notices on Compass before the incursion date, detailing the specific payment schedule required and reminding them of the need to make deposits and finalise payment by the due dates. Children whose payments have not been finalised prior to the incursion or excursion may not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal. **Notices to parents must be forwarded at least 2 weeks prior to the excursion.**
- Office staff will be responsible for managing and monitoring the payments made by parents and may provide classroom teachers with relevant information if required.

#### Risk Assessment & Approval

- 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.

#### Parental/Carer Consent

- It is a legal requirement that notices to parents provide full information on all activities planned for the day. Medical indemnity forms are required for every student for all excursions.
- "On Foot" permission for walks within the local area can be given via Compass or, in particular cases, a printed and signed permission form. Approval for these outings must be gained from the Principal or Assistant Principal and be written in the Principal's diary and the EXIT Book at the front of Office.
- Prior to any child attending an incursion or excursion, parents/guardians must have provided the school permission via Compass or, in particular cases, a printed and signed permission form.
  - Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending incursions.
  - No child is to be permitted to go on an excursion unless the parents' permission has been obtained via Compass or in writing. If any, permission slips for each child must be taken on the excursion and carried by the class teacher as they have emergency contact numbers on them.
  - Information for parents and guardians on how to navigate online Compass permission can be directed to administration staff in the office.

#### Staffing & Supervision

- A designated 'Teacher in Charge' will coordinate each incursion and excursion.
- Students who do not attend incursions will be provided with suitable alternative activities.

#### **Excursions**

- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the principal, to present the principal with a planning summary, to discuss the proposed activity, and to seek

'in principle' support for the event. The principal will complete the Principal Checklist to ensure all information and planning is in order.

- If the principal's approval is granted, detailed planning should commence using the planning questions proforma as a guide. This must include a site visit and risk assessment.
- Teachers will follow the SEPS EXCURSIONS/IN HOUSE EVENTS PROCEDURES (See this procedure below). This is a step-by-step procedure for teachers defining responsibilities and processes.
- When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:
  - What is the purpose of the excursion and its connection to student learning?
  - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
  - Is an appropriately trained member of staff able to provide first aid?
  - Have supervisory adults who are not registered teachers completed a Working with Children Check?
  - Is the location of staff and students throughout the excursion including during travel known?
  - Is a record of telephone contacts for supervising excursion staff available?
  - Is a record of the names and family contacts for all students and staff available?
  - Are copies of the parental consent and confidential medical advice forms for those students on the excursion completed?
- If day excursions include adventure activities organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- If approved, the online Notification of School Activity form must then be submitted three weeks prior to the activity if required. (required if travelling beyond the greater metropolitan area).
- School Council requires that students only travel on buses fitted with seatbelts (where available).
- The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- Classroom teachers will be given the first option to attend excursions.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a first-aid kit for all day excursions.
- Online permission (Compass – on teachers' device), hard copy permission forms and signed Confidential Medical Information forms must be carried by excursion staff at all times, and copies remain at school.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
  1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  2. The preference to include both male and female parents.
  3. The special needs of particular students.

- Parents selected to assist with day excursions may be required to pay their excursion costs.
- 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 Principal, in consultation with the Teacher in Charge.
- All excursions incur fixed costs. Upon request, the school will endeavour to reimburse a percentage of the payment should a student not attend, however associated fixed costs will be non-refundable.

### **References:**

The primary references that must be consulted when considering all excursions is:

- the School Policy and Advisory Guide website:  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- SOTF Reference Guide – 4.4.2 School Excursions

### **Other Relevant Documents:**

Student Code of Conduct; H/PE Policy; Transport Policy.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle, or after any unexpected or adverse incident origination from an incursion, excursion or camp.

### **Support material:**

FORMS REQUIRED FOR SCHOOL EXCURSIONS (See Below)

- Cases 21 INCIDENT NOTIFICATION FORM
- RISK REGISTER (ON LINE FORM)
- EXCURSION PLANNING QUESTIONS FOR CONSIDERATION
- SEPS EXCURSIONS/IN HOUSE EVENTS PROCEDURES
- MASTER TEMPLATE FOR SCHOOL EXCURSION - NOTICE TO PARENTS
- EXCURSION/IN HOUSE CHECKLIST

**This policy was ratified by School Council – June 2018**