



RAGLAN PUBLIC SCHOOL

Excursion Policy 2014

Definition

School Excursions may be considered as any event or structured learning experiences provided by, or under the auspices of the school, which is conducted external to the school site. This includes formal learning excursions, cultural excursions, school camps and sporting events.

Raglan PS is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are part of quality teaching and learning programs.

Excursions are a valuable teaching and learning vehicle, often integral to quality curriculum delivery in that they provide access to teaching content and learning experiences not available at the school.

School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days or weeks requiring overnight or long term accommodation.

Objectives - Policy statement

When determining the educational value of an excursion the school will take account the needs and resources of the school, the needs of the students and the total learning program.

Excursions are inclusive, and all students will be given the opportunity to participate (See point 11 a, b and c).

A Duty of Care is provided to students in the school environment and while on excursions.

The Department's Duty of Care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.

The obligation to report suspected harmful risks to children and young people applies throughout all stages of an excursion, as it does in schools.

Staff will conduct a risk assessment and develop a risk management plan before attending the excursion. This includes risk assessments for any travel and each location visited by the students and staff. Individual students may also require a risk management plan or medical plan.

Signed consent forms granting permission for students to participate in excursions and a medical information form will be obtained from parents or caregivers.

Safe transport or a safe walking route will be organised prior to excursions including an itinerary and any special considerations or emergency arrangements.

Under Occupational Health and Safety legislation, the Department has an obligation to ensure the health and safety of staff at work. Consequently, the excursion policy takes account of staff health and safety issues in addition to those of students.

Behaviour expectations for students

Students must behave appropriately at all times while on excursions, and must follow all instructions and directions from staff to ensure adequate safety for all attending.

Students on excursions interact with the public. They are representatives of their school and community and must behave appropriately at all times on excursions. They must be able to demonstrate prior to the excursion they can act appropriately and in a manner which is safe for themselves and others.

Therefore, if a student has been suspended during the year, his/her attendance at extra curricula activities such as excursions will be reviewed by the Learning Support Team (LST) in consultation with the class teacher to determine if the student can attend. The LST will also determine if parents are required to accompany their child on any excursion.

If a student has been placed on Level 2 Orange or Level 3 Red during the year, his/her attendance at extra curricula activities such as excursions will be reviewed by the LST in consultation with the class teacher to determine if the student can attend. Notice of consideration by the LST is indicated on the Level 2 Orange, and Level 3 Red notification letters to parents.

If a student is being considered for exclusion from an excursion, his/her parents will be notified in writing prior to the excursion (Appendix 12).

If a student is not to participate in an excursion, his/her parents will be notified by letter prior to the excursion (Appendix 13). An alternative program will be provided at school.

The *school discipline policy* applies outside of school hours and off school premises because there is a "clear and close connection" between the school, the students and the activity in which they are engaged.

If a student's behaviour while on an excursion becomes inappropriate, his/her parents will be immediately contacted to come to the place of the excursion to pick his/her child up and incur any costs in doing so. If the parent cannot be contacted and the students' behaviour continues to jeopardise the safety and wellbeing of staff and other students, the police will be contacted to remove him/her.

If a student has not returned his/her money and/or permission and medical notes for excursions, sporting events and other extra curricula activities by the due date, they will not be able to attend.

To enable all students to participate in excursions, financial assistance is available to families after consultation with the Principal.

All excursions will follow the requirements issued by the Dept of Education and Communities.

Associated Links

https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml

Responsibilities of staff

To ensure the safety of all attending excursions, it is extremely important that staff give consideration to safety and wellbeing of all events and those attending the excursion. As such, staff should:

- Ensure all appropriate documentation and permissions are completed prior to the excursion. (refer to Appendix 3 – Excursion checklist).
- Compile all documentation of the event as soon as possible after its conclusion.
- Complete an evaluation of the event as soon as possible after its conclusion.
- Act at all times in accordance with the DEC Code of Conduct.

Responsibilities of parents and carers

Parents are required to support the school in providing a safe excursion for all participants in regards to the participation of their child.

Parents providing transport to and from an event must use a registered, comprehensively insured vehicle. Parents are asked to provide the school with a copy of their license, registration and insurance. New copies of these must be provided upon their expiry.

The Learning Support Team and School Principal will determine if parents are required to accompany their child on any excursion.

Accompanying parents may be requested to travel by private transport to the excursion, pay excursion costs and be prepared to take their child home if he/she is unable to follow the directions of the supervising teacher.

The role of an attending parent is one of supporting their child at the excursion and not a teacher. At no time should a parent be placed in a position of solely supervising students.

Appendices

- Appendix 1 DET Overview of Excursions
- Appendix 2 Excursion Checklist
- Appendix 3 Application for Excursion
- Appendix 4 Risk Management Process and Proforma
- Appendix 5 Variation to Routine
- Appendix 6 Medical Information Form
- Appendix 7 Warning of exclusion from excursion letter
- Appendix 8 Exclusion from Excursion letter
- Appendix 9 DET Proof of ID Checklist
- Appendix 10 Working with Children Check