



# EXCURSIONS POLICY AND PROCEDURES

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## **STATEMENT OF PURPOSE:**

Excursions are seen as an integral part of Mandama's school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

## **AIMS:**

- To create a safe and positive environment whilst on excursions in which all staff assume responsibility for student wellbeing.
- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To extend understanding of their physical and cultural environment.

## **IMPLEMENTATION:**

- The excursions program is designed to enhance classroom learning and must have clearly identifiable links to planned learning opportunities.
- All excursions, planning and documentation must be approved by the Principal/Assistant Principal.
- Excursion proposals require completed DET forms: Notification of School Activity, Risk Register, Planning Summary and Emergency Management Plan.
- All safety requirements must be considered and adequately resolved prior to the excursion.
- On days of extreme weather conditions, the Principal/Assistant Principal may need to cancel an excursion at short notice.
- All excursions, transport arrangements, emergency procedures and student/staff ratios must comply with DET guidelines.
- Proposals should be submitted six weeks in advance.
- Unit leaders will liaise with the Business Manager and Assistant Principal regarding the planned excursion prior to any bookings being made.
- Once approved, the planned excursion can be booked and organised which will include costings, including GST obligations, activity schedule and purpose, parent notification and permission and Excursion Planning Form and the Notification of School Activity.
- All aspects of the excursion will be outlined to the parents/carers in writing including dates, venue, transport arrangements, costs, itinerary, required clothing, contact phone numbers and clearly stated payment finalisation dates.
- All parent/carer consent, and medical forms must be completed, signed and returned prior to excursion departure, and all monies paid by the due date. Copies of completed permission notes and medical forms must accompany staff on the excursion.
- Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal/Assistant Principal, in consultation with the organising teacher. Both the parent/carer and the student will be informed of this decision prior to the excursion.
- Parents/carers will be requested to collect their child from an excursion if their child exhibits behaviour that is considered unacceptable or a danger to others. The teacher in charge, in consultation with a member of the leadership team will make this decision. Costs incurred will be the responsibility of the parent/carer.
- An alternative education program will be provided for students not attending the excursion.
- All School Staff participating in the excursion are clear about their roles and responsibilities.

- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners).
- All staff attending the excursion must be fully conversant with procedures as outlined in the school's First Aid and Anaphylaxis Management Policies.
- Staff attending the excursion must have access to a mobile phone and first aid kits for emergency situations.
- Photographs taken of the students at camp may be posted to the school Facebook page or used in other publications in accordance with the Mandama ICT Guidelines and Acceptable Use Agreement.

**EVALUATION:**

- This policy will be reviewed as part of the school's three year review cycle, or at any time that DET policy changes influence practices in schools.

**Ratified at School Council Meeting held March 21st, 2016.**