Stella Maris Primary School

Excursion, Camping and In-School Activity Policy

Rationale

Our excursion, camping and in-school activity programs enable students to further their learning and develop their personal & interpersonal skills, in new environments. Excursions, camps and in-school activities complement, and are an integral aspect of the educational programs offered at our school.

Principles

To reinforce, complement and extend 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.

Implementation

- An excursion is defined as any activity beyond the school grounds. In-school activities invite experts into Stella Maris to offer opportunities to the students, within the school setting.
- The principal must approve all excursions and in-school activities. In doing so, the principal will determine a schedule of excursions and activities for the school year and will ensure that all excursions and activities are maintained at a reasonable and affordable cost.
- The budget for excursions will be ratified by the School Education Board to determine an ‘Excursions Levy’ each year.
- 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 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.
- The schedule of excursions and in-school activities will be communicated in term letters to parents and will be updated on a needs basis.
- Teachers will provide parents with a more detailed description of excursions, at least one week prior to the date of the excursion, outlining dates, an overview of times and activities, means of transport, uniform and lunch expectations, and attach it to the, ‘Confidential Medical Report and Permission Form for Excursions.’
- Prior to any child attending an excursion, parents/guardians must have returned to the school a signed permission form, ‘Confidential Medical Report and Permission Form for Excursions.’
- Parents of non-English speaking families are able to seek clarification from the school to allow them to make an informed consent to their children attending excursions and participating in in-school activities.
- The use of private motor vehicles should be avoided. When a private motor vehicle is to be used to transport children, the parent/guardian of each student is to be advised of the name of
the driver and the number plates of the vehicle. Evidence of Comprehensive Insurance must be provided to the school. Each parent is requested to sign a consent form for their child to travel in this vehicle by the named driver. DEECD guidelines must be followed…


- Year 4 students attend a 3 day, 2-night camp, Year 5 students attend a 4 day, 3-night camp and Year 6’s attend a 3 night, 4-day camp each year, with a ratio of at least 1:10. If parents attend adults Working with Children Checks must be copied and added to the school bank of names.
- Special Care must be taken to ensure that if movies are shown on Camps or at school, that they have a rating of g. If teachers wish to show a PG movie for a specific purpose, the parents must be contacted in writing and permission slips signed and retained by the school.
- The principal will ensure that the groups are registered on the Student Activity Locator, in case of emergency or critical incident.

Responsibilities of Teacher in Charge

**One teacher will be designated the “Teacher in Charge.” This teacher has the responsibility to:**

1. Coordinate each excursion, camp or in-school activity, ensuring that they are prepared, managed, supervised and monitored in a way that ensures the health, safety and security of participating students, staff and parents.

2. Ensure that school planning calendars have been read to avoid clashes of events, ensure that specialist teachers have been consulted if necessary and that yard duties have been swapped.

3. Forward to the principal the “Planning and Evaluation of Excursion, Camp or In-School Activity” form, at least one month prior to the excursion departure date. Take particular note of the risk of bushfires.

4. Ensure that all water based activities align with Department of Education and Training Safety Guidelines for Education Outdoors.

5. Collect the excursion first aid bags & ensure that documentation and communication of any situations that may arise during the excursion, is communicated to parents and the principal.

6. Ensure that teachers are aware of their responsibilities including
   - checking all medical & permission forms and being aware of issues
   - collecting & carrying any medication
   - supervising administration of first aid to children

7. Ensure that parent helpers are fully aware of teacher’s expectations and their responsibilities by running a parent meeting on the morning of the excursion. See ‘Guidelines For Parents Assisting with Excursions’. (Appendix 3)
8. Ensure that all parents have current Working With Children Cards (a list is kept in the office.)

9. Collect and charge the school mobile phone from the office. In the event of two different excursions occurring on one day, a designated staff member’s phone will be used to make contact. In this case the telephone number must be documented for the school’s reference.

10. Carry mobile phone or Ipad with access to CareMonkey Medical Reports and Permission Form for Excursions and Camps, at all times.

11. Nforma rolls must be completed before leaving school.

12. Notify the principal and excursion staff immediately if a child is lost.

13. Ensure that regular head counts of students, teachers and parent helpers are conducted.

14. Communicate with the Principal or a senior staff member with regards the anticipated return time. This person will be in attendance at school whilst the children are returning from any out-of-school-hours excursion.

PARENTS

When necessary, parents of children will be invited to attend excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –

1. The need to include both male and female parents.
2. The special needs of particular students.
3. Under School age siblings of students are not permitted on excursions.
4. Parents must remain with the group until they have returned to Stella Maris.

Parents selected to assist with an excursion may be required to pay costs associated with the excursion.

Parents must read and sign Appendix 3, ‘Guidelines for Parents Attending Excursions.’

STUDENTS

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school 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 classroom teacher and the Teacher in Charge.

PRINCIPAL

All excursions require Principal approval. This approval is sought at a scheduled meeting or submission of planning documentation ‘Planning of Excursion or In-School Activity’ one months prior to the date. Information presented to the Principal will include:
1. The educational aims and objectives of the excursion or in-school activity.

2. The names of all adults attending and their expertise and experience.

3. Ratio of adult supervision to children (Excursion minimum 1:10. Refer to the Schools Operations handbook for ratio near water, trains & trams and other situations)

4. Travel arrangements, phone numbers and costs.

5. Venue details and an itinerary of events.

6. Procedures followed to ensure the safety of the children.

7. Details of lunch and uniform requirements and any other equipment to be taken on the excursion or used in the in-school activity.

8. Details of the titles and ratings of any DVD’s Videos or internet based material to be viewed by children.

The principal will be responsible for ensuring that the excursion or in-school activity is written on the appropriate planning calendars and that the parents are notified in the newsletter. The principal will consider the risk of bushfires and liaise with excursion and camping management and the CFA to determine a risk assessment.

See Appendix 1: Planning & Evaluation of Excursion or In-School Activity

See Appendix 2: Confidential Medical Report and Permission Form for Excursions

See Appendix 3: Guidelines for Parents Assisting with Excursions

This policy was ratified in 2008

This policy will be reviewed biannually

This policy was last updated in 2016
PART 1
Please write N/A for the areas that do not apply.

(Fill in and give to Principal 1 months prior to Excursion date.)

TEACHER IN CHARGE/CO-ORDINATOR: ..........................................................

TEACHERS: ..............................................................................................   CLASSES: ..................................................

NO. OF CHILDREN: .................................................................  NO. OF ADULTS: ..............

EXCURSION TO: .............................................................................................................................

DATE OF EXCURSION/ACTIVITY: .......................  

NAME OF TRANSPORT/ COMPANY : .................................   PHONE: ................

PICK UP SCHOOL: ..............                      E.T.A. VENUE: ..............

PICK UP VENUE: ..............                      E.T.A. SCHOOL: ..............

TRANSPORT BOOKED:........................................

COST OF TRANSPORT:..............................   TOTAL COST PER CHILD: ..........................

ANY USE OF A PRIVATE MOTOR VEHICLE:  YES/ NO

IF SO, NAMES OF DRIVERS & REGISTRATION NUMBERS:
..........................................................................................................................
..........................................................................................................................

COMPREHENSIVE CAR INSURANCE:  YES/ NO   (Please provide copy of latest invoice)

NAME OF VENUE: .................................................................

ADDRESS: .................................................................................   PHONE NUMBER: ................

VENUE BOOKED:  YES/ NO   COST OF VENUE: ..............................................

TITLES AND RATINGS OF DVD’S, VIDEOS OR INTERNET BASED MATERIAL TO BE VIEWED BY CHILDREN.
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..........................................................................................................................


EDUCATIONAL OBJECTIVES OF EXCURSION/IN-SCHOOL ACTIVITY:

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STRUCTURE OF EXCURSION/ACTIVITY:
(e.g. 9:30 am one whole group session, 11:30 rotating activities, 1:30 lunch)
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TUNING IN ACTIVITIES:
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FOLLOW UP ACTIVITIES:
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DETAILS:
LUNCH: .............................................. UNIFORM: .........................................................

SAFETY CHECKLIST

<table>
<thead>
<tr>
<th>POTENTIAL SOURCES OF HAZARDS</th>
<th>Are there any special considerations? (Please tick)</th>
<th>HAZARDS SPECIFIC TO EXCURSION - How can people be injured?</th>
<th>CONTROLS - Ways to prevent injury?</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENUE</td>
<td>☐ ☐ ☐ ☐ Yes No N/A</td>
<td></td>
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<tr>
<td>Special characteristics of this location, typical hazards (e.g. open water, snakes, traffic) for this type of venue. (venue check prior to excursion may be necessary)</td>
<td></td>
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<tr>
<td>TRANSPORT TO AND FROM THE VENUE</td>
<td>☐ ☐ ☐ ☐ Yes No N/A</td>
<td></td>
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<tr>
<td>Consider type of transport, interchanges between transport modes, hazards associated with the route</td>
<td></td>
<td></td>
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<tr>
<td>POTENTIAL SOURCES OF HAZARDS</td>
<td>Are there any special considerations? (Please tick)</td>
<td>HAZARDS SPECIFIC TO EXCURSION - How can people be injured? CONTROLS - Ways to prevent injury?</td>
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<tr>
<td>ACTIVITY</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
<td></td>
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<tr>
<td>The activity and level of the activity, its appropriateness for the age, maturity, physical stature, ability level and readiness of the students; the suitability of this location for this group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAFF COMPETENCIES</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
<td></td>
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<tr>
<td>Staff qualifications and/or experience specific to the activity, the nature of the group and the venue to be used</td>
<td></td>
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<tr>
<td>PARTICIPANT COMPETENCIES</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
<td></td>
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<tr>
<td>Participant preparation, including skill development, fitness development and advance briefing</td>
<td></td>
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<tr>
<td>WATER BASED ACTIVITIES</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
<td></td>
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<tr>
<td>Ensure that all water based activities align with Department of Education and Training Safety Guidelines for Education Outdoors.</td>
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<tr>
<td>EQUIPMENT</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
<td></td>
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<tr>
<td>Including personal equipment, special equipment for specific activities, transport of equipment, equipment for emergencies</td>
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<tr>
<td>PROTECTIVE CLOTHING</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
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<tr>
<td>eg protect against cold, sun</td>
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<tr>
<td>ORGANISATIONAL ARRANGEMENTS</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
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<tr>
<td>Organisational arrangements for conducting the activity, including staff–student ratios, location, roles of staff and safety procedures for the activity</td>
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<tr>
<td>GROUP MANAGEMENT ARRANGEMENTS</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
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<td>eg additional activities if waiting time is long</td>
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<td>CONTINGENCY PLAN</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
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<tr>
<td>Alternatives to the activity plan in case of weather changes, injuries or other circumstances</td>
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<tr>
<td>EMERGENCY PLANS</td>
<td>√ Yes  No  N/A</td>
<td>√ Yes  No  N/A</td>
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<tr>
<td>Procedures to be implemented in emergencies, communication plan, first aid personnel &amp; equipment, list of attendees, medical forms</td>
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**Signed (Teacher):** ___________________________ **Principal:** ___________________________

**Date:** ______________
PART 2

(To be filled in and given to the Principal one week prior to excursion date)

NAMES OF PARENTS ATTENDING EXCURSION:

<table>
<thead>
<tr>
<th></th>
<th>Current Working With Chn Check</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>1</td>
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<td>8</td>
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PART 3

OFFICE USE ONLY

COST OF VENUE: ........................................... COST PER CHILD: ...........................................

NO. OF ADULTS: ......................................... COST PER ADULT: ...........................................

(To be paid for)

COST OF TRANSPORT: .................................. COST PER CHILD: ...........................................

NO. OF CHILDREN ATTENDING: ............................

TOTAL COST PER CHILD: .................................

Venue Paid: ____________ Cheque No.: ________.

Transport Paid: _________ Cheque No.: ________.

TOTAL COST: $__________.

Part 4

EVALUATION OF EXCURSION/IN-SCHOOL ACTIVITY

Please comment on the value of the excursion in achieving your intended educational objectives.
Please comment on the suitability of the excursion for the year level, student engagement, structure of the activities/ experience and any safety or management issues.
GUIDELINES FOR PARENTS ASSISTING WITH EXCURSIONS

Dear Parent,
Thank you for offering to assist us on the excursion. The safety and wellbeing of the children is paramount. Please read the guidelines below, which outline the school's expectations of your responsibilities on the excursion.

• Parents are required to have a Working with Children Card.

• Children must remain within sight of the teachers & parents at all times. During the excursion frequent checks of group numbers are to be made. If children wish to use the toilets the teacher or parent assistant must go into the toilet block and remain in or at the entrance of the toilet block with the children.

• Parents must not give any medication to children.

• Parents must not purchase any lollies, drinks or other goods for themselves or any child while on excursion.

• No child is permitted to go home with a parent from an excursion venue. All children must return to school with the school group and on returning, if they wish to take their child home early the normal procedure of signing out at school, must be followed.

• Parents are not permitted to discipline children. They may report an incident to the teacher, but the disciplinary measures are the responsibility of the teacher. If the teacher observes inappropriate behaviour from a child who is in a parent’s care the teacher will remove the child from the group and place the child in the teacher’s own group.

• Teachers will consult with parents about having their child in their own group.

☐......................................................................................................................................................................

I will abide by the above guidelines for parents.

Parent Signature