



## EXCURSION & INCURSION POLICY

### BLACKBURN LAKE PRIMARY SCHOOL

Florence Street Blackburn 3130

#### RATIONALE

- An excursion is defined as any school activity beyond the school grounds.
- An incursion is defined as an activity run by an external provider within the school grounds.

Excursions and incursions are seen as an integral part of the school curriculum at Blackburn Lake Primary School, as they enable students to explore, extend and enrich their learning and their social skills development. Excursions and incursions complement, and are an important aspect of the educational programs offered at the school.

#### AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom;
- To develop an understanding that learning is not limited to teaching provided by the school, and that valuable and powerful learning takes place outside of the school in the real world;
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction;
- To further develop problem solving and life survival skills;
- To extend understanding of their physical and cultural environment;

#### IMPLEMENTATION

- All excursions and incursions must be approved by the Principal or their nominee(s)
- Appropriate staff to student ratios must be determined for each activity (Appendix A)
- Staff wishing to organize an *excursion* must complete an excursion proposal form and lodge this for approval (Appendix B). All excursions must be approved prior to running.
- The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with Department of Education (DET) guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or nominee(s). The Principal or their nominee will ensure that full records are maintained regarding the excursion or incursion.
- The Principal or nominee(s) will complete the 'Notification of School Activity' at: [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate excursion
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal or their nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- The Department of Education (DET) requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

- The organising teachers will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place. (See Excursion Planning Policy)
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion who would otherwise be teaching these students.
- DET will not be involved in any expense associated with the conduct of excursions or incursions. The school may choose to subsidise some excursions or some students' expenses.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in excursions and incursions. Parents will be notified if their child is in danger of losing the privilege to participate due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion or incursion.

Consideration in planning an incursion or excursion should include:

- Safety, Emergency & Risk Management , including Bushfires
- Student Preparation
- Student Medical Information
- Safety Guidelines for Education Outdoors
- Students not attending an excursion or incursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- Prior to excursions, parent/carers are to be made aware that DET does not provide student accident cover.
- Parents/carers will be made aware that DET does not provide student accident cover for incursions at the start of the year on a blanket permission form.

#### **Arrangements for payments**

- All efforts will be made not to exclude students from excursions or incursions for financial reasons. Parents experiencing financial difficulty who wish for their children to attend an excursion or incursion, are invited to discuss alternative arrangements with the Principal or other nominated staff members. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions and incursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal or other nominated staff member.
- Classroom teachers and office staff will be responsible for managing and monitoring the payments made by parents.

#### **Teacher Responsibilities**

- A designated "Teacher in Charge" will coordinate each excursion or incursion.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where an excursion or incursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending.
- All students must have returned a signed permission note and payment to be able to attend an excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.

- The teacher in charge will communicate the anticipated return time with the general office in the case where *excursions* are returning out of school hours, and will communicate with the general office should they be delayed.
- Parents may be invited to assist in the delivery of excursions or incursions.
- Parents invited to assist in the delivery of excursions or incursions must have a valid Working With Children Check.
- Parents invited to assist in the delivery of excursions or incursions must agree to the school's Child Safe Code of Conduct.
- Students and their parents/carers need to be made aware that acceptable standards of behaviour consistent with those expected at all other times will be expected during an excursion or incursion. Disciplinary measures apply to students on excursions consistent with the School's Well Being and Behaviour Management policies. In extreme cases, the excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during an excursion. In such circumstances, the parent/carer will be advised:
  - of the circumstance associated with the decision to send the student home
  - of the time when the parents/carers may collect their child from the excursion
  - of the anticipated time that the student will arrive home
  - of any costs associated with the student's return which will be the responsibility of the parents/carers
- The emergency management process of the school will extend to and incorporate all excursions and incursions. The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix B.**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

#### **LINKS AND APPENDICES (including processes related to this policy)**

The Key Links which are connected with this policy are sourced through: [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Steps (including risk management forms)

#### **EVALUATION**

This policy will be reviewed within three years.

**RATIFIED BY SCHOOL COUNCIL: 12<sup>th</sup> September, 2017**

**PRINCIPAL: Loisia Steed    SCHOOL COUNCIL PRESIDENT: Dan Watts**

## Appendix A: Pupil/Teacher Ratios for Excursions

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p><b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Base Camping</b></p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p><b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners</p> <p>1:5 Novice; intermediate; advanced</p> <p>2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced</p> <p>1:5 On the track or mound</p> <p>1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters</p> <p>1:6 Open Waters</p> <p>1:4 Open Waters, Adverse</p>	<p><b>Snorkelling</b></p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p><b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight</p> <p>1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight</p> <p>1:10 Alpine, Nordic – day</p> <p>1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6</p> <p>2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p><b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools</p> <p>1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p> <p><b>Orienteering</b></p> <p>1:10 Bush</p>

## **Appendix B: Excursion Approval Steps**

Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion. No excursions or camps are permitted in the two full weeks prior to an exam period for any level. (Please also see BLPS Excursion Planning Policy)

### **STEP 1: Approval**

- Daily diary clearance obtained
- Application approval by Principal (or their nominee)

### **STEP 2: Risk Management Forms (for adventure activities or those that may be hazardous)**

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days



## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

**Incursion Risk Assessment Form**

**Duty of care resides with teachers for the period of the event:**

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		



**STEP 3**

(When Step 1 & 2 are complete, submit the following information to the Business Manager 3 weeks prior to excursion)

EXCURSION DETAILS

Date of Excursion: \_\_\_\_\_ Excursion to: \_\_\_\_\_

Teacher in charge: \_\_\_\_\_ Domain: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Estimated time of return: \_\_\_\_\_

Number of students attending: \_\_\_\_\_ Staff required : \_\_\_\_\_

ESTIMATE OF COSTS

	A	B	C
ITEMS	TOTAL COST (including GST)	GST (A @ 11)	COST (excluding GST) (A – B)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

From the above table

Total cost of all items excluding GST:- (C) \$ \_\_\_\_\_

GST (food only): (B) \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

☐ Number of Students attending: \_\_\_\_\_ \$ \_\_\_\_\_

FINAL COST PER STUDENT: \$ \_\_\_\_\_

(To be determined in conjunction with Business Manager)

Will a cheque be required on the day of the excursion? YES / NO

If YES Order form must be completed for costs related to excursion.

Bus Company to be used \_\_\_\_\_

**STEP 3**

Permission forms to be generated and approved

**STEP 4**

A list of participating students will be advised to general office before departure

**STEP 5**

All permission forms and/or payments to be cleared before day of excursion/incursion

Arrangements for students not attending to be made by classroom teacher