

**1.0 PURPOSE OF POLICY**

- 1.1 To provide the opportunity for a range of learning experiences outside the school environment.
- 1.2 To supplement and enrich the classroom program through meaningful and relevant excursions, which will enable students to extend their horizons.
- 1.3 To foster confidence and independence in different environments.
- 1.4 To foster harmonious relationships with their peer group and teachers

**2.0 PRINCIPLES**

- 2.1 Excursions should enhance, extend and support the classroom program.
- 2.2 All students should have the opportunity to participate in any excursion organised for their class.
- 2.3 Students may be excluded from participation in an excursion if the Principal or teacher in charge of the excursion believe that the student's participation poses a risk to the safety or wellbeing of the student or other participants.
- 2.4 Excursions should be preceded by relevant introductory activities, and followed by meaningful activities.
- 2.5 Excursions should provide experiences appropriate to the age and capabilities of the students involved.
- 2.6 Excursions should involve parents where applicable in line with current Working with Children checks being met.
- 2.7 All excursions should follow DEECD Guidelines with regard to safety and supervision of the students. The school council strongly recommends that buses being used to transport students be fitted with seat belts
- 2.8 Excursions should be coordinated to ensure cost efficiency and minimise disruption to the sections of the school not involved.
- 2.9 Teachers conducting excursions should be familiar with the School Sunsmart Policy, and its implications for the excursion.
- 2.10 All excursion participants should be encouraged to wear appropriate clothing and be suitably prepared.
- 2.11 Excursions should be budgeted to cover the costs incurred.
- 2.12 This policy operates along side our "Duty of Care Policy" 3.21

**3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE**

- 3.1 The teacher in charge of an excursion will complete the required pre-excursion forms for submission and approval. Procedures for all excursions will follow current DEECD guidelines.
- 3.2 Parents will be required to sign an authority and medical form for students participating in excursions that require transport.
- 3.3 An Excursion DEECD details form will be completed by the teacher-in-charge of the excursion and forwarded to the Principal or nominee in sufficient time to allow planning for the excursion. The excursion information form for all excursions involving adventure activities, overnight stay or inter-state travel are required to be submitted for approval by School Council prior to the

- excursion. Including the completion of the Teacher-in-charge checklist provide in the documentation.
- 3.4 The teacher in charge will make all bookings ensuring that School Council recommendations on safety requirements are being met.
  - 3.5 The Teacher-In charge of the camp or adventure activity will, in liaison with the Principal, develop a Risk Management strategy
  - 3.6 Teacher in charge is responsible for ensuring payment arrangements have been organized prior to departure.
  - 3.7 Students attending the excursion will wear the school uniform unless indicated otherwise on the Parent Information Sheet.
  - 3.8 The Teacher in charge will provide covering letters outlining the activities and the connection with curriculum to parents prior to the excursion.
  - 3.9 The teacher in charge will provide a photo-copy of current “Working with Children” checks in the excursion information pack.