

## Excursions Policy and Procedure

### Purpose

Excursions are seen as an integral part of the 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 Lysterfield Primary School. An excursion is defined as any activity beyond the school grounds.

### AIMS

- To help consolidate classroom learning. 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 outside the classroom.
- 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.

### Implementation

- Year Level Teams, as part of their planning, are responsible for choosing excursions relevant to the units being currently studied in their levels.
- Year Level Teams planning an excursion must complete an Excursion & Incursion Activity Planning Form (Appendix A) and lodge with the Business Manager for costing at least 4 weeks prior to activity. Once completed this form is passed to Assistant Principal. The Principal or their nominee(s) approve all excursions.
- If an excursion will include adventure activities, DEECD pupil teacher ratio must be followed. Refer to Appendix B.
- The Assistant Principal ensures that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. (Refer to: [DEECD Excursion Policy](#)). Once the excursion has been approved, the Assistant Principal 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), giving the required notice (Appendix C). As Lysterfield Primary School sits in a Bush Fire area, completion of an Excursion Risk Management Assessment Form (Appendix D) is required for each excursion during bush fire season.
- 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 will be completed prior to approval.** ( Appendix E).
- Full records are maintained by Office staff regarding all excursions in line with DEECD policies.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates.
- Office staff will be responsible for managing and monitoring the payments made by parents and will

provide organizing teachers with detailed records on a regular basis.

- Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- Students are counted on and off transport, and at other times during an excursion.
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- The emergency management process of the school will extend to and incorporate all camps and excursions.

### **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

Appendix A



# Excursion & Incursion Activity Planning Form

**This form is to be completed by the organizer and handed to the Business Manager at least 4 weeks prior to the date of the activity and the notice being typed.**

<p><b>Name of Activity:</b> _____</p> <p><b>Teacher responsible for organizing the activity:</b> _____</p> <p><b>Teacher in charge on day:</b> _____</p> <p><b>Mobile Contact Number:</b> _____</p> <p><b>Destination:</b> _____</p> <p><b>When: Day:</b> _____ <b>Date:</b> _____</p> <p><b>Times: Departure:</b> _____ <b>Return:</b> _____</p> <p><b>Adults Attending:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>STAFF</b></td> <td style="width: 50%; border: none;"><b>PARENTS</b></td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	<b>STAFF</b>	<b>PARENTS</b>	_____	_____	_____	_____	_____	_____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">CLASSES INVOLVED</th> </tr> <tr> <th style="text-align: center;">Class</th> <th style="text-align: center;">No. of Children</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr> <tr> <td colspan="2" style="text-align: center;">Total Number of Children:</td> </tr> <tr> <td colspan="2" style="text-align: center;">_____</td> </tr> </tbody> </table>	CLASSES INVOLVED		Class	No. of Children	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Total Number of Children:		_____	
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**Arrangements for children not attending**

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COSTS {Including any CRT replacement, photos etc}.		All costs ex GST
Variable Costs	Fixed Costs	Calculations
_____ \$ _____	_____ \$ _____	
_____ \$ _____	_____ \$ _____	
Total \$ _____	Total \$ _____	Proposed Charge per Child: \$ _____

**TRANSPORT**

**Company:** \_\_\_\_\_ **Number of Buses:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

F:\Share\excursions incursions\planning form (publisher)

## Excursion/IncurSION Planner Check List

Excursion/IncurSION name _____  Excursion/IncurSION date _____ <input type="checkbox"/> Verify date suitability with AP or Office <input type="checkbox"/> Activity planning form costing to Office 4 weeks prior to event <input type="checkbox"/> Notice Checked By Office (at least 3 days prior to distribution allowing a further 2 weeks prior to activity) <input type="checkbox"/> Signed by Teacher & Assistant Principal <input type="checkbox"/> Venue Booked <input type="checkbox"/> Buses (with seatbelts)Booked <input type="checkbox"/> Payment Requirements Organised <input type="checkbox"/> Staff/Student Ratio Met <input type="checkbox"/> Consider blend of inexperienced and experienced teachers eg leading teachers <input type="checkbox"/> Integration Aide/s Organised <input type="checkbox"/> Draft Notice - Admin. Approval <input type="checkbox"/> Parent Notices Sent Home <input type="checkbox"/> Parent Helpers Arranged {WWCC required} <input type="checkbox"/> Name Tags Organized (for Prep –Grade 2 compulsory & special needs students). <input type="checkbox"/> Special Needs Students catered for i.e. access, ramps, (wheelchair access on bus)	<p><b><u>Notify</u></b></p> <input type="checkbox"/> Assistant Principal <input type="checkbox"/> Office <input type="checkbox"/> Specialist <input type="checkbox"/> Class teachers of timetable changes <input type="checkbox"/> Classroom Helpers <input type="checkbox"/> Integration Aides <input type="checkbox"/> Guidance Officer <input type="checkbox"/> Speech Pathologist <input type="checkbox"/> Occupational Therapist & Others <input type="checkbox"/> CRE Instructors <input type="checkbox"/> Canteen <input type="checkbox"/> School Nurse <input type="checkbox"/> Yard Duty Swaps Arranged <input type="checkbox"/> Arrangements made for children not attending
<p><b><u>DAY BEFORE</u></b></p> <input type="checkbox"/> Confirm Booking <input type="checkbox"/> Confirm Transport <input type="checkbox"/> Confirm Arrangements for Non-Participants <input type="checkbox"/> Groups Arranged <input type="checkbox"/> Helpers Reminded <input type="checkbox"/> Permission Notes Collected	<p><b><u>BEFORE YOU LEAVE</u></b></p> <input type="checkbox"/> Emergency Contact Numbers given to Office <input type="checkbox"/> Enter in Intranet <input type="checkbox"/> Mark Attendance Roll <input type="checkbox"/> Permission Notes <input type="checkbox"/> List of children not attending and where they will be <input type="checkbox"/> First Aid Kits <input type="checkbox"/> Medication <input type="checkbox"/> Travel Sickness Tub <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Sign Out at Office (Teachers and Parent Helpers)
<p><b><u>WHEN YOU RETURN</u></b></p> <input type="checkbox"/> Mark Roll <input type="checkbox"/> Give office a list of children who didn't attend the activity <input type="checkbox"/> Bring all permission notes to the office to be archived <input type="checkbox"/> Sign back in at office (teachers and parent helpers)	

**PLEASE NOTE:** Consider these points when organizing an excursion.  
 Bus Ratio (1 Adult to 20 Children) Capacity (60 Bodies plus 8 adults—this is law)  
 Price of seat belted Bus/Buses  
 F:Share/excursions incurSIONs/planning form (publisher)

## Appendix B

## Pupil / Teacher Ratios

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

### NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Early Childhood Development 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.

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

schools must notify the:

- Department of any approved school camp or excursion beforehand using the [Student Activity Locator online form](#).

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

SCHOOL NAME AND NUMBER:

Number:

School Name:

TYPE OF ACTIVITY:

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:

(SEE NOTES)

Commencing:

Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE

& POST CODE:

Postcode:

EMERGENCY TELEPHONE NUMBERS:

Mobile with group:

Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE? Yes:

No:

Map reference:

TOTAL NUMBERS:

Students:

Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

Visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.

**(Appendix D) Excursion Risk Management Assessment Form**

**Section 1 –Environment Emergency Management Assessment**

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

<b>Environmental Emergency</b>	<b>Event</b>	<b>Risk Management Strategies</b>
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		
<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

## 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		
<p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		