



Woronora River Public School

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An excursion, be it academic, sporting or cultural is a learning experience external to the school site, initiated, organised and supervised by the school or schools. It is an integral part of the school's curriculum and provides a valuable opportunity for the students to learn in an environment outside the classroom.

This policy relates to all excursions and visits involving students to venues outside the school grounds. This policy is based on the DEC Excursions Policy.

The following statements of policy apply to excursions:

1. Determining the educational value of an excursion must take into account of the needs and resources of the school, the students and the total learning program.
2. Excursions are inclusive and all students within the specific learning group are to be given the opportunity to participate.
3. A duty of care is owed to students in the school environment and while on excursions.
4. The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
5. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.
6. A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
7. Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.
8. Safe transport or a safe walking route is to be organised for excursions.
9. Students must behave appropriately at all times while on excursions.

Organisational Guidelines

- The decision to undertake an excursion must be justified as being an integral part of the school's curriculum and specifically of the student's learning program.
- All educational excursions, sports visits and other activities undertaken by school students must have approval of the Principal.
- The organising teacher should calculate excursion costs in consultation with the SAM (School Administrative Manager). This will generally include; transport costs, any admission charges, additional supervision- SLSOs, and a component to cover school phone calls, faxes and photocopying. The SAM will book any buses required.
- All excursions and sports activities involving swimming/water activities and all overnight excursions must be accompanied by a member of staff with current CPR and emergency care training. All other excursions must be accompanied by a member of staff who has current emergency care training.

- The organising teacher should ensure all permission notes and medical information forms are returned. This permission should be in writing and needs to be retained. A medical kit, including the generic Epipen, and mobile phone should also be taken on the excursion.
- Department regulations require that any driver transporting students on school excursions by private car must, prior to the excursion, show at the office, their driver's licence and car registration for the car being used.
- A Risk Management form must be completed prior to the excursion and be reviewed following the excursion.
- Parent helpers need to have signed a **Prohibited Employment Declaration Form**.
- The *School Discipline Code* also applies to excursions. Expectations of behaviour are very high whilst students are on excursions.
- School uniform should be worn on all excursions, with the exception of rough fieldwork.
- The organising teacher must ensure that all those affected by the excursion are notified eg, canteen, scripture coordinator, sport, band, playground supervisor, library, ESL, LAST, school councillor and RFF teachers. A **Variation of Routine** form must be completed.
- In general, stages should limit excursions to one per semester.
- If there are any financial constraints on a family for their child to attend an excursion refer them to the Principal.
- As a general principle payment needs to be made by a stated or designated date except in exceptional circumstances at the discretion of the school executive.