

# Rowville Primary School Excursions Policy



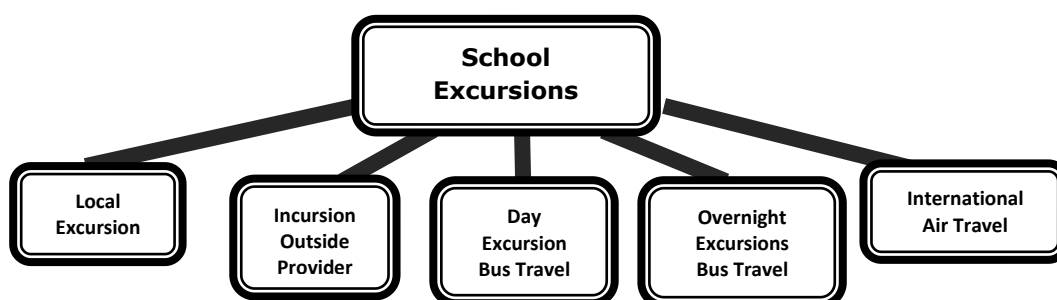
DET International CRICOS Code - 00861K

## PURPOSE

Rowville Primary School provides opportunities for students to explore, extend and enrich their learning experiences and social skills in school and non-school settings which are an integral part of the school curriculum. Excursions and camps are an important aspect of the educational program offered at our school.

## RATIONALE

Excursions in their various forms are seen as an integral part of the school curriculum.



## IMPLEMENTATION

The Principal is responsible for the conduct of all excursions and must comply with the Department of Education & Training policy on the Schools' Policy Advisory Guide

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>) including ensuring that :

- An online Notification of School Activity form is completed prior to each activity – <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx> (link requires edumail log in) at least six weeks prior to the activity date and ensure details are entered onto the Compass calendar
- A planning and approvals process is undertaken – refer to the planning checklist.

### *Approvals*

All excursions and camps must be approved before they can take place.

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities.

### *Duty of Care*

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students.

This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

External education providers and para-professionals must have appropriate certification (e.g. Working With Children Check) and ensure that supervision guidelines are followed.

Parents are made aware that DET does not provide student accident cover or ambulance cover and that they need to make their own arrangements for cover.

#### *First Aid*

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the HLTAID003 Provide First Aid and yearly HLTAID001 Provide CPR.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

#### *Students with Disabilities*

Students will not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.

The Principal will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

#### *Fire Danger or Ban*

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Incident Support and Operations Centre liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Rowville Primary School will follow the Department's Emergency Management (Bushfires) Procedures for off-site activities.

On days determined Code Red by the Emergency Management Commissioner, all camps in the CFA fire district determined Code Red must be cancelled.

#### *Risk Management*

An assessment of excursion risks will be undertaken in accordance with Department guidelines - [Planning – Managing Risk](#).

For excursions requiring School Council approval, an Excursion Risk Assessment Plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

#### *Payments*

All efforts will be made to support student participation. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal.

All families will be given sufficient time to make payments for excursions. Parents will be provided with excursion information clearly stating payment finalisation dates and official consent forms through Compass. Students whose payments have not been finalised and official consent forms provided to the school by consent/payment due date, will not be allowed to attend unless alternative arrangements have been made with the Principal. Verbal consent will not be accepted and official consent forms must be signed by parent, carer or legal guardian (hand written notes will not be accepted).

### *Teacher Responsibilities*

Teachers participating in an excursion and/or camps will:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program, see: [Excursion support – supervision](#)
- be aware of the nominated members of staff who will provide first aid if required, see: [Excursion support – Medical Information](#)
- know the exact location of students they are responsible for at all times including during travel.

In addition, the nominated teacher-in-charge will:

- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their contact details/phone number
- have a copy of the names of family contacts for all students and staff on the excursion
- have copies of the parental approval and medical advice forms for those students on the excursion
- maintain a copy of the completed approval form (including all attachments) submitted to the school council, see: Approval pro forma (Appendix B)
- have submitted a notification of school activity using the Student Activity Locator online form six weeks prior to the activity date, see: Student Activity Locator online form (EduMail password required).

### *Student Behaviour*

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Safety, Engagement and Wellbeing policy. In extreme cases the camp or excursion staff, following consultation with and the approval of the Principal or their nominee, may determine that a student should be returned to school by a staff member or collected by a parent/carer from a camp or excursion.

In such circumstances, the parent/carer will be advised of:

- the circumstance associated with the decision to send the student home
- the time when the parents/guardian may collect their child from the camp or excursion
- the anticipated time that the student will arrive home
- any costs associated with the student's return which will be the responsibility of the parents/carer.

### *Overseas Travel*

The Smartraveller website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

For any planned overseas travel, Rowville Primary School will ensure that they:

- comply with any DFAT travel advice current for the proposed location;
- subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas;
- review the risk assessment if there are any changes to the DFAT travel advice.

The cost of medical and hospital treatment is high in some countries; therefore Rowville Primary School requires all students and staff to take out travel and medical insurance for the entire overseas trip.

### *Emergency Notifications and Communications*

In the event of an emergency, to ensure information is provided to emergency services Rowville Primary School will notify:

- DET of any approved school camp or excursion at least six weeks prior to the activity using the Student Activity Locator online form. A user guide has been developed to help schools complete the online form, see: [Student Activity Locator](#)
- Department of Foreign Affairs and Trade (DFAT) of overseas travel plans so that DFAT can provide guidance for staff prior to and during the overseas travel.

Parents/carers will be advised of the telephone numbers for the designated school contact person in the event of an emergency, both during and outside school hours.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Copies of consent forms will remain at the school with the designated school contact person and original consent forms will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury staff on the excursion will:

- take emergency action as documented in the excursion and camp's emergency and risk management plan
- immediately notify the Principal
- the Principal will contact Incident Support and Operations Centre (ISOC) on 1800 126 126.

#### **EVALUATION**

This policy will be reviewed bi-annually or more often if necessary due to changes in regulations or circumstances.

#### **LEGISLATION:**

Working with Children Act 2005

#### **OTHER INFORMATION SOURCES:**

School Policy and Advisory Guide:

- <https://www2.education.vic.gov.au/pal/excursions/policy>
- <https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy>
- <https://www2.education.vic.gov.au/pal/duty-of-care/policy>

#### **RELATED POLICIES AND INFORMATION:**

- Volunteers at School Policy

#### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	27 <sup>th</sup> July 2021
Approved by	Rowville Primary School Council
Next scheduled review date	This policy will be reviewed as part of the school's two-year review cycle and will be reviewed in June 2023.