



St. Paul's College

Excursion Policy

Rationale

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 the school. An excursion is defined as any activity beyond the school grounds.

Aims

- 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 in the real world.
- 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.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Guidelines for Action

- All excursions must be approved by the Principal or his nominee(s)
- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or his nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Before the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). The Assistant Principal will complete the 'Notification of School Activity' at :
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 Advisory Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities

- The Principal or his nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- Risk Management relating to individual needs of students will be completed and attached to the excursion proposal form.
- Excursions within a 5km radius of the school will be deemed as 'local excursion' and will be covered by the 'Local Excursion Consent' signed by parents at the start of each school year.

Expectations

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Prior to conducting a camp or excursion, the approval of the School Advisory Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Only children who have displayed reliable behaviour including understanding boundaries and following adult instruction at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that safe standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Program

- Prior to conducting an excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.
- Consideration in planning should include:
 - Safety, Emergency & Risk Management , including Bushfires
 - Student Preparation
 - Student Medical Information
 - Safety Guidelines for Education Outdoors
- The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.
- Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities
 - emergency procedures and safety measures
 - staff-student ratios
 - student experience
- Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
 - Prior to the camp or excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for payments

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal. 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. 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.
- 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.

Teacher Responsibilities:

- A designated "Teacher in Charge" will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as posting on the school calendar and completing the sign out book on the day.
- In the case where an excursion 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 the excursions
- All students must have returned a signed permission note and payment to be able to attend the 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 carry a mobile phone at all times.
- 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. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated

anticipated return time.

- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed safe, reliable behaviour at school will be permitted to participate in school excursions. 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.
- 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.
- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

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 Security Services Unit 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. [In any event Risk Assessment documentation must be completed prior to approval. See Appendix E](#)

When required, St. Paul's College will follow the Department's emergency management (bushfires) procedures for off-site activities.

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 Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or earlier as required

Appendix B: Excursion Approval Pro-forma

Excursion Approval Form

Checklist : ✓

Description of Excursion (eg, Puffing Billy, etc)		
Date of Excursion		
Group(s)		
Teacher in Charge Name (in full) & Mobile Number		
Other Staff (Name in full)		
Level 2 First Aid Staff		
Students' Full Name (Please list all students)		
Transport		
Cost		
Any Special Requirements, eg lunch, hats, etc.		
Educational Outcomes		
Time leaving/returning		
Organisation Staff replacements (if required)		
Destination of excursion (FULL address please)		
Date received		
Date approved		
Signed		
Signed by Assistant Principal		
Comments	See attached list for student names.	

Please Note:

- Forms need to be submitted to Admin 3 weeks prior to the excursion.
- Parental Permission is required
- Permission is required for Non Local excursions
- Local Excursions are defined as those within the Kew
- <https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Please complete a table for each student who may have a potential risk associated with their attendance to an activity

Student Name	POTENTIAL ACTIVITIES	Level of Risk	Existing Controls	COMMENTS
	Student Flight Risk (Y/N)	No		
	Seizure	No		
	Asthma	No		
	Allergies	No		
	Behaviour Management Plan (Y/N)	No		
	Medication (Y/N)	No		
	Fall, trip	N/A		
	Injury to staff	N/A		
	Toileting issues (Y/N)	No		

PLEASE EMAIL THIS FORM TO THE AP TO SAVE ELECTRONICALLY FOR RECORDS.

Appendix D: Notification of School Activity (camps and excursions)

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.

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.

Relevant details about School Council approved camps and excursions must be entered into the DET database using the online notification form available at:
www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp

This notification should be provided three weeks prior to commencing the activity.

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- 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, combined sports or cluster days

Notes:

- 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.
- The coordinating school should complete the form for activities involving a group of schools.
- Day excursions should be reported if activities are to be conducted by:
 - a. country schools - beyond the local town/city
 - b. rural schools - beyond the local area
 - c. metropolitan schools - beyond the greater metropolitan area

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

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