



EXCURSIONS/IN-SCHOOL VISITS

Approved by School Council: 2021



If you need help to understand the information in this policy, please contact the school on 9547 1224

PURPOSE

Through participation in excursions and in-school visits students will:

- reinforce, complement and extend learning opportunities beyond the classroom
- develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the real world

GUIDELINES

- This policy is intended to complement the Department's policy and guidelines on excursions and in-school visits which all Victorian government schools are required to follow. Athol Road Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting excursions and in-school visits.
- The Principal and School Council must approve all excursions and in-school visits, ensuring that they are maintained at an affordable cost
- Athol Road Primary School strictly adheres to the Department of Education guidelines in relation to supervision of students during excursions and in-school visits.
- All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each excursions and in-school visit.
- All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all excursions and in-school visits regardless of whether or not external providers are managing the activities
- Athol Road Primary School is committed to ensuring students with additional needs are provided with an inclusive excursion and in-school visits program and will work with families during the planning stage, as needed, to support all students' attendance and participation in excursions and in-school visit activities.
- A designated teacher will coordinate excursions and in-school visits to ensure that all arrangements comply with DET guidelines
- A risk assessment will be conducted to ensure that reasonable steps are taken to minimise risks
- Excursions/in-school visits must strictly adhere to DET procedures and regulations
- Excursions/in-school visits will be linked to inquiry units and complement classroom programs
- Excursions and in-school visits will be spread throughout the year with a minimum of two excursions to be scheduled in Terms 2 and 3
- Permission is to be sought from the Principal to plan an excursion outside of Terms 2 and 3
- An adequate number of staff must be available to meet the required teacher/child ratio
- Planned excursions and in-school visits must not exceed the designated cost set out for the year
- Parent notices are to be distributed a minimum of 1 month prior to any paid excursion or in-school visit
- Approved excursions must be entered on the DET online Student Locator three weeks prior to the excursions
- A risk assessment must be completed for each excursion and uploaded to Google three weeks prior to the excursion
- An evaluation form is to be completed following each excursion and is uploaded to Google to provide information for the following years
- Students should not participate in the same excursion twice throughout their primary school years

IMPLEMENTATION

- School Council must approve, in principle, all excursions and in-school visits at least 30 days prior to the planned date, except in special circumstances eg. start of year, impromptu activities, where majority approval of parent School Councillors is required with School Council ratification at next meeting.
- Prior to final approval School Council must be provided with information in line with DET requirements
- Schedule of excursions and in-school visits will be published in the newsletter
- It is school policy that all students participate in excursions and in-school visits
- Parents experiencing financial difficulty will be encouraged to discuss their situation with the principal where decisions relating to alternate payment arrangements will be made on a case-by-case basis
- Office staff will be responsible for managing and monitoring parent payments
- A designated teacher-in-charge will coordinate each excursion and/or in-school visit to ensure that all arrangements comply with DET guidelines
- Prior to any child attending an excursion, parent/guardians must have provided a signed permission form that includes medical permission and contact details. Teaching staff must take these permission slips on the excursion
- Under special circumstances, permission may be given by the Principal or his/her nominee

- Information must be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions
- Experienced staff must be assigned to every bus, groups, etc.
- Parent helpers on excursion/in-school visits must be approved by School Council for insurance purposes
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion
- Each year, approval will be sought from School Council for the Principal, Assistant Principal, First Aid Coordinator and identified staff to transport students with parent permission
- All staff approved to transport students in their cars must hold a current driving licence and have their cars comprehensively insured. In the event of an accident, staff are responsible for all costs incurred
- Excursion and in-school visits must:
 - be costed to cover all expenses incurred
 - provide educational experiences outside those provided by most families
 - include pre-excursion and follow-up activities to maximise student learning
 - utilise free/minimum cost opportunities which broaden children's understanding
- Major activities must be evaluated by students and/or teachers

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Induction processes
- Staff handbook/manual
- Staff briefings/meetings as required
- Newsletters
- Hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	School Council
Next scheduled review date	November 2022