

# Excursion/In- School Experience Policy

Monmia Primary School



MONMIA PRIMARY SCHOOL  
- Learn and Achieve -

This policy was last presented to School Council: September, 2018  
School Council President: Mary Papaioannou

## Rationale

Excursions and In-School Experiences are a valuable part of a student's educational program. An excursion is defined as any activity beyond the school grounds. An in-school experience is defined as an activity held at school with external providers offering students a program.

The whole purpose of excursions and in-school experiences is to broaden students' educational experiences in a different setting to that of the classroom. Excursions/in-school experiences are a means of using resources to enhance and enrich student learning.

To ensure that all students get the best possible chance to attend school excursions and in-school experiences, the school community will make sure that the following factors are taken into account:

- Relevance to the unit of study for the year level
- Distance from the school (for school excursions)
- Cost to the parents/guardians
- Maturity of the students

School excursions/in-school experiences will be regarded as an integral part of the students' learning and the school curriculum.

## Aim

- Reinforce, complement and extend the 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.
- Provide a safe and secure learning experience for students either in a venue external to the school, or at the school.
- Develop students' social skills such as cooperation, tolerance, communication, individual and group interaction.
- Provide the opportunity for students to develop their learning skills, including personal and interpersonal skills, through direct experiences
- Extend students' understanding of their physical and cultural environment.

## Implementation

Teachers will:

- be involved in the decision making, planning, preparation and presentation processes for excursions/in school experiences
- complete an excursion/in-school experience proposal form and lodge this for approval
- gain approval from the Principal or nominee
- ensure that all excursions, in-school experiences, transport arrangements, emergency procedures and staffing comply with DET guidelines
- complete all relevant documentation once approval has been given
- seek approval from School Council for:
  - Overnight excursions
  - Adventure activities
- designate a 'Teacher in Charge' to coordinate each day excursion/in-school experience
- complete the online Notification of School Activity using the Student Activity Locator (SAL) online three weeks prior to excursion departure date, and ensure relevant details are entered on Google Calendar  
[www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)

- ensure that buses are fitted with seat belts as per School Council approved requirements.

### **PAYMENT**

Excursions/In-School experiences are run on a not for profit basis. A non-refundable deposit is required per student attending and on-time payments are required to retain each student's place. A refund will only be given to students who provide appropriate documentation e.g. medical certificate. Any amount refunded will be less the initial deposit.

### **STAFF/STUDENT RATIOS**

The minimum staff-student ratio for excursions is 1:20. A higher staff-student ratio may also be required when the program includes outdoor adventure activities, or when students with disabilities and impairments are involved.

### **PARENT/GUARDIAN PARTICIPATION**

Parent/Guardian participation will be considered if the staff/student supervision ratio requires more adults than the staff attending.

It is an expectation that a parent/guardian volunteer be able to show a caring attitude to all students, however still maintain an authoritative role. They must be able to work as part of a team with other staff members, and be able to give clear instructions to students in a firm but positive manner. Although parent/guardian volunteers play an important role in the excursions/in-school experiences program, there must be an understanding that the day-to-day decision making is made by the teaching staff. If there are more parent/guardian volunteers than required, then a lottery system will be used. All parent/guardian volunteers will be advised of the outcome (in accordance with item 13 on Appendix 2.)

It is expected any parent/guardian volunteer on an excursion or in-school experience meets the following criteria:

- All parent/guardian helpers **MUST** hold a current Working with Children's Check and a photocopy **MUST** be given to the office when applying to volunteer
- Full participation in all excursion/in-school experience activities
- Any parent/guardian attending will be at the discretion of the Principal

**Note: Toddlers and other children are not permitted at any of the excursions or in-school experiences due to the duty of care having to be primarily for the students at Monmia Primary School.**

### **STUDENT EXPECTATION**

Complete school uniform **must** be worn on all school excursions except whenever specialized clothing is a requirement, e.g. Snow trip otherwise students will not be able to attend. No hoodies are allowed on excursions except for winter coats or jackets.

Sensible reliable behavior at excursions/in-school experiences will be modelled at all times. **Students will be sent home if their behaviour warrants a severe consequence.**

### **EMERGENCY MANAGEMENT**

Refer to Checklist (Appendix 2) for details regarding completion of the following forms.

#### **SAL (School Activity) NOTIFICATION**

- Staff need to make sure they have completed the SAL Notification document from the website [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)

#### **RISK MANAGEMENT**

- Staff need to complete the Risk Management Form (Appendix 3)

#### **FIRST AID**

- Ask First Aid Coordinator to organise first aid equipment.
- Ensure all medical forms have been completed and returned to the office.
- Assign a first aid officer activity. They will be responsible for first aid equipment, medical forms and administering all first aid incidents during the activity, following the school's First Aid Policy.
- Student medical forms to be assessed, categorised and actioned. Make sure any EPIPENS are up to date and given to the first aid officer.
- Ensure asthma puffers are up to date and checked (not empty) before giving them to the first aid officer.

#### **CONTACT**

- Administration Staff to be informed of an emergency contact number for the group.
- Staff to have a mobile phone on them at all times during the excursion activity.

## PROCEDURES

See checklist to complete the following:

- Book excursion/in-school experience and notify the administration office to enter the date in Google Calendar
- Arrange transport with seat belts
- Complete order for transport in School Purchase Order book
- Request invoice for payment
- Organise for payment to be made through the office
- Complete Proforma 1 (Appendix 4 )
- Complete SAL and Risk Management form (Appendix 3) at least three weeks prior to event
- Organise to have excursion/in-school experience date put in the school diary and school newsletter 8 weeks before excursion is the deadline for parent/guardian volunteer returns
- 2 weeks before excursion/ in school experience, advise ALL parent/guardian volunteers (helpers) whether or not they are required
- Leave contact details at the office
- Notify canteen
- Make any necessary changes at school i.e.: yard duty swaps
- Ensure students remaining at school are catered for with a quality alternative program
- Complete Proforma (Appendix 6)

Evaluation

This policy will be reviewed as part of the school four year review cycle.

Review Year

2022

## APPENDIX 1 - Student /Staff Ratios

### **STAFF/STUDENT RATIOS**

The minimum staff-student ratio for excursions/in-school experiences is 1:20. A higher staff-student ratio may also be required when the program includes outdoor adventure activities, or when students with disabilities and impairments are involved.

### **Outdoor Activities - Swimming**

The following guidelines and staff-student ratios are minimum requirements for:

- **Venue Type 1:** Swimming pool and confined, shallow, natural-water venues
- **Venue Type 2:** Open, deep-water venues, non-surf beaches (for surf beaches, see Venue Type 3)

### **Venue Types 1 and 2:**

- At least two excursion staff must supervise students involved in swimming activities, whether the activities are of

recreational nature or a structured swimming lesson. A teacher employed by the school must be present and have overall responsibility for the activity.

- Lifeguards at pools and beaches can only be used for supervision and counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time, and their sole responsibility during the activity is for the students in the program.

**Venue Type 3:** All 'surf venues', i.e. beaches with direct access to ocean waters, any beach exposed to ocean swell and any beach that is exposed to currents, strong winds or large waves. The following guidelines apply:

- **For all recreational surfing with or without boards**, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.
- **For students in the water receiving surfing instruction without boards**, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.
- **For students who are not in the water**, a minimum ratio of one excursion staff to no more than twenty students (1:20) should be maintained.

Lifeguards at beaches can only be counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility is for the students in the program.

### Student/ Staff Ratios

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

Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10	2 People in boat – driver and observer; one must be staff member
Orienteering 1:10 Bush	

**For day excursions, the minimum requirement is one excursion staff per twenty students (1:20).**

**• For tours, including interstate tours, the minimum requirement is one excursion staff per fifteen students (1:15).**

## APPENDIX 2 - CHECKLIST (Planning Excursion and In School Experience)

<b>PLC:</b>	
<b>Event:</b>	
<b>Date:</b>	

PLANNING AN EVENT	TIMELINE	✓ & DATE
Check the Excursion and In-School Experiences Policy about frequency of excursions/in-school experiences.		

<p>1. Contact venue and make <b>tentative</b> arrangements i.e. booking for expected number on suitable day/s, cost per student.</p>	<p>Previous term's planning day</p>	
<p>2. Check School Diary that event doesn't clash with other school activities.</p>		
<p>3. Investigate transport expenses and calculate total costs.</p>		
<p>4. Decide on staff to attend and any special needs students that may need support.</p>		
<p>5. <b>Complete Proforma 1, including the information that you have gathered and hand to Principal/Nominee for approval.</b></p>		
<p>6. Once event is approved – confirm your booking, write in School Diary, add to calendar in meeting room, whiteboard in staff room and put in Dates for the Diary in the School Newsletter.</p> <p>7. Fill in Money Collection Form and hand in to Office.</p> <p>8. <b>Liaise with Office about students who have not paid Resource Charge (if necessary)</b></p> <p>9. Order Seat Belted Bus using School Purchase Order book. Arrange pick up and drop off points and times.</p>	<p>8 weeks before excursion/in-school experience</p>	
<p>10. Event Note prepared and submitted to Principal <b>by email</b>. Use templates from shared drive, amending dates, costs etc as required.</p>	<p>7 weeks before excursion /in-school experience</p>	

11. Permission Notification Form for excursion/in-school experience sent home, money collection and staffing/parent /guardian volunteers requests.	6 weeks before excursion/in-school experience	
12. Check there are name tags for all students going on excursion.	2 weeks before excursion	
13. Confirm parent/guardian helpers with all who have volunteered.		
14. Collect report from Office on payments received. 15. Send home medical form and specific details on what to pack/bring along with the Permission Notification Form for excursion/in-school experience.	2 weeks before excursion/in-school experience	
16. Collect consent slips and check that all are signed. 17. Consent forms to remain at school & Special Event Manager to have copies to take on excursion.	1 week before event	
18. Fill out School Purchase Order for payment for excursions/in-school experiences. (Invoice to be attached). Organise this through the office.		
19. Notify canteen of excursion.		
20. Yard Duty swaps have been arranged and put up on the white board. First Aid covered if you are on duty.		
21. Names of students not attending and arrangements made for these students.		
22. Confirm all relevant details and bookings.		
23. Collect cheque from office.		<b>Day of event</b>

24. Student not attending activity form must be sent to the office – one form for each grade attending.		
25. Ensure all students attending an excursion are wearing name tags.		
26. Mark roll before departing.		
27. Collect first aid equipment.		
28. Collect permission slips to take to event.		
29. T&LLs and Special Events Manager to Liaise with Office Administrator- Tick off checklist before excursion/in-school experience.		

### APPENDIX 3 - Analysis of activities for risk and safety management



<b>Activity and Venue:</b>	
<b>List safety issues, risks, hazards:</b>	•
<b>Can a satisfactory plan be developed to keep participants safe?</b>	<b>No → Avoid Activity</b>

Can a satisfactory plan be developed to keep participants safe?

Yes → Develop Safety Management Plan [Consider/include]


### 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>Li ke lih o o d</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>					

Environmental Emergency	Event	Risk Management Strategies
<b>Very high or high likely-hood / very higher 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 as part of the camp.

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>		

## APPENDIX 4 - PRO FORMA: Excursion/In School Experience Approval

This form must be completed and handed to the Principal according to the timeline.

<b>Name of Activity:</b>			
<b>Proposed Date/s:</b>			
<b>Participating Year Level(s):</b>			
<b>Venue:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>Fax:</b>			
<b>Contact Person:</b>			
<b>Teacher in Charge:</b>			
<b>Participating Teachers:</b>			
<b>1st Aid Officer:</b>			
<b>Student No's in Total:</b>		<b>Staff/Student Ratio:</b>	

<b>No. Students Participating:</b>		<b>Arrangements for non-participants:</b>	
<b>Integration Special Needs Students Attending:</b>			
<b>Integration Aide: (Required re time in lieu)</b>			
<b>Transport:</b>			
<b>Company Name:</b>			
<b>Phone/Fax:</b>			
<b>Departure Times:</b>		<b>Return Times:</b>	
<b>Purpose:</b>		<b>Costs:</b>	
		<b>Transport</b>	<b>\$0.00</b>
<b>Relevance to Curriculum:</b>		<b>Admittance:</b>	<b>\$0.00</b>
		<b>Spending:</b>	<b>\$0.00</b>
<b>Any other information:</b>		<b>Additional</b>	<b>\$0.00</b>
		<b>TOTAL (per child)</b>	<b>\$0.00</b>

**Office Use Only**

<b>Camp:</b>		<b>Approved</b>		<b>Not Approved</b>
<b>Principal</b>			<b>Date</b>	
<b>Camp:</b>		<b>Approved</b>		<b>Not Approved</b>
<b>School Council President</b>			<b>Date</b>	
<b>Date notices to be sent out:</b>	<b>REFER CHECKLIST</b>	<b>Date money is due by:</b>	<b>REFER CHECKLIST</b>	

## APPENDIX 5- PRO FORMA 2: Students not attending event

(For submission to Office on day of activity)

Year: ..... Activity: .....

Date: .....

<b>STUDENT NAME</b>	<b>REASON (ILL, O/SEAS, NOT PAID)</b>	<b>If staying at school which class</b>


**Total number of students in class:** .....

**Total attending event:** .....

**Total not attending event:** .....

**Special Events Manager's Signature:** ..... **Date:** .....

## APPENDIX 6- Parent/Guardian Notice

### EXCURSIONS Parents/Guardians consent form

**Name of school:**  
MONMIA PRIMARY SCHOOL

**Title of excursion:**

**Educational purpose of the program:**

What do you hope the students will learn from the experience?

**Details of supervising staff:**

Name all staff and indicate who the teacher-in-charge is.

**Costs:**

Include all foreseeable program and incidental costs as well as the refund policy.

**Name and contact details of the 24-hour school emergency contact:**

This is for parents/guardians who need to contact students during the program. You can list more than one contact.

**Departure details**

Include the time, date and place where students depart for the excursion.

**Return details**

Include the time, date and place where students return from the excursion.

**Distance from expert medical care:**

How far the students will be away from expert medical care (eg. hospital or ambulance)?

**Travel arrangements:**

How will students be transported to, during and from the program?

**Adventure activities to be undertaken or that may be offered to students throughout the program:**

List proposed activities as well as any alternative or back-up activities planned.

**Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.**

**A risk management plan for this program has been developed by staff and is available for parents to review on request.**

**Attachments**

- Daily itinerary
- Group equipment list (if relevant)
- Clothing list
- Medical form
- Further location descriptions (if applicable)

**Student behaviour**

'I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

**Student illness**

'I understand that in the event excursion staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.'

**Cancellations or Alterations**

'I understand that the principal may need to cancel or alter excursion arrangements at short notice, for safety reasons or due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.'

**Student accident insurance and ambulance cover**

The Department of Education does not provide student accident insurance or ambulance cover. Parents may wish to obtain student accident insurance from a commercial insurer and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

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## Parent/Guardian consent

I have read all of the above information provided by the school in relation to the [insert program name here], including any attached material.

I give permission for my daughter/son \_\_\_\_\_ (full name) to attend.

Parent/Guardian: \_\_\_\_\_ (full name)

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

In case of emergency I can be contacted on:

\_\_\_\_\_ OR:

\_\_\_\_\_

### **\*NEW\* Contact tracing**

***Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives.***

Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria.

The Department of Health has ***strongly recommended*** that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required.

**Parents/Guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number.**

Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.

**Note:** Parents/Guardians should also complete the 'Confidential medical information for school council approved school excursions'.



## APPENDIX 7- Sample parent/guardian volunteer response

### SAMPLE ONLY

Dear

Thank you for volunteering to assist with our excursion. You have been selected to join us and we look forward to your inclusion on our trip.

Your child's classroom teacher will provide you with further information soon.

Kind regards

The 3/4 Professional Learning Team

### SAMPLE ONLY

Dear

Thank you for offering to assist with our excursion.

Due to the student and staff numbers, we will not be requiring your help this time.

We thank you for your kind offer and look forward to you helping us at future school events.

Kind regards

xxxx PLC

