Policy: Excursion Policy

Preamble:

Excursions are an integral part of Ashbury Public School’s curriculum and student learning. Experiential learning is a fundamental principle in NSW Department of Education and Training (DET) curriculum guideline documents and syllabuses.

School excursions include:
- Local visits outside the school grounds, which may be planned or spontaneous
- Minor excursions which are less than a day’s duration and do not involve overnight accommodation
- Major excursions involving overnight accommodation

In addition, virtual excursions (accessed using the Connected Classroom) and incursions (visits and events organised within the school grounds) shall be subject to the same policy guidelines as excursions.

Purpose of Policy:

This policy outlines guiding principles for the organisation of excursions, including virtual excursions and incursions, and the implementation of the NSW DET’s policy and procedures for managing these learning experiences.

Policy:

The policy of Ashbury Public School is bound by statements issued by the NSW Department of Education and Training. All excursions arranged by the school will comply with the guidelines set out in the NSW DET Excursion policy https://www.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010.shtml?level=Schools&categories=Schools|School+activities|Excursions


The NSW DET policy focuses on the following nine guiding principles

1. Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of 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, including when animals are encountered.

In the planning of excursions, teachers at Ashbury Public School must give consideration to:
- the total number of planned activities each year and the potential disruption to learning and daily routines
- the total financial cost placed upon parents of children attending

When students are not able to participate due to financial constraints, the school endeavours to make financial assistance available according to need. Where fund raising is used to help reduce per capita costs, all students participating will benefit from the fund raising.

**Procedures**

All excursions must receive the approval of the Principal before they take place.

A risk assessment is to be conducted and a risk management plan developed before approval can be given for any excursion.

Teachers at Ashbury Public School must complete an Excursion Planning sheet (Appendix 1). This includes details of the educational rationale for the experience, dates and the proposed itinerary, itemised costs for travel, entry or participation fees and accommodation, arrangements for supervision and duty of care, and a detailed risk assessment (Appendix 2).

The school will retain excursion records, notes, costs and approval letters, administrative and travel details for 2 years, after which time they will be destroyed. Information relating to school camps will be retained for 5 years, and then destroyed.

**References**


Excursion Planning
Revised September 2010

Planning checklist

☐ 1.1 Discuss excursion / activity with supervisor
☐ 1.2 Check date with school calendar. Record on Principal’s term planner and staffroom whiteboard planner (if possible avoid Tuesday Scripture and Friday PSSA
☐ 1.3 Organise quotes for transport through SASS and record cost on planning sheet
   Note: seating restrictions for government buses:
   • young children (3 to a seat) 64 plus up to 6 adults standing
   • older children (2 to a seat) 43 plus maximum 15 standing
   • longer trips – all must be seated
☐ 1.4 Complete Risk Assessment. Visit site if required
☐ 1.5 Complete Excursion Planning sheet and submit to Principal through supervisor
☐ 1.6 When approved, organise Consent Form.
   Copy of permission note to SASS and a copy in the Notes Home folder. All consent forms must be
   • signed by Principal and organising teacher
   • sent home at least 2 weeks before the excursion if possible
☐ 1.7 Submit Excursion Planning Sheet to SASS for filing

One week before excursion

☐ 2.1 Notify canteen, Scripture teachers, support teachers, parent helpers about the variation to routine
☐ 2.2 Monitor students who have not returned notes / money
☐ 2.3 Notify the Principal if Student Assistance is required
☐ 2.4 Collate medical forms and note special health requirements
☐ 2.5 Arrange playground duty exchanges and inform AP responsible for duty roster
☐ 2.6 If a cheque will be required on the day, fill in a claim form and and give to SASS

Day before excursion

☐ 3.1 Final check of all permission notes
☐ 3.2 Review Risk Assessment and ensure everything has been covered
☐ 3.3 Charge digital camera, mobile phone
☐ 3.4 Organise first aid + asthma kits

On the day of excursion

☐ 4.1 Mark roll before leaving school and at appropriate times during the day
☐ 4.2 In case of accident or illness, contact the school as soon as possible. The school will notify parents/ carers, regardless of how minor any injury may appear
Attention: ................................................................................(Supervisor)

From: ........................................................................................(Organising Teacher)

Excursion to:
............................................................................................................................
...........................................................................................
............................................................................................................................

Day and date: .............................................................................................................

Class / Classes attending: ...........................................................................................

Anticipated number of students: ..................................................................................

Excursion supports: ........................................................................................................

SUPERVISION

Organising teacher: ..............................................

Other teachers attending: ............................................................................................

Volunteers attending: ...................................................................................................

TRAVEL

Bus    Train    Ferry    Foot

Depart school: .............................................. Return to school: ..........................

Transport company: ...................................................... ABN: ..............................

Transport contact name: ...................................... Phone: .................................

Quote: ..................................................................................................................

ACCOMMODATION

Venue: ................................................................................................ ABN: ..............

Address: .............................................................................................................

......................................................................................................Phone: ................

COSTS

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<td>Accommodation</td>
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<td>Other (entry fee etc)</td>
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<td>Photos</td>
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<td>Food</td>
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<td>TOTAL COSTS</td>
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Calculate cost per student

= $ ___________________ per student

Approved by Principal: .................................

Closing date for payment: .............................
School excursions: Parent or caregiver information and consent forms

This document provides wording to create an information form and permission slip for use with a range of excursions. This is the minimum information required. However, depending on the nature and specific activities of each excursion, further advice and details may need to be included. For many excursions it will not be necessary to collect a new medical information form. Medical information held by the school should, however, be updated as required and take account of activities proposed for the excursion.

Section A provides a simple information form that will be of use for most excursions. Section B provides wording to cater for a range of activities that may occur on excursion, and advice on the privacy implications of the collection of personal data. These sections should be copied as required and inserted into Section A.

Note that all consent forms should include
- the Ashbury Public School letterhead and/or emblem
- the date
- the name of the organising teacher
- the Principal’s signature
Section A

Dear parent or caregiver,

class will be going on an excursion to on to .

This excursion has been planned to supplement the following work being done in the classroom:

The cost of the excursion is $

The class will depart from at and return to at

Travel will be by .

The staff member with emergency care training is

The staff member with CPR training is

Accompanying staff are

Insert as appropriate:
Overnight excursion advice
Water activities advice
Travel insurance advice
Privacy advice – whenever personal information is sought the privacy advice must be included.
Overseas excursion advice, including travel, itinerary, accommodation and supervision details.

Excursion coordinator Principal
----X<-------- Please detach and return to by ---------

I do / do not consent to …………………….. participating in an excursion to on .

My son / daughter has the following special needs (please provide full details and include any relevant medical details)

I give / do not give permission for my child to receive medical treatment in case of emergency.

Insert as appropriate:
Overnight excursions – response
Water activities – response
Travel insurance - response

Signature Date
### Overnight excursions - advice

*Accommodation will be at .................................................................
*Travel will be by .................................................................
*The group will be supervised by ... ...........................................

Additional information (consider advice on the number of students and teachers, protective clothing or equipment)

...........................................................................................................................
...........................................................................................................................

### Overnight excursions - response

I understand that my son / daughter will stay overnight at ...................... ..............


### Water or swimming activities - advice

The excursion will involve the following water or swimming activities:

............................................................

These activities will take place at: .................................................................

The school will provide the following flotation devices to students who may require assistance in the water:

...........................................................................................................................

### Water or swimming activities - response

In relation to the proposed water or swimming activities, I advise that my child is a: *(please tick one)*

- [ ] strong swimmer
- [ ] average swimmer
- [ ] poor swimmer
- [ ] non-swimmer

I advise that my child requires the following flotation device to assist him/her in the water:

...........................................................................................................................

I undertake to provide this device so that my child can participate in the excursion.

Yes / No

I give / do not give permission for my child to participate in the water or swimming activities.
Ashbury Public School

Incursion / Virtual Excursion

Attention: ................................................................................(Supervisor)
From: ........................................................................................(Organising Teacher)
Incursion / Virtual excursion
........................................................................................................................................................................
........................................................................................................................................................................
Day and date: ...................................................................................................................................................
Class / Classes attending: .....................................................................................................................................
Anticipated number of students: ............................................................................................................................
Excursion supports: .............................................................................................................................................unit of work

SUPERVISION
Organising teacher: ..........................................................
Other teachers attending: .................................................................................................................................
Volunteers attending: ...........................................................................................................................................

Visiting organisation: .......................................................... ABN: ................................................
Organisation contact name: ........................................... Phone: ...................................................
Quote: .................................................................................................................................................................

Cheque required on day of performance? □ Yes □ No
Name of payee: ....................................................................................................................................................
Amount: $........................................................
## Risk Management Plan Proforma: Excursion

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<th>Activity</th>
<th>Hazard Identification &amp; Associated Risk</th>
<th>Assess Risk</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
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Venue and safety information reviewed and attached: **Yes/No**

Plan prepared by: Position: Date:

Prepared in consultation with: Communicated to:

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.