

# ARMADALE PRIMARY SCHOOL POLICY

## SCHOOL No. 2634

### Excursion and Incursion Policy 2017

**Authorisation:** By the Armadale Primary School Council September 2017

**Recommended:** By the Education & Policy Sub Committee

**Review Date:** It is recommended that this policy is reviewed by September 2019

This policy should be read in conjunction with *The School Policy and Advisory Guide* and applies to all incursions and excursions including camps

#### 1 . PURPOSE

1.1 Excursions are undertaken to enhance and enrich student learning and are purposefully linked to the learning inquiry. Their purpose is to provide rich learning opportunities and real life contexts for students, which could not otherwise be gained within the normal classroom context. They also help develop an understanding that learning is not limited to school and that valuable learning takes place in other environments.

#### 2. OBJECTIVES

2.1 To stimulate children's learning and curiosity.

2.2 To deepen and strengthen children's conceptual understanding.

2.3 To provide an opportunity whereby children are actively involved in their community so that they are empowered to make a difference.

2.4 To ensure a whole school approach to planning and implementing excursions by following agreed guidelines.

#### 3. IMPLEMENTATION

**The School and Staff will do the following in relation to:**

##### ***Planning***

3.1 Consider all factors when planning and implementing excursions and ensure that excursions are planned, approved and conducted in accordance with Department policy and requirements.

3.2 Carefully select excursions/incursions that align with the purpose of this policy and communicate the educational purpose of the excursion and its contribution to student learning.

## **ARMADALE PRIMARY SCHOOL POLICY**

### **SCHOOL No. 2634**

3.3 Complete excursion plans using the Compass portal and liaise with the Business manager for approval and ensure that all plans comply with Department approval requirements for excursions and staff travel.

3.4 Ensure that projected costs for each excursion cover all factors such as staffing, transport, admission prices and incidental costs and designate "teacher in charge or event co-ordinator " to oversee the booking details and be the main source of contact for the venue or company and the transport company.

3.5 Ensure that the following DET adult/student ratios are adhered to as a minimum:

Local walking excursions - 1:20

Excursions using private transport -1:20

Excursions using public transport – Prep, Year 1 and 2 - 1:6; Levels 4 & 6 - 1:10

These ratios will apply unless otherwise specified by a particular organisation

3.6 Ensure that there is an equitable and fair process in selecting parents to attend any excursion and notify parents if: the return to school time is delayed or there are any unforeseen changes via flexi buzz or through the general office

#### ***Payments***

3.7 Provide communication to each family through Compass events for both permissions and payments that itemises all excursions/incursions for the current term. In some instances, excursions may be ad hoc, if we are offered opportunities, which we do not want the children to miss.

3.8 Make provisions for students whose families are experiencing financial hardships not to be excluded as identified in the hardship policy

3.9 Advise of individual additional excursions or incursions where a further payment to cover these costs may be required.

3.10 Ensure that the Office staff are responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed reports on a regular basis.

#### ***Emergency risk and management***

3.11 Complete an online notification of school activity form three weeks prior to the activity using the Student Activity Locator, if the excursion requires approval from School Council

3.12 Ensure there are sufficient staff to provide appropriate and effective supervision, such as when children need to go to the toilet in pairs

## **ARMADALE PRIMARY SCHOOL POLICY**

### **SCHOOL No. 2634**

- 3.13 Ensure there is compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions requiring school council approval.
- 3.14 Communicate to the parents or carers the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.
- 3.15 Inform parents they should call the office, if they have reason to believe an emergency may have occurred (such as a media report) and not teachers on the excursion as this will keep the telephone lines free at the excursion site.
- 3.16 Ensure there are arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion or if students are to be picked up early because of illness or misbehaviour.
- 3.17 Ensure that the teacher in charge takes copy of the parent contact list on the excursion.
- 3.18 Ensure there is documentation of the planning process; location and venue selection including the suitability of the environment and/or venue for the excursion
- 3.19 Fully complete the emergency and risk management and assessment of excursion risks through Appendix B and ensure all excursion staff and where appropriate, students, must be familiar with emergency procedures for each excursion.
- 3.20 Follow procedures in the event of an emergency, accident or injury by taking emergency action and immediately notify the school principal. The principal should make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266
- 3.21 Ensure there is informed consent from parents or carers for students to attend
- 3.22 Insert excursion dates on the APS Outlook Calendar, Google calendar and add to Today's News
- 3.23 Evaluate the effectiveness of each excursion to inform future planning

#### ***Supervision***

- 3.24 Ensure that there is adequate student and staff medical information and that a complete first aid kit, individual EpiPens and Ventolin inhalers are taken on all excursions as well as individual management plans as appropriate
- 3.25 Provide appropriate student preparation and advise behavior requirements whilst on the excursion

## **ARMADALE PRIMARY SCHOOL POLICY**

### **SCHOOL No. 2634**

3.26 Exclude children from participating in an excursion if their behaviour is of concern to teachers or if they pose a risk to the safety of themselves or others

3.27 Ensure that the experience, qualifications and skills of each staff member (including volunteers, instructors, etc. will allow them to provide effective supervision in general and for planned activities (as applicable)

Ensure that all parent volunteers have a current WWC and the teacher via either the office or the intranet has checked this

3.28 Ensure adequate supervision to enable younger children to go to the toilets accompanied by an adult –where appropriate

#### **Parents will:**

3.29 Give the required consent and permissions via Compass and pay the costs of the excursion

3.30 Ensure they have a current Working with Children Check and record the number at the office. Sign in at the office and show your WWC Volunteer to assist staff and students as required on excursions and ensure the office has copies of the current WWC

3.31 Actively support their child's participation in all school activities

3.32 Contact the Business Manager if a payment plan is required to meet the cost of your child's participation

3.33 Wear a lanyard / badge and a high visibility vests (where appropriate) which identifies them as a Parent Helper  
Ensure that care arrangements have been made for 3any of their children not participating in the excursion/activity

#### **Students will:**

3.34 Behave in accordance with the Student Engagement Policy at all times

3.35 Attend excursions in full school uniform (unless otherwise directed by the school)

3. 36 Seize excursion opportunities to deepen, enrich and apply their learning to strengthen connections

#### **4. EVALUATION**

The policy will be evaluated by teachers and parents by observing whether the objectives of the policy are being met through the school program and observations of student behaviours.

**ARMADALE PRIMARY SCHOOL POLICY  
SCHOOL No. 2634**

**APPENDIX A**

**ARMADALE PRIMARY SCHOOL  
INFORMATION SHEET FOR PARENT HELPERS ON EXCURSIONS**

...../...../20....

Dear.....

Thank you for offering to come along with us on our excursion to .....

on ...../...../....

You will need to bring the following items:

.....

Could you please sign in at the office, collect a badge and report to the classroom teacher by ..... am/pm

We intend to return to the school by ..... am/pm

Please RETURN the badge and/or high vis vest to the office or teacher at the end of the excursion.

**Important Notes for Parents/Guardians**

**ARMADALE PRIMARY SCHOOL POLICY  
SCHOOL No. 2634**

The school relies on the support of parents through the class representative system and is very grateful for the voluntary assistance that is provided. Please read the following guidelines prior to assisting:

- When assisting on an excursion you are in a position of *responsibility*
- You should assist the teacher in charge in whatever way he/she directs
- It is important to look after and carefully supervise ALL students allocated to you
- Children who are not Armadale students cannot be brought on excursions
- You should return the excursion confirmation form below as soon as possible
- You should be aware that you are expected to comply with the OHS policies of the school (available on the school website)
- Please add your WWC number \_\_\_\_\_ and expiry date here \_\_\_\_\_

School to check the registration of WWC

Additional information:

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# ARMADALE PRIMARY SCHOOL POLICY

## SCHOOL No. 2634

### APPENDIX B

**Risk Register**

**School:**

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**Supervising teachers/staff:**

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**Program/Excursion:**

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**Year Level:**

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**Dates:**

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**Location(s):**

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Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		
Describe the risk event, cause/s and consequence/s For example, <i>Something occurs ... caused leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Risk Consequences
Sunburn	All participants are warned about sunburn and the need wear hats and apply sunscreen (sunsmart policy)	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Inform students before activities commence to apply sunscreen, wear hats and stay in the shade	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low		

**ARMADALE PRIMARY SCHOOL POLICY**  
**SCHOOL No. 2634**

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**ARMADALE PRIMARY SCHOOL POLICY  
SCHOOL No. 2634**

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**Add more rows as required.** *This is one way of documenting the risk management process and does not preclude other approaches.*