



Yarraville Special Developmental School  
No. 5278

**EXCURSION POLICY**

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

**Certification**

School Council President

Signed ..... *Theresa* ..... Date ..... 16/2/18

Principal

Signed ..... *Ashwini* ..... Date ..... 16/2/18

This policy ratified at School Council meeting

19/12/17.



Yarraville Special Developmental School  
*Excellence In Learning*

## EXCURSION POLICY

### RATIONALE:

*'An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including sports). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).'* – Department of Education & Training

- Excursions reinforce, compliment and extend learning and social skills opportunities beyond the classroom. They develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the wider community.

### BROAD GUIDELINES:

- This policy is written in accordance with the Child Protection Reporting Policy and Education and Training Reform Act, Child Safe Standards, Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870. As emphasised in the schools' Child Safety Policy, "Yarraville Special Developmental School is committed to child safety and has a zero tolerance of child abuse".
- An excursion is defined as any activity, which occurs on a single day, whereby students leave the school grounds for the purpose of engaging in educational activities.  
**Camps are covered with a separate policy.**
- Teachers will ensure that excursions are linked to curriculum programs.

### IMPLEMENTATION:

The Principal or delegate (Team Leader) will ensure that;

- In preparation for the excursion, students and parents will be notified of the organisational arrangements and the relevant safety arrangements or emergency procedures and of expected standards of behaviour.
- All excursions must be registered online through the DET 'Student Activity Locator' (SAL) form prior to all excursions and camps. This ensures the DET support with emergency management. ( <https://www.eduweb.vic.gov.au/forms/school/sal/> )
- All excursion staff and where appropriate, students, must be familiar with emergency procedures for each excursion. Planning must cover arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions). School council approved excursions must have Risk Management Forms for the associated venue and activities. (Risk Assessment ProForma can be found on the Staff Share Drive.)

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>

- All teachers attending an excursion will carry an excursion folder containing signed excursion permission consent forms and up-to-date information on all students attending the excursion, (photo, emergency contact details and medical details). Student details are printed from the office.
- Principals may need to cancel excursions 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 who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.
- When required, schools must follow the Department's emergency management (bushfires) procedures for off-site activities for all excursions.
- The ratio for school excursions;
  - At least two adults will attend all whole class excursions regardless of the student number.
  - The adult to primary student ratio is no less than 1:6
  - The adult to secondary student ratio is no less than 1:6, unless approved by the Principal or delegate (Team Leader)
  - Where water activities are involved on excursions, the ratio will be no more than 1:3
  - Any water activity requires the presence of a teacher or pool supervisor with a current Austswim certificate. Epileptic students require 1:1 supervision and a doctor's certificate stating they are permitted to participate in water activities.
- Team Leaders will give approval to excursions, including staff to student ratios.
- An activity that is considered to have greater than normal risks is deemed an adventure activity. Please refer to list of activities at <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>  
All adventure activities require the approval of school council.
- Students will not be excluded from excursions simply for financial reasons. Parents/carers experiencing financial difficulty, who wish their child to attend an excursion, will be required to discuss their individual situation with the Team Leader. The Team Leader will, on a case-by-case basis, make decisions relating to alternative payment arrangements.
- Staff will be responsible for managing and monitoring the payments made by parents/carers.
- All families will be given sufficient time to make payments for excursions. Parents/carers will be sent a notice that provides details of the excursion and includes a 'Consent Form'.
- Students whose 'Consent Form' has not been received by the departure date will only be permitted to attend the excursion if verbal permission or an email is sent by the parent/carer on the day of the excursion.
- Each excursion will be coordinated by a designated 'teacher in charge' who must fill out the excursion details in the schools reception diary, including the names of the students attending and the mobile phone number of the teacher(s).
- Students, as necessary, are to have some form of identification (wrist-band, ID, etc.) on them in case of an emergency.

## **REFERENCES:**

- Excursions & Outdoor Education  
<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx>
- Edugate: Link to the Student Activity Locator (SAL)  
<https://edugate.eduweb.vic.gov.au/CookieAuth.dll?GetLogon?curl=Z2FsitesZ2FemergencymangementZ2FDEECDSALZ2Fdefault.aspx&reason=0&formdir=6>
- Emergency & Risk Management – To ensure school excursions are conducted safely.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
- Planning and Approvals – To ensure excursions are planned and approved appropriately.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/approvals.aspx>
- Staffing & Supervision – To ensure excursions appropriately staffed.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>
- Student Medical Information – To ensure that staff have up-to-date medical information about students participating in excursions.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx>
- Adventure Activities – To ensure that adventure activities are conducted safely.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>
- Approvals – To ensure excursions are planned and approved appropriately.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/approvals.aspx>
- Student Preparation & Behaviour – To ensure that students are adequately prepared for excursions.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx>
- Venue Selection – To ensure schools select safe and suitable excursion venues.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx>
- Parent or Carer Consent – To ensure that schools obtain informed consent from parents or carers, for their child to participate in an excursion.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx>
- Safety Guidelines for Education Outdoors – The Safety Guidelines for Education Outdoors are in place to support the planning and approval of: overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.  
<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx>

**EVALUATION:** This policy will be reviewed as part of the school's three-year review cycle.