



Pyramid Hill College

Is a Child Safe School

Excursions Policy

Basic Beliefs

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Guidelines For Action

- All excursions must be approved by the Principal or nominee(s)
- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines.
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or nominee(s). The 'Notification of School Activity' at : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp will be completed online three weeks prior to the excursion departure date, and Assistant Principal will ensure relevant details are entered on the daily planner.

Safety and Welfare

- All legal and medical forms need to be completed and permission given by guardian and parents. Forms need to be taken on the excursion by the teacher in charge and a designated school contact should hold a list of those participating in case of emergency.
- Local Excursions are defined as within Pyramid Hill township and a blanket permission form is signed when a student enrolls at the school and is held on file until that student leaves the College.

- In addition to any **staff** employed by DEECD or School Council, a ‘Working with Children’ check will be required unless working with their own children in a small group situation. The school will pay for any associated costs. Parent volunteers maybe required to pay for accommodation, meals and other costs. Parents on excursions need to understand and agree to school protocols and rules, eg no smoking. No special treats for their children.
- All students, parents and those involved must be adequately informed of details of the excursion and behavioural expectations.
- It is recommended that young students should wear identity tags on excursions.
- If the return to school after the excursion is delayed unexpectedly, parents will be notified by phone or social media ie school Facebook page.
- Sensible and responsible behaviour will be expected of all participants, including students at all times.
- In the unlikely event of student misbehaviour, it will be dealt with immediately or on return to school in line with Discipline Policy. If serious misbehaviour occurs, parents/guardians will be called to come and collect their child/ren.
- The principal in consultation with teachers, may decide to exclude a student from an excursion if there is serious doubt regarding their appropriate behaviour or there is consistent poor performance at school. Parents will be notified if a child is in danger of losing their invitation to participate in a camp due to poor performance and behaviour at school.

Costs

- Parents will be notified of the exact costs with sufficient time allowed for payments to be made.
- Students will not be excluded from excursions solely because of financial reasons. Parents may organise payment plans with the Business Manager. Those experiencing financial difficulties may discuss and organise appropriate help with the Assistant Principal.
- Money will not be refunded if a student withdraws from an excursion without legitimate reasons.

Evaluation of Excursion

Following the activity an evaluation will be carried out by the Principal and teacher concerned.

Evaluation of Policy

This policy will be reviewed annually or more often if necessary, due to changes in regulations or circumstance.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through: [DEECD Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

Date Implemented	27/5/2014
Reviewed by School Council	19/6/2018
School Council President Signature	
Date of Next Review	June 2019

Procedures

Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on staffroom notice board.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School’s Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student’s return which will be the responsibility of the parents/carers

The school’s emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**