



MOUNT WAVERLEY PRIMARY SCHOOL

EXCURSION/INCURSION POLICY

PURPOSE

Excursions and incursions (external presenters) are organised as part of the curriculum to enrich student's experiences. These first hand experiences assist the student developing their ideas and understandings.

POLICY GUIDELINES

When organising excursions and incursions the school will:

- gain written permission from parents/guardians
- register details with the Department's Emergency and Security Management Branch using the online notification form
- ensure appropriateness of any external venue, including safety and risk management plans
- ensure that excursion staff have up-to-date medical information about students participating in each excursion
- ensure that information is recorded on appropriate booking forms, including costing, transport and adult supervision, and filed with the Assistant Principal and General Office
- ensure that adult/child supervision ratios are in accordance with Department of Education and Training (DE&T) guidelines
- facilitate planning as early in the year as possible to ensure that information can be provided for families well before the event.
- ensure that teachers have with them a fully stocked first aid kit, mobile phone and that all students are wearing MWPS wrist bands
- If a whole-school excursion takes place, which leaves the school unoccupied, the regional office should be notified
- Excursions and incursions may be cancelled at short notice where the Principal and/or Assistant Principal, in consultation, with the excursion/ incursion organiser, deems the weather conditions to be unsuitable for the planned activity, or in other circumstances that have arisen which threaten the organisation of the activity
- Notification of cancellation of an excursion or incursion will be disseminated via school electronic media to parents no later than 15 minutes prior to departure on the morning of the activity

When planning and organising excursions and incursions consideration should be given to:

- The contribution of the activity to school curriculum
- The contribution to student knowledge, understanding and appreciation of the topic/concepts
- Encouraging students to develop their skills of observation, recording and reporting
- Encouraging students to develop responsible attitudes towards personal and group safety
- Making satisfactory arrangements for appropriate instruction for students not involved in organised activities.

There is an expectation that all children will participate in excursions and incursions, therefore payments for students whose families are experiencing financial difficulty will be considered by the Principal.

Documents Relating this policy

First Aid

Working With Children Check

Teaching and Learning

Bus

Student Wellbeing

Equal Opportunity

Visitors to School

POLICY IMPLEMENTATION

- Parents/guardians will be provided with information regarding the purpose, venue, date, costs and a medical permission form included in the excursion notice
- A parent or carer should ensure all documentation related to excursions and incursions is read thoroughly, must sign a form consenting to their child's participation in any excursion give consent to emergency medical treatment if needed and alert the school to any medical conditions or allergies
- payments for students whose families are experiencing financial difficulty, will be considered by the Principal
- All parent forms need to be returned by the due date on the notice
- Students will not be permitted to go on excursions or attend incursions without a signed consent form prior to the activity
- A separate consent form must be signed for every excursion, except for local walking excursions where one permission form is signed for the year
- Consent forms are to remain in the possession of the teacher in charge throughout the excursion
- A list of students attending an excursion along with contact numbers will be taken by staff on the excursion and a copy will also be left at the front office
- Parents or carers must complete a department approved confidential medical information form for school approved excursions
- Parents or carers are given the opportunity to vary any information previously given to the school but should provide updated information to the school during the year if there is a change
- All excursions are to be planned and booked by a designated member at each year level with costs checked by the Principal Class Team or Business Manager prior to sending out parent notices
- An excursion checklist will be provided to all team leaders to assist them with administration and planning required for excursions
- A risk assessment analysis, including risk assessment for bushfire, will be undertaken for school approved excursions
- In the event of an emergency, an accident or injury on an excursion, in addition to taking emergency action, the Principal is to be notified. The Principal is to contact DE&T's Emergency and Security Management Branch as required
- First aid requirements for students with identified health care needs should be provided and supported with up to date information explained in the First Aid policy, Asthma Management Plan or Anaphylaxis Management Plan
- Dietary requirements will also be provided by parents as part of identified health care needs for individual students

- In the event of a serious accident or incident where urgent medical attention is required by a student, staff will ring for an ambulance
- Parents will be contacted after an ambulance has been secured, however, in the event of accidents not requiring hospital attention, parents will be contacted so as to inform them of the injury and or incident
- In some cases, when a parent is rung they may be required to pick their child up if the illness or injury is of concern to staff or if the child is in discomfort
- If a student sustains an injury to the head, eyes or teeth, parents will be contacted and asked to pick up their child
- If a student behaves in a manner which threatens the safety or well-being of the group, parents will be contacted and it is expected that they collect their child immediately
- It is expected that parents ensure that students arrive and depart at the designated times for excursions
- On return to school from an excursion, students remain in the teachers' jurisdiction and must be marked off a roll before they are released to parents
- Parent helpers are advised that siblings are not permitted on school approved excursions
- The excursion organiser must place a copy of each form in the Excursion Folder kept in the Office. A copy of the notice sent home to parents/guardians must be attached

Ratios for Adults to Students

-Day Excursion Ratio 1:20

Working With Children Checks

As per the Working with Children Check DET guidelines, all parents wishing to volunteer at various excursions, incursions or classroom helping duties must hold a current and valid Working With Children Check.

EVALUATION

The Excursion/Incursion Policy will be reviewed by the Core Leadership Team on a cyclical basis in accordance with the School Council Policy review schedule or as required.

Policy Area:	Ratified by School Council:	Next Review:
Student Wellbeing	2016	2020