



Excursion Policy
2015
Review

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Aim

School excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted external to the school site. They can pose risks. The policy and procedures are directed at managing such risks.

The Principal and staff at Enngonia Public School will:

- Determine the educational value of an excursion and take account of the needs and resources of the school, the needs of the students and the total learning program.
- Ensure excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
- Give the duty of care which is owed to students in the school environment and while on excursions.
- Ensure 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.
- Reporting of suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools
- Conduct a risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
- Ensure signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.
- Ensure safe transport or a safe walking route is to be organised for excursions.
- Ensure that students must behave appropriately at all times while on excursions, including when animals are encountered.

Eligibility and Applicability

The department of education and training is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are part of quality teaching and learning programs.

Student Eligibility:

- Out of school excursions are able to be attended by any student enrolled at Enngonia Public school providing:
 - (a) Behaviour and regular attendance meets the schools requirements
 - (b) Excursions costs are paid by parents prior to the excursion
- No student enrolled on a temporary basis will be included in out of school excursions.

Payments

- Payment for excursions by parents will be required on some excursions.
- The Principal will decide on the subsidised cost of the excursion in consultation with staff members.
- Parents and caregivers will be expected to pay the full amount of the excursion at least two weeks prior to the departure date.
- Provisions will be made so parent and caregivers can pay the cost of the excursion off on a weekly or fortnightly basis. However, the amount must be paid in full two weeks before the departure date.

Responsibility and Delegations

Excursions are a valuable teaching and learning vehicle, often integral to quality curriculum delivery in that they provide access to teaching content and learning experiences not available at the school.

Staff

- A school excursion is initiated, organised and supervised by the school and approved by the principal and, when more than one school is involved, the principals of all participating schools
- It will be the sole responsibility of the Principal in consultation with staff as to which staff members will attend the excursion.
- The supervision of students is the responsibility of all staff, including those from other school if on a shared excursion.

Parents and Volunteers

- Parents may volunteer to attend an excursion however inclusion is not guaranteed, unless there is a specific reason for their attending or volunteers are required. The Principal will have the final say on who shall accompany the staff on the excursion.
- Parents or caregivers who attend an excursion must abide by staff decisions regarding the students as staff have the responsibility for student wellbeing and safety.
- Parents or caregivers must make prior arrangements either verbally or in writing if they wish to collect their child/ren before the end of the excursion.

Travel

- The use of the school bus is for the intended purpose of transporting students to and from venues for excursions out of the school. It is not to be used as a commuter or hired out for community usage.
- The bus must be driven by a teacher and staff members must be present on the bus anytime students are on board.
- Students and staff must wear seat belts while travelling.
- If an excursion begins or finishes after school hours students that live in town may be picked up and dropped home by the school bus, if stated so prior in a permission note.
- Students under the age of 5 years are not able to be transported on the school bus.
- Students may also be transported in staff or parent cars for excursions. Students must wear seatbelts while travelling in cars and still must adhere to the school rules and discipline policy.
- As travel to and from an excursion is considered part of the school day students are expected to follow the school rules and discipline policy and its associated consequences.

Duty of Care

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.

- Duty of care begins when students arrive for an excursion at the specified place and time.
- Duty of care ends when the students have been picked up by their parents or caregivers.
- As school excursions are an extension of the school day students are expected to follow the school rules and discipline policy and its associated consequences. If student behaviour reaches the point of suspension parents will be required to make arrangements to collect their child/ren.
- Students will be given medical treatment if required in consultation with their parents or caregiver. If staff perceive students to be unable to continue on the excursion parents will be required to make arrangements to collect their child/ren.

- Consultation Committee

Enngonia Public Schools Attendance Policy has been updated with consultation from the school community.

Name	Role	Signature
Melissa Harrison	Principal	
Heather Stone	Classroom Teacher	
Linda Oldfield	Classroom/Pre-School Teacher	
Fiona Secomb	Classroom/Pre-School Teacher	
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