PURPOSES:

Mount Kanwary Public School 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 a valuable teaching and learning vehicle and are often integral to quality curriculum delivery. They may include activities off site or virtual excursions through the connected classroom equipment or the viewing of films, videos, dvds or computer games.

DATE: May, 2011

AIMS:

• To broaden students’ understandings of their own and others’ environments.
• To compliment class work and meet identified needs.
• To supplement and support the school’s learning programs
• To provide opportunities for students to develop their interpersonal and self reliance skills.

EDUCATIONAL VALUE:

• An educational excursion is an integral part of Mount Kanwary School’s curriculum and specifically of the child’s learning program and must be justified on this basis.
• Preliminary discussions are to be held with the Principal and other members of staff before any excursion arrangements are made.
• The excursion must relate to some of the current or forthcoming class objectives.
• Excursions will generate classroom activities related to their purpose. Where appropriate, if time permits, a report is to be written for the School Newsletter.

Film Screenings (Including Videos and DVDs)

• All films and computer games must be viewed by teachers prior to use. All PG rated material needs to be approved by the principal.
• The school will inform parents of ‘PG’ rated material in advance of presentation so they may be given the opportunity to withdraw their child from the viewing.
• The school will not arrange for students to attend any material rated ‘M’ or ‘R’.

INCLUSIVITY:

• Excursions are inclusive and all students within the specific learning group are to be given the opportunity to participate unless exceptional circumstances exist.
• Since excursions offer enrichment to the planned curriculum, all students within the specific learning group should be given the opportunity to participate unless exceptional circumstances exist.
• Teachers are responsible for any children in their class not taking part in the excursion. They must arrange for another teacher to supervise these children who will follow a planned program of work set by the class teacher.

• In the event that it is a whole school excursion children not taking part would be expected to remain in the care of their parents.

**DUTY OF CARE:**
A duty of care is owed to students in the school environment and while on excursions.

• 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 individuals associated with external organizations.

• On rare occasions such as specialised excursions, (see 4.4.1 DET Excursion Procedures) students may be supervised by parents or caregivers instead of teachers. However, parents and caregivers must be fully informed of, and agree to the arrangements, and that the teacher in charge has taken all steps to ensure the safety and welfare of unaccompanied students.

**Privately Arranged Tours**

• A privately arranged tour is a tour undertaken by students and or adults as private citizens and arranged by an agency external to the school. It is not an integral part of the school curriculum. Privately arranged tours are not school activities.

• Neither the school nor the DET will accept any responsibility in respect of students or teachers who may choose to become involved in privately arranged tours.

**Other Visits Outside the School Grounds**

• In addition to excursions and other visits, occasions for leaving the school grounds for brief, local, spontaneous educational activities will arise from time to time, particularly in primary schools. The value of such visits is recognised and on many occasions it is not possible to obtain the permission of parents prior to the visit.

• Such visits may take place at the discretion of the principal, who must ensure as far as possible the safety and welfare of students and be satisfied as to the value of the visit as an integral part of the school curriculum.

**PARENTS, CAREGIVERS AND VOLUNTEERS:**

• Parents will frequently volunteer to assist in excursions. The number of parents who might be of assistance will vary according to circumstances.

• A selection process may be required to choose the most appropriate parent volunteer. The criteria for selection will depend upon circumstance. It may consider gender, experience, skills. The selection process will be advertised in the newsletter.

• Ultimate responsibility and delegation of roles will remain with the supervising teacher/principal.

• Parents/volunteers must remain part of the group at all times and follow all outlined expectations eg spending money/buying lunch.

• Parents must ensure that the names of the students in their care are marked off at the beginning and end of any excursion. This should be reported to the teacher in charge.
CHILD PROTECTION:
The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.
- Students should be briefed about their right to be safe, relevant safety strategies and ways of seeking help should concerns arise during an excursion.
- The principal should ensure all employers and contractors are registered with ASA (Approved Screening Agency), have screened those staff considered to be engaged in paid child-related employment and have required those staff to complete Prohibited Employment Declarations.
- On overnight and extended excursions, supervisory and accommodation arrangements are to be such that no staff member is placed in a position where there is potential for allegations of improper conduct to be made. In particular, sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping and supervisory arrangements are to ensure that no student is placed in a situation where there is the likelihood of sexual contact between students.

RISK MANAGEMENT:
A risk assessment is to be conducted and a risk management plan developed as a part of the organisation of the excursion.
- Where appropriate, all staff will carry a small, portable first aid kit.
- A list of all student emergency contacts will be taken on all excursions.

CONSENT:
- Signed consent forms granting permission for students to participate in an excursion and current medical information is to be provided by parents or caregivers.

TRANSPORT:
- When hiring buses for excursions, the principal should attempt to hire buses with seatbelts wherever practical. The number of passengers must not exceed the number the vehicle is licensed to carry.
- The transporting of students in the cars of staff members, parents, caregivers or volunteers should only occur under the following conditions:
  1. Written permission from the parent/s or caregiver/s or the student/s being transported is obtained.
  2. The driver is licensed.
  3. The vehicle is registered.
  4. The number of passengers in the vehicle does not exceed the number of seatbelts.
  5. Current driver’s license and car registration details are sighted by the school prior to giving permission for students to be transported by vehicle.
  6. Child restraint laws must be followed. E.g. Children under seven years must have a booster seat.
- All parents, caregivers or volunteers who transport students in cars must complete a Prohibited Employment Declaration prior to the excursion.
STUDENT BEHAVIOUR:

Students must behave appropriately at all times on excursions.

1. Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.
2. Students who exhibit ‘repeated unsafe behaviour’ prior to or during the excursion may lose the opportunity to participate in the excursion or part thereof.
3. Students should also be briefed on appropriate behaviour around animals – refer to *Cruelty to Animals (96/169) and Animals in Schools: Animal Welfare*
4. Students should be briefed about their right to be safe and protected, about protective strategies and of avenues for support should concerns arise.

ACCOUNTING AND ADMINISTRATION:

- Money collection arrangements are to be discussed with the Senior Administration Manager well in advance.
- The principal must ensure that a record of all excursions is maintained.

BRIEFING STUDENTS PRIOR TO EXCURSIONS:

- Prior to any excursion, students should be briefed on the school's expectations of their behaviour.
- Individual students with particular health care needs should be briefed about how these needs will be met during the excursion, especially where the arrangements differ from standard practice at school.

RELATED DOCUMENTS AND ADVICE:

- Evaluations will occur at a staff meeting following the excursion.
- Feedback from parents is also welcome.

REFERENCES:

- DET Excursion Policy PD/20040010 (last update 17/11/09)
- DET Excursion Policy Implementation Procedures PD/20040010 (last updated 28/5/09)
- Sport and Physical Activity Safety Policy for Schools PD/2002/0012/V02
- Sport and Physical Activity in Schools, Safe Conduct Guidelines.