FCPS Excursion and Incursion Policy

**Rationale:**
Ferny Creek Primary School’s Excursion program enables students to further their learning and social skills development in a non-school setting. An excursion is defined as any activity beyond the school grounds. Our Incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. An incursion is an activity that involves school visitors who provide a performance or service for the students for a fee. Excursions and Incursions complement, and are an important aspect of the educational programs offered at our school.

**Goals:**
1. To reinforce, complement and extend learning opportunities within and beyond the classroom.
2. To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning takes place in the real world, with other people and experiences.

**Implementation:**
- School Council must approve all excursions and incursions. In doing so, School Council will determine a schedule of excursions and incursions for the school year, will ensure that all excursions and incursions are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- **The school will be closed on a Code Red fire rating day, therefore any excursion planned for a Code Red fire safety day will be postponed or cancelled.**
- All excursions and incursions require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include:
  1. The educational aims and objectives of the activity.
  2. The names of all adults attending and their expertise and experience.
  3. For excursions, travel arrangements and costs.
  4. For excursions, venue details and an itinerary of events.
  5. Risk analysis and procedures followed to ensure the safety of the children.
- The above information will be provided to the Principal at least a week before the School Council meeting date.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed “Confidential Medical Information for School Council Approved Excursions” form, and must have paid the costs involved.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty will be encouraged to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payment. Parents will be sent notices before the in/excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 24 hours before the activity date will not be allowed to attend unless alternative payment arrangements have been previously organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
• A designated ‘Teacher in Charge’ will coordinate each in/excursion.
• The designated Teacher in Charge of each excursion will ensure a complete risk analysis is undertaken. This risk analysis must include bushfire danger.
• The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines.
• The online DE&T ‘Notification of School Activity’ information will be completed three weeks in advance of the event if required at :www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
• Classroom teachers will be given the first option to attend excursions.
• The school will provide a mobile phone and a first-aid kit for all excursions.
• Copies of completed Permission forms, and signed “Confidential Medical Information for School Council Approved Excursions” forms must be carried by excursion staff at all times.
• A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
• All parents of prep children will be invited to attend the major prep excursion each year. Parents of children involved in all other excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
  1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  2. The need to include both male and female parents.
  3. The special needs of particular students.
• Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
• Parents selected to assist may be required to have a WWC check.
• Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
• Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
• Students who do not attend incursions will be provided with suitable alternative activities.

Evaluation and Review
This policy will be reviewed as part of the school’s four-year review cycle.

Budget:
NIL

Author/Responsibility/Date
M. Coyle/EPP/2014
Appendix A - **Excursions Risk Management Assessment Form**

**Section 1 – Environment Emergency Management Assessment**

Assess each of the following hazards and any others you think relevant and complete charts below:

- Bushfires
- Severe storms and flooding
- Earthquake
- School Bus Accident/Vehicle Incident
- Missing Student
- Medical Emergencies
- Incidents
- Aggressive student behaviour
- Intruders
- Internal fires and smoke
- Snakes and other wildlife
- Other relevant to camp area

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Very High</th>
<th>High</th>
<th>Moderate</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
<td>Very High</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Emergency</th>
<th>Event</th>
<th>Risk Management Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very high or high likely-hood / very high or high impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very high, High and moderate likelihood / Very high, high or moderate impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very high, High, Moderate or Low likelihood / High and Very High Impact</td>
<td></td>
<td></td>
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</tbody>
</table>
Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

<table>
<thead>
<tr>
<th>Class Group:</th>
<th>Date:</th>
<th>Supervising Teacher:</th>
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<table>
<thead>
<tr>
<th>Dangers</th>
<th>Risk Management Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors which could lead to each inherent risk eventuating</td>
<td>Strategies to reduce risks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number</td>
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</table>

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<thead>
<tr>
<th>Equipment</th>
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<tbody>
<tr>
<td>Resources that impact on the activity e.g. clothing, footwear, teaching equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors that impact on the activity e.g. Weather, terrain, water</td>
</tr>
</tbody>
</table>

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost** – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured** – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.