

Excursions & Activities Policy

Parktone Primary adheres to Victorian Education Dept.

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/planning.aspx>

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- venue selection
- safety, emergency and risk management
- staffing and supervision:
- informed consent from parents or carers
- adequate student and staff medical information
- student preparation and behavior
- communication requirements
- that group or technical equipment is in good condition and suitable for the activities undertaken
- any information which has been provided by specialists in the activities proposed

Student Medical Information:

To ensure that staff have up-to-date medical information about students participating in excursions. A confidential medical information form:

- must be completed by parents or carers before each school council approved excursion
- provides parents or carers with the opportunity to vary any information previously given to the school.

Schools must:

- ensure that the teacher-in-charge takes the medical information forms on the excursion
- ensure these forms are available to other excursion staff in emergency situations
- keep copies of the forms at the school
- schools must obtain written consent from parents or carers for school excursions to take the student out of the school environment for a day excursion
- have the student in its care after normal school hours on an overnight excursion obtain parent or carer authorisation:

Requirements for informed consent:

Give parents or carers, who are to sign consent forms, sufficient information about the excursion to enable them to make an informed decision

- tell the parent or carer
- nature of the proposed activity
- degree of supervision
- risks involved
- keep the consent forms at the school
- ensure that the teacher in charge of the excursion takes a copy of each consent form on the excursion, for excursions requiring school council approval
- inform School Council

Emergency planning:

The emergency management planning in schools extends to and incorporates school excursions. All excursion staff and where appropriate, students, must be familiar with emergency procedures for each excursion. Planning must cover arrangements if the

excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions). School council approved excursions must have an emergency response plan

Communications:

Parents or carers should be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.
- Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion by the teacher in charge.
- In the event of an emergency, accident or injury staff on the excursion should take emergency action. Immediately notify the school principal -Parktone Primary 03 9580 1207

Supervision:

Emergency procedures should 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. Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

- Students can be given a wrist band and Parktone Primary/Supervisor's mobile number written on the band
- The teacher-in-charge must check the excursion venue on arrival to assess apparent dangers and hazards and prepare contingency plans if required.

First aid:

At least one staff member responsible for each group of students must have first aid qualifications. Staff must also have a first aid kit appropriate to the **excursion location and activities undertaken**. In extreme cases the excursion staff, following consultation with and the approval of the school principal, may decide to return a student to their home from an excursion. Excursion staff should:

- advise the student's parent or carer of the:
- circumstance associated with the decision to send the student home
- time when the parent or carer may collect their child from the excursion or the anticipated time that the student will arrive home.
- consider the age and maturity of the student when making travelling arrangements.

Risk management:

An assessment of excursion risks must be undertaken.

For excursions requiring school council approval, an excursion risk assessment plan must be provided which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

Supervision ratios:

Department guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety. To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc.)
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in 2014