

GLENROY PRIVATE



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Excursions Policy

Reviewed May 2021

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Rationale

An excursion is a learning experience external to the school site initiated, organised and supervised by the school and approved by the Principal. It is an integral part of the school's curriculum and specifically of the students' learning program and must be justified on this basis. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days and requiring overnight accommodation. Usually an excursion will take place wholly within the official school week or term. 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.

The same standards of conduct and the obligation to report suspected child abuse, improper conduct of a sexual nature and misconduct apply throughout all stages of an excursion as they do in schools.

Procedures

- While recognising the potential benefits of excursions, Glenroy Private acknowledges that such activities may interrupt normal learning routines of students. Accordingly, consideration is given the educational value of a proposed excursion in relation to the total needs and resources of the school and in relation to the students' needs and total learning program.
- All excursions must have the approval of the Principal.
- All teachers participating in an excursion must accept responsibility for students in their care for the duration of the excursion.
- Prior to any excursion taking place there must be consultation between the Principal and staff concerned with its organization. Parents including guardians will be informed of the full details of any planned excursion in writing, including details of all planned activities for the excursion. Signed consent forms granting permission for students to participate in an excursion must be obtained from the parents.
- If it is not possible to obtain a signed consent form from parents, oral approval can be sought. A record of any oral approval given by parents needs to be recorded and kept in the student's file.

- At Glenroy Private expensive excursions are generally avoided. Where financial hardship is understood to be the reason for a student's non-participation, the school will endeavour to provide financial assistance.
- If parents do not permit participation of a student in an excursion the school is committed to make available a sound alternative educational experience.

Conduct of Excursions

Transport

Public transport (government bus, rail and ferry services, or private bus and ferry services) are used for school excursions wherever possible.

Safety and Supervision

Before the planned excursion is undertaken the principal will ensure that a full risk assessment is carried out and precautions are taken in relation to the safety of the participants and that supervision will be adequate in relation to the number of students, their maturity, anticipated behaviour and the activities planned.

Staff members at Glenroy Private planning overnight or extended excursions do recognise their special duty of care for student safety and welfare in these circumstances. Necessary steps are taken to provide sufficient numbers of appropriate, responsible adults to ensure adequate supervision, especially with co-educational groups. Staff members are aware that they retain the ultimate responsibility for supervision while on excursions and cannot transfer that responsibility to parents, other volunteers or employees of external organizations, such as hotel staff.

The school recognises the need to ensure that all adults who are accompanying such excursions to assist with supervision are in compliance with the school child protection policy guidelines.

On overnight and extended excursions, supervisory and accommodation arrangements are such that no staff member is placed in a position where there is a 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 planned in such a way to ensure that no student is placed in a situation where there is the likelihood of sexual contact between students.

Where it is considered necessary, the site of the proposed excursion should be assessed beforehand to identify potential problems or dangers and to determine the level of supervision necessary to avoid the risk of injury.

Parental Involvement

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

Unscheduled Activities

Students participating in an excursion are not permitted to engage in additional or alternative activities which were not originally scheduled in the program and for which parental approval would normally have been necessary (e.g. horse riding, water activities).

Special Requirements

At Glenroy Private under no circumstances may safety requirements be compromised. Where any excursion involves swimming or water activities, the principal will insist that parents provide floatation devices considered necessary for students. Parents must be asked to indicate the swimming ability of their children when giving consent for students to participate in this type of excursions.

If parents indicate students are poor or non-swimmers and no floatation devices are available for use by the students, the principal will assess whether such students should participate in the swimming or water activities of the excursion. This assessment must take place irrespective of parental permission for the students to participate in the swimming or water activities.

Film Screenings and Live Performances

“PG” films may be shown only after parental permission has been received through a permission note being sent home.

Record of Excursions

The school maintains a record of all excursions held.

Performances by School Musical Ensembles

The attendance of school performing ensembles (choirs, orchestras, bands etc.) and at concerts, festivals and competitions, and the presentation of concerts, is subject to the same conditions that apply to excursions.

Excursions Involving Overnight Stays

All excursions at Glenroy Private will relate to curriculum areas. The location of the overnight excursion will be dependent on:

- The unit of work being studied by the grade, and the teachers of the grade.
- Relevance to curriculum
- Cost factor

Excursions involving overnight stays will be organised within the context of the school excursion policy and curriculum programs.

Student safety is of paramount importance and every attempt will be made to maintain the highest safety standards at all times. Appropriate documentation will be completed and relevant authorities notified. Parents will be consulted and fully informed prior to such activities being arranged and that the rights of parents to give permission for their child to participate in such activities will be respected.

If sufficient concern exists on safety, health or legal issues, the school may withhold permission for particular students to attend an overnight excursion.

Excursion Procedure

- Teachers will research the relevant information about a particular excursion for students. The excursion must relate to unit outcomes.
- An excursion timeline is to be prepared at the beginning of each calendar year. Teachers are required to propose their excursions to the coordinators. Once the timeline has been approved, teachers may begin to submit their planned excursion forms for the year and book the venues.
- All documents for the approved excursions on the excursion timeline should be submitted to the coordinator no later than week five.

Unscheduled Excursions

- For all unscheduled excursions - A proposal form needs to be completed and submitted to the Coordinator 4 weeks prior to the date of the excursion. Along with this proposal form, teachers are to hand in a note to parents. The note needs to inform parents about the time, date, place, the cost of the excursion which includes transport and venue. Notes are to be **handed out to parents three weeks before the date of the excursion**. Teachers should include information on how the excursion is linked to the curriculum. Attached to this procedure is a document that shows the format of an excursion plan. This should also be submitted.
 - Summary of documents to be submitted to the School Coordinator **four weeks prior to the date of the excursion**:
 - Planned Excursion Proposal Form
 - Permission note to parents
 - Excursion plan
 - Risk Assessment
 - Parents attending the excursion (if applicable)

The template for the excursion plan can be found on the common server under High School/Excursions.

- When filling out the Excursion Proposal Form, teachers should leave the ‘cost of the excursion’ section empty.
- Teachers are to see the coordinator for organising transport to and from the venue.
- Once notes have been photocopied and given to students; the teacher organising the excursion is to inform relevant roll call teachers about the excursion details such as cost, date of the excursion and the date all money should be returned by.

On the day of the excursion;

- The teacher in charge is to ensure that students are supervised **at all times. No student is to wander alone or in groups away from any teacher.**
- Mobile phones or any other electronic devices are banned items. Teachers must confiscate those items and give them to the Coordinator immediately after the excursion. Cameras are only to be used after the teacher has given permission.
- Teachers are encouraged to take the school camera and take photos to include for the school magazine and student portfolios.
- There is to be no purchasing of food unless prior arrangements have been made.
- Teachers are required to complete the roll or take a head count several times during the day.
- Teachers need to take the First Aid Kit during excursions.
- Teachers need to contact parents if the students have not returned their permission note/money by the due date.
- Teachers need to organise work for the students who stay back at school and inform the office and management.
- Denial of permission to attend an excursion will only be communicated to the students and parents after approval from management.

Parents / volunteers on Excursions

- If parents express interest in attending the excursion, teachers may take their names down and inform the parents that they will be notified as to their attendance.
- Approval for the parent / volunteers interested in attending the excursion is to be given by the coordinator.
- Parents/volunteers need to complete the ‘working with children check’ form. This form needs to be completed one week prior to the excursion date.
- Parents are not to be left to supervise the students alone during the excursion.

Evaluation

This policy was last reviewed in May 2021.

Year *Insert class here* Excursion – *Insert venue name here*

Teacher in charge – *Insert teacher's name here*

Teachers – *Insert names here*

Parent Helper – *If applicable, insert names here*

Approx. Time	Activity	Teacher Tasks
<i>Insert times here</i>	<i>Insert activities here</i>	<i>Insert the teacher tasks here. Bold the teacher name.</i>

*NB – Time for prayers is to be included. Please check the prayer times with the Coordinator.