
ESSEX HEIGHTS PRIMARY SCHOOL **EXCURSIONS AND INCURSIONS POLICY**

Excursions and incursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. They complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds. An incursion is an activity that involves school visitors who provide performance, lesson or service for students. This policy should be read in conjunction with the Essex Heights Primary School Camps Policy where applicable.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- 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 or with other people and experiences.
- To provide safe, secure learning experiences for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend students' understanding of their physical and cultural environment.

GUIDELINES FOR ACTION

- All excursions and incursions must be approved by the Principal or his/her nominee.
- All excursions and incursions must comply with Child Safe Standards.
- Staff wishing to organise an excursion/incursion must complete an Excursion/Incursion proposal form (Appendices B and C) and lodge this for approval. The Principal or nominee(s) will consider the educational outcome of the excursion/incursion as well as the impact on the school.
- The Principal or nominee(s) will ensure that all excursions/incursions, transport arrangements, emergency procedures and staffing comply with Department of Education and Early Childhood Development (DET) guidelines.
- The coordinator will ensure relevant details are entered on the daily planner.
- Once the excursion/incursion has been approved, all relevant documentation must be completed by the Coordinator and submitted. For excursions, an online notification of school activity form is completed at least three weeks prior to the activity using the [Student Activity Locator \(SAL\)](#). See the [SAL user guide](#) for further information
- The Excursion / Incursion Coordinator (Teacher in Charge) is responsible for completing

all necessary documentation (see Table below):

Excursion / Incursion Documentation Checklist

Document	Detail for what	To Whom	Lodgement Date
<i>EHPS Incursion Approval Application</i>	All Incursions	Principal / AP / Bursar	Four weeks prior
<i>EHPS Excursion Approval Application</i>	All Excursions	Principal / AP / Bursar	Four weeks prior
<i>Approval Proforma for all Excursions and Activities Requiring School Council Approval</i>	All Excursions/ School Camps that require School Council approval	Principal / AP and School Council	Eight weeks prior
<i>Excursion Risk Management Assessment Form</i>	All Excursions and Incursions	Principal / AP	Three weeks prior
<i>DET Notification of School Activity (Student Activity Locator - SAL)</i>	All Excursions/ Camps except local area	DET	Three weeks prior
<i>EHPS Student Medical Form</i>	All Excursions except local area	Health Centre	Three weeks prior
<i>EHPS Excursion and Incursion Notification Form</i>	All Activities	Information / copy to list on previous page	One week prior

- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal or nominee is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.
- The Excursion/Incursion Coordinator will provide information as necessary to any people whose program may be impacted. This may be in the form of a copy of the Essex Heights Excursion/Incursion Notification Form (Appendix E).

EXPECTATIONS

- DET requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions and incursions.
- The Principal or nominee will ensure that full records are maintained regarding the excursion/incursion.
- The Principal or nominee will ensure that adequate pre-excursion/pre-incursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion and for those students who are not participating in an excursion/incursion.
- All excursions and incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by Essex Heights Primary School.
- DET will not cover any expense associated with the conduct of excursions/incursions. The school may choose to subsidise some excursions/incursions or some students' expenses.
- Prior to conducting a camp or excursion, approval of the School Council or the Principal will be obtained. School Council must approve overnight or adventure activities.
- Students and their parents/carers will be made aware that acceptable standards of behaviour in keeping with the Essex Heights school values will be expected during an excursion/incursion.
- The emergency management process of the school will extend to and incorporate all excursions/incursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM

Prior to conducting a camp or excursion, DET requirements and guidelines relating to excursions, will be rigorously observed. Consideration in planning will include:

- [Adventure Activities](#)
- [Approvals](#)
- [Student Preparation and Behaviour](#)
- [Emergency and Risk Management](#) including bushfires

- [Venue Selection](#)
- [Parent or Carer Consent](#)
- [Staffing and Supervision](#)
- [Student Medical Information](#)
- Safety Guidelines for Education Outdoors, see: [Excursions and Outdoor Education](#)
- Prior to conducting any camp, excursion/incursion the formal approval of the Principal and where applicable the School Council will be obtained. In approving an excursion /incursion, consideration will include:
 - the contribution of the activity to the school curriculum
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities
 - emergency procedures and safety measures
 - staff-student ratios
 - student experience
- Students not attending an excursion/incursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- Prior to an excursion or incursion parents/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for payments

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion/incursion, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions/incursions. Parents will be provided with permission forms and excursion/incursion information clearly stating payment finalisation dates. Children whose payment has not been finalised at least 24 hours prior to the incursion/departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.

- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each excursion/incursion.
- The Teacher in Charge must provide the Front Office with a final student list as well as providing a list to the School First Aid Officer.
- In the case where an excursion/incursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion/incursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion/incursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the Front Office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time or an SMS to parents will be generated.
- Parents may be invited to assist in the delivery of excursions/incursions.
- Parents will be notified if their child is in danger of losing the privilege to participate in an excursion/incursion due to inappropriate behaviour at school.
- The decision to exclude a student will be made by the Principal and Assistant Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the excursion/incursion.
- Disciplinary measures apply to student excursions consistent with the School’s Student Engagement and Well Being Policy and Restorative Practices approach. In extreme cases the excursion staff, following consultation with and the approval of the principal or their nominee, may determine that a student should return home during an excursion.

In such circumstances, the parent/carer will be advised of:

- the circumstance associated with the decision to send the student home
- the time when the parents/carers may collect their child from the excursion
- the anticipated time that the student will arrive home
- any costs associated with the student’s return which will be the responsibility of the parents/carers.
- The school’s emergency procedures do 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.

- All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- On days of extreme fire danger or total fire ban, the Principal or nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix D.**
- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

DUTY OF CARE

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Staff supervision will comply with the ratios set out in Department Guidelines. See Appendix A.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links connected with this policy are sourced through: [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Incursion Approval Pro-forma
- Appendix C: Excursions Approval Pro-forma
- Appendix D: Excursion Risk Management Assessment Form
- Appendix E: Essex Heights Primary School Excursion and Incursion Notification Form

EVALUATION

This policy will be reviewed in the 3 year cycle or more often if necessary due to changes in regulations or circumstance.

George Perini

Kristen Steer

Principal

School Council president

August 2018

APPENDIX A: PUPIL/TEACHER RATIOS

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

APPENDIX B: INCURSION APPROVAL APPLICATION

To be submitted to the Principal / AP / Bursar for approval.

INCURSION:

DATE/S:

DETAILS: (who is visiting; what activities will take place)

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.....

NUMBER OF STUDENTS:

STUDENTS WITH SPECIAL NEEDS:

WHO (group, year level, other – specify):

PURPOSE OF INCURSION:

.....

ORGANISING STAFF MEMBER:

STAFF ATTENDING:

PLEASE LIST ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF:			
<i>Name</i>	<i>Working with Children Check: Yes/No</i>	<i>Child Safe Code of Conduct Yes/No</i>	<i>Payment Required: Yes/No</i>

COST:

ADVENTURE ACTIVITIES INCLUDED IN INCURSION:

.....

Signed:

Date:

APPENDIX C: EXCURSION APPROVAL APPLICATION

To be submitted to the Principal / AP / Bursar and School Council (as required) for approval

EXCURSION:

DATE/S:

DESTINATION / DETAILS:

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NUMBER OF STUDENTS:

STUDENTS WITH SPECIAL NEEDS:

WHO (group, year level, other – specify):

PURPOSE OF EXCURSION:

.....

.....

ORGANISING STAFF MEMBER:

STAFF ATTENDING:

PLEASE LIST ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF:		
<i>Name</i>	<i>Working with Children Check: Yes/No</i>	<i>Payment Required: Yes/No</i>

MODE OF TRAVEL:

COST:

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:

.....

Signed:

Date:

Incursion Risk Assessment Form

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have Working With Children Check
- Activity complies with Volunteers in Schools Policy guidelines _____

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

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>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.</p>		

APPENDIX D – Risk Management Assessment Form

Excursion Risk Management Assessment Form

Section 1 – Environment Emergency Management Assessment

Venue Assessed _____ for month of _____

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

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		

Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 – General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

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.

APPENDIX E: NOTIFICATION OF SCHOOL ACTIVITY

EXCURSION / INCURSION NOTIFICATION FORM

Date of Excursion:			
Venue:			
Time:	Depart:	Return:	
Cost per child:			
Classes attending:			
Total number of students:			
Teaching staff attending:	1. Teacher in charge:		
	2.		
	3.		
	4.		
	5.		
	6.		
Students with additional needs			
Support Staff attending:	1.		
	2.		
	3.		
Parents attending:	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
Students <u>not</u> attending:	1.		
	2.		
	3.		
	4.		
	5.		
Supervised at school by:			
Yard Duty Changes:	Name:	To:	
Have all staff in Team seen and signed this form?			

Information / Copy of form given to:

<input type="checkbox"/> Principal	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Staff attending the Excursion
<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Music Administration (Alyssa)	<input type="checkbox"/> Canteen
<input type="checkbox"/> Administration	<input type="checkbox"/> Health Centre	<input type="checkbox"/> SRI
<input type="checkbox"/> PSD (Kathy / Gael)	<input type="checkbox"/> SSSO	<input type="checkbox"/> Volunteers
<input type="checkbox"/> Specialist Teachers	<input type="checkbox"/> Staff Noticeboard	<input type="checkbox"/> Other

All relevant documentation completed and lodged			
Document	Detail for what	To Whom	Date lodged or NA
EHPS Incursion Approval Application	All Incursions	Principal / AP / Bursar	
EHPS Excursion Approval Application	All Excursions	Principal / AP / Bursar	
Approval Proforma for all Excursions and Activities Requiring School Council Approval	All Excursions/ School Camps that require School Council approval	Principal / AP & School Council	
Excursion Risk Management Assessment Form	All Excursions and Incursions	Principal / AP	
DET Notification of School Activity (SAL)	All Excursions except local area	DET	
EHPS Student Medical Form	All Camps / Excursions except local area	Health Centre	
EHPS Excursion and Incursion Notification Form	All Activities	Information / copy to list on previous page	