



EXCURSIONS, INCURSIONS & CAMPS POLICY

Black Rock Primary School

Black Rock Primary School Policy Guide

This policy should be read in conjunction with The School Policy and Advisory Guide and applies to all incursions and excursions including camps.

Rationale:

1. To enable students to further their learning and social skills in a variety of settings. Excursions and incursions complement, and are an important extension of the educational programs offered at Black Rock Primary School.
2. To develop an understanding that learning is not limited to school, and that valuable learning takes place in other environments.

Guidelines:

1. All excursions should conform to Departmental Guidelines and be approved by the Principal. Overnight excursions/camps must be ratified by School Council.
2. Excursions and incursions will have relevance to educational programs and return visits may occur at different ages.
3. Careful consideration will be given to transport arrangements to ensure excursions are manageable and safe. Bus and private car transport will provide a seat belt and seat for every passenger.
4. Students and their parents/guardians should be made aware that acceptable standards of behaviour are expected during incursions and excursions. Parents will be notified in the likelihood of a student being excluded from an excursion due to poor behaviour at school. The cost incurred in returning a student home early, in the event of his/her serious misbehaviour will be the responsibility of the parent/guardian.
5. No alcohol is to be consumed on excursions or camps.
6. All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion/excursion, should 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. Please refer to the Parent Payment Policy for further information.
7. A 'local excursion' consent form for parents should be used for local excursions that do not require the use of motorised transport. This consent form will be collected and renewed for each student annually.
8. Failure to return the appropriate permission notice by the requested due date may result in students being excluded from attending the excursion.
9. All parents assisting on excursions or camps from 2017 will be required to provide proof of a current Working With Children Check and signed acknowledgement of our Child Safety Code of Conduct for staff and volunteers.
10. All parents and staff attending school camps will be approved by School Council.

Implementation:

1. An Excursion Levy paid at the beginning of the year or in instalments as determined by Finance Committee will cover the cost of the year's excursions and incursions. If this is not paid students will not attend excursions or incursions. Camps and Swimming will be an additional charge notified to parents each year in advance.
2. From time to time additional excursions may be added to the program. In such cases a further payment to cover the cost of the program may be required.
3. 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.
4. A designated 'Teacher in Charge' will coordinate each excursion and will complete an 'Events' pro-forma via Compass to the Principal. Approval from the Leadership team is required prior to any information being disseminated to parents.

5. 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 to the anticipated return time.
6. School uniform should always be worn on day excursions for ease of identification, to enhance the representation of the school and to comply with the BRPS uniform policy. Exemption from uniform permission may be sought from the Principal prior to communication of the activity to parents.
7. All adults attending excursions will be thoroughly briefed by teachers as to the purpose and conduct of the excursion and emergency procedures. The proof of a current Working With Children Check and signed acknowledgement of our Child Safety Code of Conduct for staff and volunteers will be recorded for all parents attending.
8. At no time will an Incursion/Excursion provider, parent or Teacher Aide assume unsupervised duty of care for a student/group of students where one or more of the students have serious medical conditions such as Anaphylaxis, Asthma etc.
9. First aid equipment (including asthma and child specific requirements) and mobile phone will be carried on all excursions as appropriate.
10. A Risk Assessment will be completed and lodged with the Principal for all excursions and camps that involve adventure activities. Arrangements for Code Red and high alert bushfire days must be in place.
11. Bus lists recording the allocation of adults and students on each bus will be produced for all camps and excursions. Lists will include the contact details (mobile phone number) of each adult attending. A copy provided will be provided to each adult attending, and the office, prior to departure.
12. A Student Activity Locator (SAL) entry will be made for every off-site activity.
13. Refer to Appendix 1 for link to Risk Assessment proforma.
14. Refer to Appendix 2 for Compass 'Event' checklist *(under development)*

Evaluation:

Evaluation of this policy will be undertaken annually by staff and any recommendations or changes will be taken to School Council for ratification.

Appendix 1

Risk Assessment Proforma

<http://www.education.vic.gov.au/Documents/school/principals/safety/riskregistert.doc>

Risk Analysis Tools

<http://www.education.vic.gov.au/Documents/school/principals/safety/sgformriskanalysistools.doc>