

INCURSION AND EXCURSION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact YarraMe 9478 8895

PURPOSE

To explain to our school community the processes and procedures YarraMe School will use when planning and conducting incursions, excursions and adventure activities for students.

SCOPE

This policy applies to all incursions and excursions organised by YarraMe School. This policy also applies to adventure activities organised by YarraMe School, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, and adventure activities which all Victorian government schools are required to follow. YarraMe School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting incursions and excursions.

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for YarraMe, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and YarraMe s of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

POLICY

Incursions and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all incursions and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#)

Planning process for camps and excursions

All incursions and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed excursion. YarraMe School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the excursion for any other reason.

YarraMe School is committed to ensuring students with additional needs are provided with an inclusive excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in excursion activities.

Supervision

YarraMe School follows the Department's guidelines in relation to supervision of students during excursions.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Parents may be invited to assist with excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

YarraMe School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/carer consent

For all excursions, other than local excursions, YarraMe School will provide parents/carers with a specific consent form outlining the details of the proposed activity. YarraMe School informs

parents about excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed excursion.

For local excursions, YarraMe School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. YarraMe School will also provide advance notice to parents/carers of an upcoming local excursion provided or via a note home in the student's bag. For local excursions that occur on a recurring basis (for YarraMe weekly outings to the local park for sports lessons), YarraMe School will notify parents once only prior to the commencement of the recurring event.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to excursions. The Key Teacher will be appointed with responsibility for the health needs of the students for each excursion. Key Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions. If a student becomes ill during an excursion and is not able to continue at activity it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining an excursion late, transport to the camp is the parent/carer's responsibility.

Behaviour expectations

Students participating in excursions are required to cooperate and display appropriate behaviour to ensure the excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy* and the SWPBS Flowchart. The decision to exclude a student will be made by the Principal or Program Manager, in consultation with the Key Teacher. Both the parent/carer and the student will be informed of this decision prior to the excursion.

If on an excursion the Key Teacher considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Behaviour measures apply to students on excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

Electronic Devices

Students will not be permitted to bring electronic devices to excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to an excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, YarraMe School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Included in staff induction processes
- Available publicly on our school's website <https://www.yarrame.vic.edu.au/child-safety-standards.html>
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from school administration upon request
- Discussed at parent orientation visits
- Hard copy available on request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Incursion and Excursion Policy

- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy

REVIEW CYCLE AND EVALUATION

This policy is scheduled for evaluation and review every three – four years.

This policy was approved by the principal and school council on	20.06.2022	
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