



## Excursion / Incursion Policy

### Background

At Wattleview Primary School excursions are an integral part of the wider school program. They enable students to further their learning with experts and resources from outside the immediate school environment. The school ensures that excursions provide an enriching experience for our students and community members and are relevant to the current curriculum.

Wattleview Primary School, as part of the Victorian Government state school system, is committed to the safety and wellbeing of all children and young people on excursions, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. There is a culture of 'no tolerance' for child abuse. The school follows the Child Safe Standards and expects that all Camp providers will be compliant.

### Purpose

To:

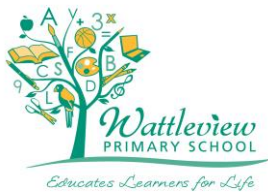
- Offer students a wide range of experiences beyond the classroom to enhance, complement and extend their learning as well as develop their language and social skills.
- Develop students' understanding that learning is not limited to the school environment and by providing them with opportunities to broaden their personal understandings and knowledge.
- Ensure the school is compliant with policies and procedures set out by the Department of Education and Training (DET) and the Child Safe Standards.

### Implementation

- The Principal has the overall responsibility of overseeing the implementation of this policy.
- At the commencement of each year staff will be briefed on this policy so that they understand their roles and responsibilities when organising excursions and incursions.
- There will be a nominated teacher in charge for each excursion who is responsible for completing all items on the Excursion Checklist forms.

### Planning

- Where practicable, excursions are to be planned a term in advance. The Principal/or Assistant Principal must approve all excursions. They will ensure that the excursion relates to the curriculum and benefits students learning.



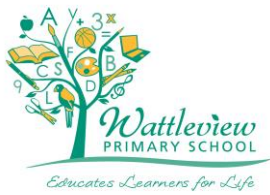
- When planning excursions, teachers should take into account the school timetable to minimise disruption overall.
- As per VRQA requirements a risk assessment including the Child Safe Standards and bushfire risk assessment must be completed as part of the planning process.
- The teacher in charge will complete the SAL – ‘Notification of School Activity’ at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- All teachers involved in the excursion must ensure they are replaced if they are scheduled on yard duty at school. They must advise the Assistant Principal via email a week prior to the excursion.
- All excursions require parental or guardian permission.
- All excursion notes must be approved by the Principal/Assistant Principal and distributed to students at least three weeks prior to the event.
- The Coordinator, will notify the Business Manager of the excursion prior to the notices being distributed to students. This will enable details of the excursion to be added to CASES 21.
- All money and excursion permission forms must be sent to the office for processing. Any parent wishing to use the Government Camps and Excursions Allowance must apply for this through the Business Manager.
- All endeavours will be made not to exclude students from excursions for financial reasons. Parents experiencing financial difficulty, who wish their child to attend an excursion will be required to discuss their individual situation with the Principal. Decisions regarding alternative payment arrangements will be made by the Principal on a case by case basis.
- Sufficient time will be given for parents to make payments for excursions. Reminders will be provided via Compass and the School Newsletter. Children whose payments have not been finalised by the due date may will be able to attend the excursion unless other arrangements have been with the Principal.
- If an excursion needs a cheque on or before the day, submit a request to the Business Manager one week prior to the excursion.
- Satisfactory arrangements must be made for students not attending excursions.

### ***On the day***

- Classroom teachers need to ensure they have all signed permission notes for excursions.
- All students must be wearing school uniform on excursions, including hats the time of year requires.
- The teacher in charge of the event must mark the roll if an event has been created.
- The classroom teacher must mark the roll before departure for whole class events.
- Teachers must take with them on the excursion; their permission notes, medical information, first aid bag, anaphylaxis or other medication and a charged mobile phone.
- The excursion coordinator must ensure that the office has the relevant information about the excursion (Planning form and checklist).
- The excursion coordinator must ensure that each bus has a first aid bag.
- Teachers must not take photos of students during events from their personal device. The students who have signed the photo permission, may have their photo taken from a school owned device.

### ***After***

- Teacher in charge may complete a Compass update or write an article for the newsletter.
- If accidents or injuries occur during excursions it must be reported to the school office.
- All permission notes should be sent to the **school office** for archiving.



**Evaluation**

This policy will be reviewed as part of the school’s three year cycle or as needed to comply with DET policy changes.

**Certification**

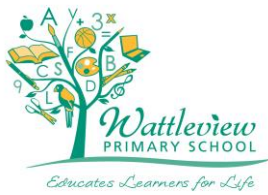
This policy was endorsed by School Council at the meeting held on

**Signed**.....

**Signed**.....

**Principal**

**School Council President**



## Excursion/Incursion Planning Form

This form is to be completed and forwarded to the Principal or Assistant Principal

EXCURSION TITLE: \_\_\_\_\_ YEAR LEVEL(S)/GRADE(S): \_\_\_\_\_

CURRICULUM LINK: \_\_\_\_\_

DATE: \_\_\_\_\_ ORGANISER: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

VENUE: \_\_\_\_\_

### COSTING:

Bus \$ \_\_\_\_\_ Bus Company Details \_\_\_\_\_

Venue Entry \$ \_\_\_\_\_

Other expenses \$ \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

COST PER CHILD (work out on the basis of 80% of students attending) \$ \_\_\_\_\_

### PARTICIPATION:

Number of children: \_\_\_\_\_

Teachers attending: \_\_\_\_\_

Parents attending: \_\_\_\_\_

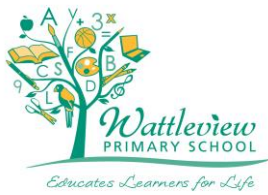
### COSTING APPROVED

BM to sign .....

## Excursion Risk Register

Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				
1. Natural Disasters a) Bush Fire b) Flooding	<ul style="list-style-type: none"> <li>• DET notifications for weather conditions</li> <li>• CFA notifications</li> <li>• Bureau of Meteorology website to monitor conditions</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant		Low
2. Location – Distance	<ul style="list-style-type: none"> <li>• Fully stocked first aid kit with sick bags</li> <li>• Teachers have mobile phones</li> <li>• Staff car present on overnight camps</li> <li>• Compass</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant		Low
3. Communication	<ul style="list-style-type: none"> <li>• Teachers have mobile phones</li> <li>• Compass</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant		Low
4. Weather	<ul style="list-style-type: none"> <li>• Students wear raincoats and take umbrellas</li> <li>• Excursion site that has shelter</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant		Low
5. Transport	<ul style="list-style-type: none"> <li>• Book buses with seatbelts</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant		Low
6. Bus accident	<ul style="list-style-type: none"> <li>• DET Emergency Services</li> <li>• First Aid Kits</li> <li>• Emergency Services</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant		Low
7. First-Aid	<ul style="list-style-type: none"> <li>• Permission notes have current medical information on it</li> <li>• CASES21 medical information</li> <li>• Allergy alert sheets</li> <li>• Fully stocked first aid kit with sick bags</li> <li>• School EpiPen</li> <li>• Individual student medical tub (for those who need it)</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant		Low

Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				
8. Staffing/ Supervision	<ul style="list-style-type: none"> <li>Follow DET staffing ratios 1:20</li> <li>Parent helpers on excursions</li> <li>ES staff for students who need extra supervision</li> </ul>	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
9. Permission / Medical consent forms	<ul style="list-style-type: none"> <li>All permission and medical forms must be received before excursion</li> <li>Permission notes have provision for parents to write latest medical needs</li> <li>Staff take medical/consent forms on excursion</li> </ul>	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
10. If a student(s) leave excursion site	<ul style="list-style-type: none"> <li>School to send another teacher to excursion site if practical</li> <li>DET Security Services</li> <li>Emergency Services</li> </ul>	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
11. No organisational culture of child safety	<ul style="list-style-type: none"> <li>Ensure all excursion providers have a Child Safety Code of Conduct</li> <li>Statement of commitment to child safety is publicly available</li> </ul>	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
12. Inappropriate behaviour occurs on excursion	<ul style="list-style-type: none"> <li>School staff to report to the organisation immediately</li> <li>School staff to implement child safety reporting procedures</li> <li>Child safety code of conduct of organisation</li> </ul>	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
13. Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> <li>Staff to supervise students at all times</li> <li>Report suspicious behaviour to excursion provider</li> <li>School staff to implement child safety reporting procedures</li> <li>Child safety code of conduct</li> </ul>	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
14. Ad-hoc contractors on the premises (e.g. maintenance)	<ul style="list-style-type: none"> <li>Staff to supervise students at all times</li> <li>Check for Visitors Pass</li> <li>Report suspicious behaviour to excursion provider</li> <li>School staff to implement child safety reporting procedures</li> </ul>	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low



**DET's Risk Rating Matrix:** Used to combine consequence with likelihood to determine the overall level of risk.

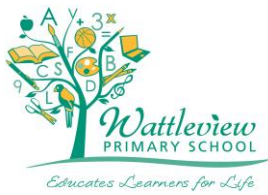
Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

**DET's Acceptability Chart:** Used to decide whether the risk is acceptable, based on the rating calculated.

<b>Extreme = Unacceptable (must have Executive oversight)</b>	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Executive Officer level, be subject to the development of detailed treatments, on-going oversight and high level review.
<b>High = Tolerable (with continual Management review)</b>	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this risk to senior levels should occur.
<b>Medium = Tolerable (with frequent risk owner review)</b>	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
<b>Low = Acceptable (with periodic review)</b>	Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.

**Approved by Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_



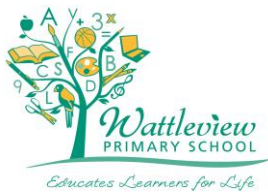
## Excursion/Incursion Planning Checklist

Excursion Title: \_\_\_\_\_ Excursion Coordinator: \_\_\_\_\_

Year Levels: \_\_\_\_\_ Date: \_\_\_\_\_

Organise and gain approval for date	Yes	No
Check calendar for other school activities on that day		
Check excursion provider is compliant with the Child Safe Standards?		
Obtain quote for transport		
Obtain quote for admission		
Check pricing with Business Manager		
Check supervision requirements and need for parent helpers		
Refer to principal/assistant principal for approval		
Inform Principal / AP so changes to timetable can be made accordingly if needed		
<b>Once date is confirmed</b>		
Create permission form for families <b>at least 3 weeks prior</b> . Form must be proof read by Principal Team or Business Manager		
Inform Business Manager of the excursion so it can be placed on CASES21		
Organise permission slips with admin staff		
SAL report can be completed and submitted by staff. This information includes: <ul style="list-style-type: none"> <li>- Number of teachers going</li> <li>- Number of students going</li> <li>- Phone number and address of venue</li> <li>- Teacher in charge</li> </ul> Attach a printed copy from SAL with this checklist.		
Complete purchase order for transport		
Complete purchase order for venue		
Book transport		
Book venue		
Inform Counsellors / Psychologists or others of the intended event		
<b>Once notice is sent out to families</b>		
When students' money is received, send to office <i>every day, BM to update cashbook</i>		
Send payment receipts home with students		
Ensure permission slips are returned for all students (or they cannot attend the activity)		
Check all parents going on excursion have provided a copy of a Working With Children Check		

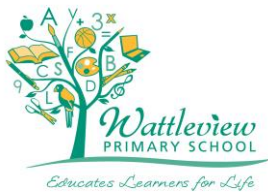




<b>Two days prior to excursion/incursion</b>	<b>Yes</b>	<b>No</b>
Check that all students have paid and returned permission slips		
Ensure that yard duty changes are made and communicate these to the Assistant Principal so they can be put on the Daily Bulletin		
Provide a list of who will be on what bus. This includes adults and students.		
<b>Day before excursion/incursion</b>		
If necessary, check that first aid bag is ready to go.		
All of the paper work to be handed to the Business Manager.		
<b>Day of excursion/incursion</b>		
Parent helpers to sign in at the office		
Send list of absences to office of students remaining in class stating where they will be and with which teacher		
Communicate clearly with parent helpers re: expectations and structure of day		
Take permission slips for every student to excursion (very important!)		
Collect First Aid bags and individual student's first aid boxes (EpiPen, Ventolin, etc.) Make sure each bus has a first aid bag on board.		
Staff to ensure they have a charged mobile phone with them for communication purposes.		
<b>After excursion</b>		
Return all permission forms and this form to office for retention		
Profit and Loss report to be done- Business Manager		
BM to print up 'Charge by Charge' report and keep		
Make a folder with copy of excursion information, this sheet and profit/loss statement		

### Questions to ask Excursion Providers about the Child Safe Standards

<b>Question</b>	<b>Yes</b>	<b>No</b>
Are you aware of the Child Safe Standards?		
Is your organisation compliant?		
Do you have a Child Safe Standards Policy?		
Does your organisation have a Code of Conduct for working with children?		
Are your staff trained in knowing about the Child Safe Standards and undertake training such as Mandatory Reporting?		
Do staff have Working With Children Checks?		
Do staff understand their obligations to reporting Child Abuse?		
What sort of risk assessment has your organisation undertaken in regards to the Child Safe Standards?		



What supports are in place for student supervision and safety?		
--	--	--

## Excursion Day Organisation Form

**Excursion Title & Date:** \_\_\_\_\_

**Staff Attending & Mobile Numbers:**

**Number of students attending:**

**Parent Helpers:**

**Student Groups:**

**Students Not Attending/arrangements:**

**Timetable of the Day:**

Give exact/approximate times..... eg:

am Bus to depart Wattleview PS  
Arrive Venue  
Depart Venue  
pm Bus arrives back at Wattleview PS