

# CASTLEMAINE NORTH PRIMARY SCHOOL

## EXCURSIONS POLICY 2021-2024

### **RATIONALE**

1. This policy outlines the content, procedures, and implementation of the excursions program.
2. The school's excursions program enables students to further their learning and personal and social development in a non-school setting. It is designed to provide educational experiences and activities not normally available in the classroom program.

### **AIMS**

1. To reinforce, complement and extend learning opportunities beyond the classroom.
2. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### **GUIDELINES**

1. School Council will ensure that all school excursions comply with all DET requirements/regulations. This includes all attending parents to have a Working with Children Check, which has been sighted by the School and recorded.
2. All families will be given sufficient time to make payments for excursions.
3. All student/adult ratios stipulated by DET for excursions will be followed.
4. <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx#link13>  
The minimum ratio (from DET guidelines) for day excursions is 1 adult per 20 students. Schools can adjust this to reflect the type of excursion and the extra needs of individual students.

Students may only be photographed/recorded with the permission of their parents (permission is included with camp forms, and as a blanket form at the start of each school year).

### **IMPLEMENTATION**

1. All excursions involving payment require prior School Council approval.
2. A designated excursion coordinator will be appointed, whose responsibility will be to ensure the excursion activities and travel arrangements comply with DET guidelines, including information submitted to the DET Student Locator database. This person will work with colleagues to ensure that parent helpers are confirmed and that students are organised into groups where necessary (for example, sports days).
3. Prior to any child attending an excursion, parents/carers must provide the school with a signed permission form as well as a signed medical consent form. At the Principal's discretion, local excursions may be covered by the "blanket local excursion permission form", signed in Term 1 each year, and a note will be sent home to this effect.

4. Classroom teachers will be responsible for reminding students of payment requirements and bring to the attention of the Business Manager/Principal any payment issues.
5. Staff will meet with the parents of students with special needs to discuss possible modifications or the provision of additional support which would enable the student to attend the excursion.
6. Students who do not attend the excursion are required to attend school. For students remaining at school alternative placements and appropriate instruction will be provided.
7. A designated teacher will be required to coordinate First Aid on the excursion. This teacher will be responsible for taking the designated first-aid kit. All staff and parent helpers are to wear “high-vis” vests while on the excursion.
8. Class teachers will be responsible for taking students’ asthma medication and EpiPens on the excursion. Any additional medication will be handed to the class teacher with a written authority to administer.
9. The Principal will cancel excursions on days of extreme fire danger or total fire ban.
10. Staff will be familiar with the school’s response plans for any emergency as outlined in the Emergency Management Plan.

### **EVALUATION**

This policy is to be reviewed triennially as part of the School Council’s review cycle.

**This policy was ratified by School Council June 2021**

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**Principal - S.Chapman**

**School Council President – G. Turner**

**Date Ratified: July 2021**

**Review Cycle Date: July 2024**

