

Dowerin District High School



Excursion Planning and Management Policy

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1. POLICY STATEMENT

- An excursion is any student-learning activity conducted off the site of Dowerin District High School, that is organised or managed by a member of teaching staff employed under s237 of the *School Education Act 1999*.
- The minimum level of approval for all excursions is that of the Principal.
- Parents or guardians of students must be given clear and comprehensive details of the excursion prior to consent being requested.
- Parental consent for the participation of their children in an excursion must be obtained *in writing* before the excursion.
- Principals are responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both students and supervisors.
- The Teacher-In-Charge of an excursion must ensure the suitability of volunteers and that they are aware of
 - the requirement for confidentiality of information and
 - the responsibilities associated with duty of careand sign the appropriate documentation to indicate this.

2. BACKGROUND

2.1 RATIONALE

Dowerin District High School recognises that the experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes. The provision of opportunities for students to learn from the wider community builds on and reinforces the school curriculum. Excursions are an important means of providing such opportunities.

Teachers are encouraged to conduct well planned off school site activities that are integrated with learning programs. Activities conducted outside the relatively protective environment of the school site involve greater risk. Therefore particular attention must be given to ensuring the safety and welfare of all excursion participants.

2.2 DEFINITIONS

CONFIDENTIAL DECLARATION

A declaration signed by an adult, who is not an employee of the Department of Education and Training but wishes to participate in an excursion, which indicates whether or not s/he has any convictions or whether or not any circumstances or reasons exist which might preclude him/her from working with or near children.

CONFIDENTIALITY OF INFORMATION AGREEMENT

An agreement signed by a volunteer accompanying students on an excursion or working within the school which indicates they will refrain from making judgements on, or about, student behaviour, achievement or social interactions and will not make comment regarding such matters in the wider community.

DUTY OF CARE

A duty imposed by the law to take care to minimise the risk of harm to another.

EXTERNAL PROVIDER

- A business/individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity; or
- A staff member of a TAFE College or a University who delivers an educational program, or part thereof, to students.

SUPERVISOR

An adult who acts in a designated supervisory capacity.

SUPERVISORY TEAM

All adults who have a supervisory role on an excursion.

TEACHER-IN-CHARGE

The member of the teaching staff who is authorised by the Principal to manage an excursion.

TEACHING STAFF

Has the same meaning as in section 237 of the *School Education Act 1999* and Regulation 127 of the *School Education Regulations 2000*.

VENUE

The building, grounds and facilities, external to the school, where planned activities occur during an excursion.

VOLUNTEER

An adult or organisation who/which offers services for school activities but receives no remuneration from the school for the services provided.

2.3 RELATED POLICIES, PROCEDURES AND GUIDELINES

The following Department of Education policies and procedures are related to the Dowerin District High School Excursions policy:

- *Excursions: Off School Site*
- *Duty of Care for Students*
- *Records Management Manual for School, College and Campus Records*
- *Occupational Safety and Health*
- *Outdoor Education and Recreation Activities*
- *Risk Management*
- *Student Health Care*
- *Workplace Learning Procedures and Guidelines*

3. RELEVANT LEGISLATION

- *Occupational Safety and Health Act (1984)*
- *Occupational Safety and Health Regulations (1996)*
- *School Education Act 1999 ss 61(1)(b), 63(i)(c)(ii), 64(1)(e)*
- *School Education Regulations 2000, Regulations 38 & 39*

4. PROCEDURES

The Principal must authorise a teacher to be in charge of an excursion and approve the Dowerin District High School Management Plan for the excursion.

The Teacher-In-Charge must seek permission from the Principal to pursue the investigation of an excursion prior to communication with parents. Permission must be sought in writing using the Excursion Proposal Form (Appendix B)

The Teacher-In-Charge must prepare the Dowerin District High School Excursion Management Plan (Appendix C) for the proposed excursion, which will provide an account of the:

1. risks relevant to the:
 - a. environment;
 - b. transport arrangements;
 - c. students' capacity in relation to activities;
 - d. capabilities of the supervisor/supervisory team; and
 - e. involvement of external providers.
2. supervision strategies;
3. means of identifying excursion participants;
4. information to be provided to parents/guardians for their consent;
5. communication strategies;
6. emergency response planning; and
7. briefing for excursion participants
8. arrangements for students that are not attending an excursion

Procedures and guidelines for items 1 to 7 are clearly outlined in the ***Department of Education Excursion Policy***.

4.1 ARRANGEMENTS FOR STUDENTS NOT ATTENDING AN EXCURSION.

The Teacher-In-Charge must liaise with colleagues to make suitable arrangements for students who are not attending the excursion. Appropriate learning activities must be provided for these students. It is not acceptable that students are absent from school.

Students may be supervised in colleagues classrooms for the duration of the excursion to undertake their program of work. All work and required resources must be well organised and available prior to departure on the excursion.

4.2 TIME PLAN

The Teacher-In-Charge must adhere to the Dowerin District High School Excursion Planning Timeline (Appendix A) when planning an excursion

4.3 VOLUNTEERS

Volunteers must sign the Confidential Declaration form (Appendix I), The Volunteers Requirement for Confidentiality form (Appendix J) and be provided with the information regarding Duty of Care (Appendix K). Volunteers may also be requested to provide a Working With Children Check.

5. ROLES AND RESPONSIBILITIES

5.1 PRINCIPAL

- ♦ must ratify that all planning for educational excursions meets school and departmental guidelines.
- ♦ must nominate a teacher to be in charge of the excursion.
- ♦ must approve all excursions prior to their commencement.
- ♦ must cancel all excursions where the required planning has not been undertaken.

5.2 TEACHERS

- ♦ must carefully choose an excursion that is relevant to the learning needs of the children and is age appropriate.
- ♦ in charge of the excursion must submit an Excursion Proposal Form (Appendix B) to the Principal and seek approval to proceed prior to detailed planning of the excursion.
- ♦ in charge of an excursion must submit all required documentation for approval in line with the Dowerin District High School Planning Timeline (Appendix A).
- ♦ must discuss any possibility of individual student exclusion from the excursion with the Principal.
- ♦ in charge of the excursion must ensure that students not attending excursions need to be provided with appropriate learning alternatives.
- ♦ must acknowledge that duty of care remains the responsibility of the teacher in charge and the supervisors.
- ♦ must seek health information from the supervisory team (using Appendix E) to ascertain their suitability to attend the excursion.
- ♦ Prepare and submit a budget (Appendix D) for the excursion in accordance with the Excursion Planning Timeline.
- ♦ Save all planning electronically on the Shared Drive, Excursions Folder for the appropriate calendar year. Documentation should be within a folder bearing the name of the excursion.
- ♦ must ask non teaching staff, external providers and volunteers and, if they agree to take on a duty of care, provide them with clear instructions as to the level of care required (support material in Appendix). The reasonable level of care required will depend on a range of factors, including students' age, experience, capabilities and behavioural characteristics.
- ♦ must read and seek clarification of the ***Department of Education and Training's Duty of Care Policy, Excursion Policy, Outdoor Education and Recreation Activities Policy or Workplace Learning Procedures and Guidelines*** as they relate to any excursion.

5.3 STUDENTS

- ♦ will be expected to attend planned excursions or complete an appropriate learning alternative at school.
- ♦ are required to wear school uniform as per the School Dress Code unless alternative expectations are indicated in the Parents Information and Consent Form.
- ♦ will demonstrate expected standards of behaviour.
- ♦ will remain with their group at all times and be responsible for their own belongings.

5.4 PARENTS

- ◆ will read and be aware of the nature and details of the excursion as outlined in the *Parent Information and Consent Form* (Appendix G).
- ◆ should ensure that students are adequately prepared for the excursion.
- ◆ must complete the *Student Health Details* (Appendix F) and *Parent Consent Form* (Appendix G) accurately and return these to school by the due date with the required amount of money (where appropriate). Alternatively, parents may be asked to nominate on the *Parent Consent Form* that no health details have changed from the information given to the school at the commencement of the year
- ◆ will reinforce the school's behavioural and dress expectations.
- ◆ ***will understand that poor behaviour may result in exclusion from school excursions or early return from excursions at the parent's expense.***
- ◆ must understand that students who have not paid and/or returned all paperwork by the due date may be excluded from participating in an excursion.

6. FORMS

All forms associated with this policy are available as individual documents on the Dowerin District High School Shared Drive in the Excursions folder. They include:

- DDHS Confidential Declaration
- DDHS Duty of Care Discharge
- DDHS Excursion Proposal and Management Plan
- DDHS Parent Information and Consent Form
- DDHS Private Motor Vehicle Form
- DDHS Supervisor Confidentiality of Information Form
- DDHS Supervisor Health Form
- DDHS Teacher Instructions and Timeline