

Rationale:

The school's excursion and incursions program enables students to further their learning and social skills development in an extra curricula and non-school setting. Incursions and excursions complement and are an important aspect of the educational programs offered at Ormond Primary School.

- Ormond Primary School's excursion and incursion program will enable students to further their learning and social skills development in both school and non-school settings.
- These will complement, and are an important aspect of the educational programs offered at our school.

Aims:

- To further extend the students' understanding of curriculum beyond the school environment.
- To enable students to participate in sporting and cultural activities.
- To reinforce, complement and extend learning opportunities beyond the classroom.
- To extend student/teacher relationships and to broaden friendship groups.
- To provide students with opportunities to learn from and ask questions of community experts.
- All endeavours will be made not to exclude students simply for financial reasons.
- Students should not be denied attendance to any excursion or incursion because of a disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion/incursion.

Implementation:

- To provide direct experiences that support the teaching program, that are appropriate to age and learning needs and which will be made available to all children.
- All excursions and incursions must be approved in principle by the Principal before they can take place.
- An **Excursion Risk Assessment** Plan, including transportation, activities undertaken and excursion venue will be undertaken for excursions requiring sea or air travel and adventurous activities and presented to School Council for approval. Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.
- Staff wishing to organise an excursion or incursion must complete an excursion/incursion proposal form and lodge this for approval by the Principal. (Refer to Ormond P.S. Excursion process flow chart –appendix A)
- All families will be given sufficient time to make payments for excursions.
- Prior to any child attending an excursion, parents/guardians must have completed the permission and payment process on COMPASS.
- The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge due to special circumstances.

- Where a private vehicle is to be used for transport of students, the parent or guardian of each child should be advised.
- The Principal should verify that any vehicle used for transportation of students is currently registered, has a comprehensive insurance policy, including Crown Indemnity, and that the driver holds a valid driver's licence.

Fire Danger or Ban

The Principal may need to cancel excursions at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Ormond PS will follow the Department's emergency management (bushfires) procedures for off-site activities.

Teacher Responsibilities

Teachers participating in an excursion and or incursion will :

- Understand the purpose of the program and its connection to student learning. Teachers need to ensure students understand the educational value of the activities.
- Be aware of their supervisory responsibilities throughout the program.
- Have with them the event handbook from COMPASS detailing all students' medical and emergency contact details.
- Know who is the nominated member of staff who will provide first aid if required
- Know the exact location of students they are responsible for at all times including during travel
- Non-teaching staff and Parent Helpers will require a Working With Children Check.
- Provide explicit instructions and expectations to non-teaching staff and parents.

In addition the nominated Teacher in Charge will :

- Ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines.
- Know the exact location of students at all times including travel
- Maintain a record of telephone contacts for the supervising staff accompanying the excursion
- Know who the school contact person is and their phone number

Related Policies and Documentation

- OPS Child Safe Policy
- OPS Child Safe Code of Conduct
- OPS Working With Children Check Policy
- Ops Volunteers Policy
- OPS First Aid Policy
- OPS Anaphylaxis Management
- OPS Asthma Management Policy
- OPS Program for Students with Disabilities

Excursions & Incursions Policy



Renewal and Approval:

This policy will be reviewed as part of the school's four-year review cycle or more often if necessary due to changes in regulations or circumstances.

Excursions & Incursions Policy

Appendix A: Excursions & Incursions Organisational Flow Chart

