



Aurora School

EXCURSIONS POLICY AND PROCEDURES - DET

DET POLICY TEMPLATE (APRIL 2019)

RATIONALE

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

SCOPE

This policy applies to all excursions organised by Aurora School. This policy also applies to adventure activities organised by Aurora 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. Aurora School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting excursions.

This policy does not apply to student workplace learning or intercampus travel.

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 example, 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 examples of adventure activities are available on the Department's website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

POLICY

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 excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

Planning Processes for excursions

All 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. Aurora 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 in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the excursion for any other reason.



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

In cases where an excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the excursion.

Supervision

Aurora 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

Aurora 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, Aurora School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Aurora School uses the SeeSaw online parent communication tool to inform parents about camps and excursions and to seek their consent and informs parents about school 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, Aurora 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. Aurora School will also provide advance notice to parents/carers of an upcoming local excursion through SeeSaw online parent communication tool and a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Aurora School will notify parents once only prior to the commencement of the recurring event.



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For local excursions, Aurora 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. Aurora School will also provide advance notice to parents/carers of an upcoming local excursion through Seesaw, online parent communication tool and a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Aurora School will notify parents once only prior to the commencement of the recurring event.

Cost of excursions, refunds and support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Aurora School will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Principal/Assistant Principal. The Principal/Assistant Principal can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal / Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Principal / Assistant Principal in consultation with the appropriate staff, on an individual basis.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

If an excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Student Health

Parents and carers need to ensure the school has up-to-date student health information prior to excursions. A member of staff will be appointed with responsibility for the health needs of the students for each excursion. 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 camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions.



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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, Aurora 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.

Implementation

- All excursions must be approved by the Principal or nominee
- Staff intending to organize an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved by School Council. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or their nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or their nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or their nominee(s). The excursion coordinator or Assistant Principal will complete the 'Notification of School Activity' at: <https://edugate.eduweb.vic.gov.au/Services/emergmgmt/Pages/Home.aspx> three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
 - Overnight excursions, incursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions beyond local walks
 - Adventure activities
- The Principal or nominee is responsible for the approval of all single-day activities other than those that must be approved by school council as mentioned above.

FURTHER INFORMATION AND RESOURCES

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

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
 - [Safety Guidelines for Education Outdoors](#)
 - [Camps, Sports and Excursions Fund.](#)
 - [Code Red Days](#)



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The following school policies are also relevant to this Camps and Excursions Policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy
- Medication Policy

REVIEW CYCLE

This is a DET Policy Template and was last updated by DET in April 2019

This policy was approved by Aurora School Council in 2019.