



# Warringa Park School Excursion Policy

## Rationale:

- Excursions reinforce, complement and extend learning and social skills opportunities beyond the classroom
- Excursions develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the wider community

## Broad Guidelines:

- An excursion is defined as any activity, which occurs on a single day, whereby students leave the school grounds for the purpose of engaging in educational activities. Camps are covered with a separate policy.
- Teachers will ensure that excursions are linked to Curriculum programs
- An excursion protocol document is available and must be followed when planning and conducting an excursion
- A **Risk Management Plan** needs to be carried out for every excursion
- Parents/ Carers must provide written approval for their children to take part in an excursion

## Implementation:

- Sufficient excursion staff to ensure appropriate and effective supervision must be provided.
- Any water activity requires the presence of a teacher or pool supervisor with a current Austswim certificate. Epileptic students require 1:1 supervision and a doctor's certificate stating they are permitted to participate in water activities.
- Students will not be excluded from excursions simply for financial reasons. Parents/carers experiencing financial difficulty, who wish their child to attend an excursion, will be required to discuss their individual situation with the Principal/Team Leader. The Principal/Team Leader will, on a case-by-case basis, make decisions relating to alternative payment arrangements.
- Staff will be responsible for managing and monitoring the payments made by parents/carers.
- All families will be given sufficient time to make payments for excursions. Parents/carers will be sent a notice that provides details of the excursion and relevant details about the degree of supervision and includes a 'Permission to Attend' form.
- Students whose 'Permission to Attend' form has not been received by the departure date will only be permitted to attend the excursion if verbal permission is given by the parent/carer on the day of the excursion.
- **Short local walking excursions** will be covered by a permission form which will be signed by the parent/carer at the beginning of each year.
- Each excursion will be coordinated by a designated 'teacher in charge' who must fill out the excursion details including the names of the students attending and the mobile phone number of the teacher(s). See excursion protocol.
- Staff will take their Excursion Folder on all excursions.
- Students, as necessary, are to have some form of identification on them in case of an emergency.
- Students who have a food allergy must wear a 'I Have a Severe Food Allergy' wristband.

References: Vic Govt Schools Reference Guide - [www.eduweb.vic.gov.au/referenceguide/pdf/6-5.pdf](http://www.eduweb.vic.gov.au/referenceguide/pdf/6-5.pdf)  
<http://www.eduweb.vic.gov.au/hrweb/diversity/equal.htm>

Racial and Religious Tolerance Act 2001

**Evaluation:**

This policy will be evaluated as part of 3 year cycle of policy review

This policy was last ratified by School Council in....