

# Excursions

## BRUNSWICK EAST PRIMARY SCHOOL POLICY

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### Rationale

The school's excursion program enables students to further their learning by complementing school learning with experts and additional resources. Excursions complement, and are an important aspect of the educational programs offered at our school.

### Objectives

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To enrich students experiences
- To extend student/teacher relationships and broaden friendship groups
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To ensure that excursion activities are conducted safely.

### Implementation

An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

### Excursion considerations

Principals are responsible for the conduct of all excursions and must ensure:

- an online notification of school activity form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
- venue selection
- safety, emergency and risk management
- informed consent from parents
- medical information
- appropriate staffing and supervision, minimum of one adult member per 20 students with a minimum of two adults on any excursion
- student preparation and behaviour
- requirements for any adventure activities.

The teacher in charge must complete an Incursion/Excursion Information For Office Procedure sheet. This will include a blurb about the educational benefits of the excursion and details of staffing. Whenever possible this should be completed three weeks before any payable excursion. This will ensure time for notices to be completed and allow adequate time for parent/carer to make payments.

On all excursions teachers must carry

- student permission forms containing the medical details of the student and contact details for parents/carers
- EpiPens for any student with anaphylaxis
- first aid kit
- an asthma kit
- an generic EpiPen, if available
- a mobile phone.

## Supervision Requirements

The excursion must

- be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present
- have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity
- have teachers comprising at least half the minimum number of the excursion staff.

## Excursion staff

Excursion staff must be approved by the principal or school council (as outlined in Excursions – [Planning and Approvals](#)) and may include:

- teachers employed by the Department or school council
- other adults on a volunteer or paid basis such as:
  - parents or carers
  - education support class officers
  - community members
  - trainee teachers
  - campsite staff
  - specialist instructors for excursion activities.

**Important:** school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a [Working with Children Check](#), this includes parents.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance in the Sign In Book at the office.

Where approved excursion staff who are not teachers employed by the Department or school council members are in attendance they can be included in the staff-student ratio where they have a designated supervisory responsibility or are on duty and available on the same basis as other staff (usually a 24 hour basis).

## Adventure Activities

Brunswick East Primary School will follow the [Department's guidelines and school excursion policies](#) in planning, conducting and approving adventure activities.

An adventure activity is an activity that involves greater than normal risk which may include:

- travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain
- confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life
- less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life
- exposure to the natural elements with less than the normal physical protection provided in day-to-day life
- activities listed in the [Safety Guidelines for Education Outdoors](#) such as:
  - abseiling
  - artificial climbing and abseiling walls
  - bush walking
  - canoeing/kayaking
  - challenge ropes courses
  - cross country skiing
  - cycling
  - downhill skiing and snowboarding
  - horse riding
  - orienteering
  - overnight camping

- rafting
- recreational swimming
- rock climbing
- sailing
- scuba diving
- sea kayaking
- snorkelling
- surfing
- water skiing
- windsurfing.

For adventure activities which do not have specific guidelines listed in the [Safety Guidelines for Education Outdoors](#), schools should refer to the [Adventure Activity Standards](#) (where relevant standards exist) and consider the greater duty of care that may be required for students.

Information provided by community groups and organisations that specialise in the relevant adventure activities should be taken into account.

All adventure activities:

- are to be treated as excursions regardless of whether they occur on school grounds or not
- require the approval of school council and the planning and guidelines relevant to school excursions apply see: [Excursions: Planning and Approvals](#)
- must also be conducted in accordance with the requirements of the Safety Guidelines for Education Outdoors, which includes a planning and risk management process as well as specific activity guidelines.

### Higher risk adventure activities

This table details additional requirements for the specified activities below:

Activity	Schools must ensure that
Caving	novices must only attempt the simplest caves only teachers and other adults with extensive caving experience lead and supervise students here is a ratio of no more than five students to one instructor with a minimum of two excursion staff members always present permission to enter caves is obtained from the appropriate land manager.
Flying or hot air ballooning	only commercial operators licensed to carry passengers are used for school organised activities.
Gliding	gliding activities are only undertaken through gliding clubs. Activities may include: - 'joyflights', under the auspices of an Air Operator's Certificate, with the glider pilot holding a Gliding Federation of Australia charter rating. These flights are conducted under the terms of the Commonwealth Carrier's Liability Act with an associated limited liability. No membership of the Gliding Federation of Australia is required - 'trial instructional flights', which require becoming a daily member of the Gliding Federation of Australia. The pilot must hold a minimum of a Gliding Federation of Australia Air Experience Instructor authority. These flights are conducted under the protection of the comprehensive range of Gliding Federation of Australia insurances.

### Unsuitable activities

These activities are unsuitable for school students because of the potential risks involved:

- hang gliding
- parachuting or skydiving
- flying ultra light aircraft
- bungee jumping.

Flying foxes

Flying Foxes may be erected at school camps provided that:

- safety precautions are taken in its construction and maintenance
- it can be locked or have the carriage removed when not in use
- all students are carefully briefed on its use and associated dangers
- staff supervise all use
- a safety harness is always used.

**Note:** The Regional Director must be informed if an excursion leaves a school unoccupied.

### **References and Resources**

DEECD Excursions – [Planning and Approvals](#)

Brunswick East Primary School Duty of Care Policy

Brunswick East Primary School Supervision Policy

Brunswick East First Aid Policy

[Safety Guidelines for Outdoor Education Flowchart](#)

[DEECD National Quality Framework Excursions](#)

### **Evaluation**

This policy will be reviewed with student input as part of the school's review cycle.

This policy was ratified by School Council on the	25 <sup>th</sup> of November 2014
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