



Panania North Public School

EXCURSION POLICY

January 2018

An excursion is defined as any activity beyond the school grounds. School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days or weeks requiring overnight or long term accommodation.

Rationale:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at Panania North Public School. Excursions are part of quality teaching and learning programs.

Aims:

- To reinforce, support and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Implementation:

- Excursions planned at Panania North Public School will follow requirements issued by the NSW Department of Education.

Approval

- The Principal must approve all excursions. In doing so, the Principal will determine a schedule of excursions for the school year, will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEC requirements.
- Interstate excursions (including ACT) must be approved by the School Education Director
- The schedule of excursions, will be included in the term planner in the school newsletter, and will be updated on a needs basis.

Purpose

- When planning an excursion stage teams must consider the educational value of the proposed excursions in relation to the overall needs and resources of the school.
- A designated 'Excursion Coordinator' will coordinate each excursion. In consultation with the Stage Supervisor and Principal the Excursion Coordinator will be responsible for all organisational and planning details.

Cost

- All families will be given sufficient time, as determined by the Principal to make payments for excursions.
- Children whose payments have not been finalised by the specified closing date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- A payment schedule will be offered for excursions, where needed, as determined by the Principal
- Students will not be excluded from excursions because of cost. Where possible student assistance will be made available to families facing financial hardship.

PSSA Sport

- Trials will be held at school to select teams for PSSA sport
- All students participating in PSSA teams will be required to pay the cost of bus transport and PSSA expenses prior to the first game. Payment is non-refundable for non-attendance
- Teachers supervising PSSA teams must comply with the DEC teacher guidelines for specific sports and physical activities
- PSSA permission notes must outline the mandatory and recommended safety equipment for each sport

Consent

- Signed consent forms granting permission for students to participate in excursions including the provision of medical information are to be obtained from parents or caregivers prior to participation in an excursion. See attached sample

Responsibilities and delegations

- The Excursion Coordinator must liaise with the Stage Supervisor and Principal on all matters including educational rationale for excursion. The following must be provided to the principal and office staff
 - Itinerary for the excursion
 - Permission Note
 - Cost and quotations
 - Variation to routine including classes and teachers attending and arrangements for students not attending
 - Special Needs arrangements e.g., Money, Food, Medication, Supervision of Special Needs students
 - Risk Management plan including supervision arrangements for particular students and Health Care plans.

Duty of Care

- All excursions must be accompanied by a member of staff who has undertaken emergency care training and whose qualifications are current.
- Any excursion involving swimming, water activities or overnight stays must be accompanied by accompanied by a member of staff who possesses current accreditation in cardiopulmonary resuscitation
- Students on excursion must be subject to direct adult supervision.
- For overnight camps male and female supervisors are required if male and female students are attending.
- Attending teachers are responsible for the supervision of students on excursion. The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
- Clear expectations outlining expectations of supervising teachers must be set by the relevant supervisor and communicated to teachers. Supervision details must also be included in the risk management plan.
- The number of teachers required for an excursion will be determined by the Principal
- Supervisors **MUST BE AWARE** of the NSW DEC excursion policy and its key points.

- All staff planning and attending excursions must adhere to principles contained within the NSW DEC Code of Conduct. The Code of Conduct clarifies the standards of behaviour that are expected of staff of the Department of Education and Training (DEC) in the performance of their duties.

Transport

Bus travel

- When hiring buses or coaches for excursions, the school will attempt to hire vehicles with seatbelts wherever practical.
- Seatbelts must be worn on buses and coaches when they are available

Car travel

- Transportation of students in private vehicles will only occur when there is no other feasible option available to provide alternative transportation
- Car transportation will only occur if
 - Written consent is received from the caregiver
 - The driver is licensed
 - The vehicle is registered
 - The vehicle is insured
 - The number of passengers does not exceed the number of seatbelts
 - Current driver's licence, insurance and car registration details are sighted by the school prior to permission being granted for students to travel in the vehicle
 - Drivers with a provisional licence comply with any relevant peer passenger provisions
 - Child restraint regulations are adhered to including:
 - Children between four and seven years must be secured in forward facing booster seat or child restraint.
 - Children between four and less than seven years cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in a child restraint or booster seat. NSW RTA 1/3/2010

Behaviour

- Students must behave appropriately at all times on excursions
- Prior to an excursion students must be reminded of expected standards of behaviour
- The school discipline policy will apply on all excursions

Panania North Public School Excursion Support Materials

- Booking request
- Medical information form
- Excursion checklist
- Variation to routine
- Excursion Information and Permission note