



Excursion and Camp Policy

Aims

- A. We encourage teachers to take students on excursions as they provide opportunities for rich, experiential learning.
- B. We aim for excursions and out of school programs to be educationally valuable and relevant, and enjoyable, safe and affordable for all people involved.
- C. We value whole of school excursions, such as our annual camp, as an opportunity to create a sense of community and develop positive relationships amongst community members.
- D. We employ out of school programs to utilise the wide range of facilities and expert instruction available elsewhere in the community.

Scope and Application

- A. This policy applies to occasions when students are taken outside the school grounds in order to achieve an educational aim.
- B. It includes:
 - 1. excursions, e.g. Scitech and dramatic performances.
 - 2. out of school programs, e.g. visits to the park at lunch time, gym woodwork and swimming, and incursions. Out of school programs and incursions may be considered synonymous with excursions for the purpose of this policy.
 - 3. water-based excursions.
 - 4. school camps.
- C. All school policies also apply on excursions and issues addressed in other policies will not be specifically addressed here (for example, first aid, supervision and food and nutrition).

Principles

- A. The cost of excursions, including camp, are kept as low as possible to make them accessible to all families.
- B. In general, the cost of excursions is borne by parents, and is payable through an annual excursion levy at the beginning of the school year (per child), enabling the school to plan for a rewarding program of excursions throughout the year.

1. Consideration may be given to the school funding an excursion. The cost may come out of a class budget if the teacher feels it is appropriate.
 2. Application for grants provides an additional opportunity for funding excursions.
 3. At the conclusion of the year, any remaining Excursion Levy funds shall be allocated at the discretion of the Financial Sub-committee. This may include applying remaining funds to excursions in the following year, or reimbursing student accounts.
- C. Parents are encouraged to attend excursions. Many excursions would not be possible without the help of parents, both supervising and providing transport.
- D. Safe transport of students to and from excursions is a priority. The school utilises parent transport and hire buses for excursions.
- E. Permission must be obtained before transporting students on excursions.
- F. All staff or community members who use private vehicles to transport students for any reason must hold comprehensive car insurance.
- G. Parents are encouraged to suggest, to the teaching staff, ideas for excursions they feel would be beneficial and enjoyable to the students and relevant to the educational program. They are also encouraged to take on the organisation of the excursion.
- H. The Excursion Coordinator is in charge of the excursion. They organise and attend the excursion.
- I. Benefits and risks are considered prior to embarking on excursions, including the completion of a risk assessment and excursion checklists.
- J. If a parent feels an excursion is unsuitable or unsafe for their child, the child may be excused from the excursion. (See Exemption from Particular Classes Policy.)
- K. Clear communication between staff, students and parents is essential for a successful, enjoyable and safe excursion.
- L. Supervision levels for excursions reflect the risks involved in the particular excursion, and the students' and supervisors' abilities. The Excursion Coordinator's judgement will be used to determine what an appropriate number of supervising adults is and how supervision is to be organised.
- M. All members of the school community in attendance at excursions are responsible for assisting to make the excursions safe and enjoyable.
- N. A record is kept of excursions both for the benefit of teachers organising future excursions and as an historical record.

Responsibilities

A. Board

1. Monitoring and revising this policy as needed.
2. Supporting the Excursion Coordinator or camp organiser in the event they determine a car or driver is unsuitable to transport students

B. Principal

1. Ensuring excursions and out of school programs occur as an integrated part of the school curriculum.
2. Review excursion risk assessment and checklists as prepared by the Excursion Coordinator.
3. Consult with teaching staff to initiate camp and inform Camp Coordinator/Camp Committee.
4. Maintaining a record of police clearances and confidential declarations, where applicable.

C. Financial Sub-committee

1. Review remaining Excursion Levy funds at the conclusion of the year and decide on allocation.

D. Admin Staff

1. Apply Excursion levy to all student accounts, and track payments.
2. Apply reimbursements to student accounts
3. Maintaining comprehensive car insurance records.

E. Teaching Staff

1. Organising excursions as part of their educational program.
2. Develop an excursion plan for the year and prepare budget.
3. Communicate with parents, students, and all staff about excursion plan.
4. A member of the teaching staff will sit on the Camp Committee.
5. Once at the camp, the teacher in charge is responsible.
6. Providing a copy of their current comprehensive car insurance to be keep on file
7. Adhering to all sections of the Safety Procedures in this policy

F. Excursion Coordinator

1. All aspects of an excursion, including supervising the students on the excursion.
2. Maintaining the excursion file.
3. Completing all aspects of the risk assessment and excursion checklist including the permission slip for travel in private vehicles and review.
4. For school camps, organisation of all aspects of the camp is the responsibility of the camp organiser, in conjunction with the teacher in charge.
5. Ensuring enough vehicles are available.
6. Assigning students to vehicles and completing Excursion Transport Arrangements form
7. Ensuring the suitability of drivers and vehicles.
8. Maintain a record of participants for each excursion

- a) Perform Driver's Licence Checks and record number for each driver
 - b) Perform comprehensive car insurance checks and record policy number
 - c) Record vehicle registration number for each vehicle
 - d) Record mobile number of parent driver
 - e) Record students travelling in each vehicle
9. Providing clear instructions to drivers and students

D. Parents

1. Assisting on excursions and complying with requests made by excursion coordinator and other staff.
2. Have a current Working with Children Check if staying overnight on school camps.
3. Being aware of what is happening at school (e.g. by reading the newsletter) including planned excursions.
4. Signing permission for Travel in Private Cars or hired bus.
5. Pay excursion levy at the beginning of the school year.
6. Parent Drivers:
 - a) Adhering to all sections of the Safety Procedures in this policy.
 - b) Supervising students in car parks and crossing roads until under the supervision of a staff member
 - c) The school requires the driver to have comprehensive car insurance in case of an accident. The school is not liable for damage to the driver's or any other vehicle or injury to any passengers.

E. Students

1. Taking note of when excursions are planned and being prepared, e.g. with appropriate clothing and lunch.

Related Legislation

- A. Working With Children (Criminal Record Checking) Act 2004.
- B. Child Restraint Laws for Western Australia, October 2010.

Related Kerry Street Documentation

- A. Procedures and Forms including:
 1. Excursion Procedure
 2. Guidelines for Number of Supervisors for Different Activities
 3. Safe Transport Procedures
 4. Child Safe Car Restraints
 5. Excursion Checklist

6. Excursion Communication Checklist
7. Excursion Itinerary
8. Risk Assessment Matrix
9. Excursion Transport Details (Private Vehicle)
10. Excursion Transport Details (Public Vehicle - bus or train)
11. Record of Students Attending
12. Excursion Invoice Form
13. Excursion Review Form
14. Camp Procedure
15. Camp Organiser Check List
16. Camp Review (for teacher in charge)
17. Camp Evaluation (for families)
18. Confidential Declaration for Volunteers Form

B. Policies including:

1. Duty of Care Policy
2. Child Safety and Well-Being Policy
3. Volunteers Policy
4. Employment Policy
5. Curriculum Policy
6. Exemption from Particular Classes Policy
7. Illness and First Aid policy
9. Emergency Procedures Policy
10. Sun Protection Policy
11. Severe Allergies Policy
12. Asthma Care Policy
13. Food and Nutrition Policy
14. Records Management Policy
15. Risk Management Policy
16. WHS Policy

C. Enrolment Form

D. Risk Assessment Forms

Contact Person

Enquiries relating to this policy should be directed to the School Principal or Chair of the School Board.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

Authorisation and Review

- A. This policy was read, discussed and authorised by the Kerry Street Community School Council on 12 January 2005.
- B. Reviewed by meeting of staff and council 13 January 2006.
- C. This policy was reviewed September 2012.
- D. This policy was reviewed and added attachments F and G, September 2013.
- E. Attachments I-K added 13 September 2016.
- F. Attachment G – Private Vehicles was updated 23 November 2016.
- G. To be reviewed November 2017.
- H. Reviewed June 2018.
- I. To be reviewed S2 2022

Revision History

Date	Revision	Detail
June 2018	V.2	Amalgamation of Excursion policy with Camp policy to create new Excursion Policy. Separated policy from procedures.
April 2019	V.3	Addition of Excursion Levy refund principal and responsibilities
April 2020	V.4	Incorporation of Transport in Private Vehicles and Bus Hire policies objectives into this policy.