



## Excursions, Incursions, Camps, and Activities Policy

### Aims

- A. To support the inclusion of activities, incursions, and excursions in the school program as they provide opportunities for rich, experiential learning and create a sense of community and positive relationships amongst community members.
- B. For activities, incursions, and excursions to be educationally valuable and relevant, enjoyable, safe, and affordable for all people involved.
- C. To employ out of school programs and activities to utilise the wide range of facilities and expert instruction available elsewhere in the community.

### Scope and Application

This policy applies to all school activities, on and off school grounds. All school policies continue to apply on all excursions off school grounds, and issues addressed in other policies will not be specifically addressed here (for example, first aid, supervision, and food and nutrition).

This policy is available on the school website and applies to:

- A. Employees
- B. Volunteers
- C. Parents/carers
- D. Community members
- E. External providers
- F. Students

### Definitions

- A. **Activity** – an educational activity organised and delivered to students by school staff.
- B. **Camp** – an activity approved or organised by a school during which children and young people leave the school site to engage in educational and recreational activities overnight.
- C. **Duty of Care** - A duty imposed by law to take reasonable care to minimise the risk of harm to persons who are under the care of the activity provider.
- D. **Excursion** – an educational or recreational activity for students that takes place off the school site and under the supervision of teachers, educators, or workers with a teacher-in-charge.

- E. External provider** - A business or individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity.
- F. Hazards** - A potential source of harm. These can be physical (e.g., a cliff or moving water), technological (e.g., incorrect white water equipment) or an intentional agent (e.g., work practices such as manual handling).
- G. Incursion** – an activity organised by the school, whereby an external provider is employed to come into the school to run an educational activity for the students.
- H. Risk Assessment** – the use of the Risk Assessment Matrix to identify hazards and establish whether the residual risk of hazards is extreme, high, medium, or low. To assess a situation to estimate whether those risks require action to be implemented and prioritise the required action.

## Principles

- A.** Student safety will be given the highest priority when planning and implementing activities, incursions, or excursions. Benefits and risks are considered prior to commencing activities, incursions, or excursions, and will include the completion of risk assessment and activity, incursion, and excursion checklists.
- B.** All activities, incursions, and excursions will be selected based on their contribution to the learning program.
- C.** Parents are encouraged to attend activities, incursions, and excursions. Many activities, incursions and excursions would not be possible without the support of parents, both supervising and providing transport.
- D.** The cost of activities, incursions, and excursions, including camp, are kept as low as possible to make them accessible to all families.
- E.** All members of the school community in attendance at an activity, incursion, or excursion are responsible for assisting to make the event safe and enjoyable.

## Responsibilities

### **A. Board**

1. Writing and updating this policy in consultation with relevant parties.

### **B. Principal**

1. Ensuring activities, incursions, excursions and out of school programs occur as an integrated part of the school curriculum.
2. Overseeing the training of adequate numbers of staff to ensure first aid and lifesaving supervision requirements are met.
3. Reviewing risk assessments and checklists as prepared by the Excursion/Camp Coordinator.
4. Consulting with teaching staff to initiate camp and inform the Camp Coordinator/Camp Committee.
5. Supporting the Excursion/Camp Coordinator.

### **C. Financial Sub-committee**

1. Reviewing, approving, and tracking the Excursion Levy.
2. Reviewing remaining Excursion Levy funds at the conclusion of the year and deciding on allocation.

### **D. Admin Staff**

1. Applying the Excursion Levy to all student accounts, and tracking payments.
2. Applying reimbursements to student accounts.
3. Maintaining comprehensive car insurance records.
4. Maintaining a record of police clearances and confidential declarations, where applicable.

### **E. Teaching Staff**

1. Organising activities, incursions, and excursions as part of their educational program.
2. Complying with all school policies during all school activities, on and off school grounds.
3. Undertaking and maintaining required first aid and lifesaving qualifications.
4. Developing an Excursion Plan for the year and preparing the budget.
5. Communicating with parents, students, and all staff about the Excursion Plan.
6. Participating in the camp committee if required.
7. Overseeing, coordinating, and supervising at camp.
8. Providing a copy of their current comprehensive car insurance to be kept on file.
9. Adhering to all sections of the Safety Procedures in this policy.

### **F. Excursion/Camp Coordinator**

1. Overseeing and organising all aspects of an activity, incursion, or excursion, including supervising the students.
2. Complying with all school policies during all school activities, on and off school grounds.
3. Maintaining the excursion file.
4. Completing all aspects of the risk assessment and excursion checklists including the permission slips for travel and review.
5. Obtaining all required documentation from external providers and ensuring they are appropriately qualified to supervise activities.
6. Organising all aspects of school camp, in conjunction with the teacher in charge.
7. Ensuring enough vehicles for an excursion are available.
8. Assigning students to vehicles and completing the Excursion Transport Arrangements form.
9. Ensuring the suitability of drivers and vehicles.

10. Maintaining a record of participants for each activity, incursion, or excursion:
  - i. perform driver's license checks and record number for each driver;
  - ii. perform comprehensive car insurance checks and record policy number;
  - iii. record vehicle registration number for each vehicle;
  - iv. record mobile number of parent driver; and
  - v. record students travelling in each vehicle.
9. Providing clear instructions to drivers and students.

#### **D. External Providers**

1. Providing all required documentation, checks and clearances including WWCC, public liability insurance, and proof of their qualifications to adequately supervise activities.
2. For onsite activities, signing in and out at administration when entering and exiting school grounds.
3. Ensuring compliance with school policy and procedure as communicated by school staff.
4. Working with the school community under the direction of school staff.
5. Providing quotes and subsequent invoices for services provided.

#### **E. Parents/Carers**

1. Complying with all school policies during all school activities, on and off school grounds.
2. Assisting with activities, incursions, and excursions and complying with requests made by the Excursion/Camp Coordinator and other staff.
3. Having a current Working with Children Check if staying overnight on school camps or otherwise requested.
4. Being aware of what is happening at school (e.g., by reading the newsletter) including planned excursions.
5. Signing permission forms and informing the school of the medical/health needs of their child/ren.
6. Paying Excursion Levy at the beginning of the school year.
7. Parent/Carer Drivers:
  - i. adhering to all sections of the Safety Procedures in this policy;
  - ii. supervising students in car parks and crossing roads until under the supervision of a staff member; and
  - iii. Providing proof of 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 activities, incursions, and excursions are planned and being prepared, e.g., with appropriate clothing and lunch.
2. Complying with the Student Code of Conduct whilst participating in activities, incursions, and excursions.

## **Related Legislation**

- A. Occupational Safety and Health Act 1984
- B. Occupational Safety and Health Regulations 1996
- C. School Education Act 1999
- D. School Education Regulations 2000
- E. Working with Children (Criminal Record Checking) Act 2004.

## **Related Kerry Street Documentation**

- A. Procedures and Forms including:
  1. Excursion Procedure
  2. Safe Transport Procedures
  3. Camp Procedure
  4. Kidsafe Child Car Restraints Fact Sheet
  5. Risk Assessment Matrix
- B. Policies including:
  1. Anaphylaxis Policy
  2. Asthma Care Policy
  3. Behaviour Guidance Policy
  4. Child Safety and Wellbeing Policy
  5. Community Member Participation Policy
  6. Critical Incidents Policy
  7. Curriculum Policy
  8. Duty of Care Policy
  9. Emergency Response Procedures Policy
  10. Exemption from Particular Classes Policy
  11. Food and Nutrition Policy
  12. Illness, First Aid, and Medication Policy
  13. Records Management Policy
  14. Risk Management Policy
  15. Staff Conduct and Discipline Policy

- 16. Sun Protection Policy
- 17. WHS Policy
- C. KSCS Codes of Conduct
- D. Enrolment Forms
- E. Risk Assessment Documents
- F. Excursion Planning Forms
- G. Camp Planning Forms
- H. Transport Forms
- I. Student files

## References and Resources

- A. [Duty of Care for Students](#) – Department of Education policies.

## Contact Person

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

## 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. Reviewed April 2019.
- J. Reviewed April 2020.
- K. Reviewed June 2021.
- L. 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.
April 2021	V.4.1	Supervision Guidelines updated. Minor edits and updates to policy.
June 2021	V.5	Aims, scope, principles, responsibilities, and procedures updated.