



Excursion, Incursion and Camps Policy

This policy should be read in conjunction with *The School Policy and Advisory Guide* and applies to all incursions and excursions including camps.

PURPOSE

1. To enable students to further their learning and social skills in a variety of settings. Excursions and incursions complement, and are an important extension of the educational programs offered at Surrey Hills Primary School.
2. To develop an understanding that learning is not limited to school, and that valuable learning takes place in other environments.

GUIDELINES

1. All excursions should conform to Departmental Guidelines and be approved by the Principal. Overnight excursions/camps must be ratified by School Council.
2. Excursions and incursions will have relevance to educational programs and return visits may occur at different ages.
3. Careful consideration will be given to transport arrangements to ensure excursions are manageable and safe. Bus and private car transport will provide a seat belt and seat for every passenger.
4. Students and their parents/guardians should be made aware that acceptable standards of behaviour are expected during incursions and excursions. Parents will be notified in the likelihood of a student being excluded from an excursion due to poor behaviour at school. The cost incurred in returning a student home early, in the event of his/her serious misbehaviour will be the responsibility of the parent/guardian.
5. No alcohol is to be consumed on excursions or camps.
6. All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion/excursion, should discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
7. Parents assisting with an incursion/excursion may be required to pay costs associated with the excursion. In such cases parents will be notified of any costs before the day of the excursion.
8. A blanket consent form for parents should be used for local excursions that do not require the use of motorised transport. This will provide permission for the life of the student at Surrey Hills Primary School and will be included in enrolment documentation.
9. Failure to return the appropriate permission notice by the requested due date may result in students being excluded from attending the excursion.
10. All parents assisting on excursions or camps from 2017 will be required to undergo a volunteer criminal record check prior to attending. All parents and staff attending school camps will be approved by School Council.

IMPLEMENTATION

1. An Excursion Levy paid at the beginning of the year or in installments as determined by Finance Committee will cover the cost of the year's excursions and incursions. If this is not paid students will not attend excursions or incursions. Camps and Swimming will be an additional charge notified to parents each year in advance.
2. From time to time additional excursions may be added to the program. In such cases a further payment to cover the cost of the program may be required.
3. Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
4. A designated 'Teacher in Charge' will coordinate each excursion and forward a completed excursion pro-forma to the Principal prior to the excursion. Approval from the Leadership team is required prior to any information being disseminated to parents.
5. A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
6. Students in Foundation to Year 2 should wear school identification tag (excludes personal information). School uniform should always be worn on day excursions for ease of identification, to enhance the representation of the school and to comply with the SHPS uniform policy. Exemption from uniform permission may be sought from the Principal prior to communication of the activity to parents.
7. All adults attending excursions will be thoroughly briefed by teachers as to the purpose and conduct of the excursion and emergency procedures. The Code of Conduct for Excursions will be issued to participating adults before attendance at an Excursion.
8. At no time will an Incursion/Excursion provider, parent or Teacher Aide assume duty of care for a student/group of students.
9. Appropriate first aid equipment (including asthma and child specific requirements) and mobile phone will be carried on all excursions by the Teacher in Charge.
10. A Risk Assessment will be completed and lodged with the Principal for all excursions and Camps. Arrangements for Code Red and high alert bushfire days must be in place.
11. An Activity Locator entry will be made for every off-site activity
12. Refer to Appendix 1 for Risk Assessment proforma
13. Refer to Appendix 2 for Activity Locator proforma.

EVALUATION

Evaluation of this policy will be undertaken annually by staff and any recommendations or changes will be taken to School Council for ratification.
Evaluated October 2016.

CODE OF CONDUCT FOR EXCURSIONS AND CAMPS

The following guidelines must be adhered to by teachers and parents when on an excursion to ensure the safety of all students.

Teachers should use this document for their planning and make certain that all accompanying parents are given a copy a week before the excursion so that they are familiar with the contents.

1. The Ratio of participating adults to students should be in line with Department of Education & Training (DET) Guidelines ~ Supervision for educational excursions or tours and swimming should be based on a teacher pupil ratio at least equal to that required by the relevant regulations (1:20 for excursions and 1:15 for swimming).
2. The teacher in charge will have ultimate responsibility for supervision and organisation on any excursion.
3. Students must be supervised at all times. Parents/teachers wishing to take a coffee break or time out will do so under the direction of the Teacher in Charge of the excursion.
4. It is the class teacher's responsibility to select accompanying parents and organise student groups. Preference will be given to parents who have not previously accompanied the class on an excursion. The Principal reserves the right to select parents.
5. The Teacher in Charge of the excursion should ensure that all participating adults are fully briefed of relevant information and safety features before the day.
6. A school provided First Aid Kit and mobile phone must be carried by the Teacher In Charge and class teachers should carry all permission forms (containing contact phone numbers) with them on the excursion. The teacher in charge is responsible for ensuring that the First Aid Kit is fully stocked and that the mobile phone is charged and working.
7. When walking to or from a venue participants must stay together to ensure the class teacher has viewing control of all students.
8. Students are expected to walk in twos in an orderly manner, always keeping to the left of pathways. As a general rule students are expected to give way to the public and adhere to rules and regulations of all places visited on the excursion.
9. When crossing roads an adult must be between the students and the traffic at all times.
10. If moving away from the whole group into smaller groups, there must be an organised meeting time and venue for re-establishment of the entire group. These arrangements must be strictly adhered to.
11. The purchase of souvenirs or treats by or for students is not permissible unless authorised by the Teacher in Charge of the excursion. Unless otherwise directed, no money is required by children.
12. No siblings/toddlers/babies are to accompany the assisting parents. If last minute difficulties arise with baby sitters, parents must notify the class teacher so alternative arrangements can be made.
13. Mobile phone calls, if necessary, are to be made at an appropriate time and kept to a minimum.
14. On all forms of public transport students must be seated where possible. If seating is not available younger children should be seated on the floor, older students must have access to hand holds.

STUDENT CAMP CODE OF CONDUCT

This Code of Conduct may be adjusted to suit a particular camp requirement.

- The Surrey Hills Primary School Student Wellbeing Policy applies at camp
- All camp activities (e.g. ropes course) are only to be used under direct adult supervision.
- Students are expected to respect each other and others' property.
- No one is permitted to leave the camp site.
- Everyone is responsible for keeping the camp clean and tidy. Please use available bins.
- Bunkrooms are to be kept neat and tidy and must be swept out each day.
- Lights out by 10pm - everyone has the right to a peaceful night's sleep.
- Shoes must be worn at all times for your protection.
- Please conserve the natural environment – it is there to be enjoyed by all.
- Please think of others and use water sparingly.
- Report all accidents and damage to the camp managers promptly.
- Any wilful damage to property must be paid for by camper's parents.

These guidelines are designed to ensure the safety and wellbeing of all participants and will be discussed in detail at school, prior to the camp.

Children will be made aware of the consequences of inappropriate actions.

Parents and campers please read and sign the form below which must be returned to school prior to camp.

..... ✂ ✂ ✂

Name:

My child and I have read and discussed Kangarooobie camp expectations and I understand that if my child does not comply with camp rules, I will be required to personally collect my child from camp and/or meet any expenses for damage caused.

PARENT SIGNATURE

CAMPER'S SIGNATURE

APPENDIX 1: RISK ASSESSMENT PRO FORMA

Sample below to be completed for each excursion

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
General Security	All appropriate precautions have been taken. Box Hill Police, DEECD and Emergency Management will be notified in the event of an emergency situation. All staff will have mobile phones with parent contact details on site. Buildings will be secured. Students will be in constant supervision for the duration of the event, including sleeping time.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

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Sunburn	All participants are warned about sunburn and the importance of 'Slip, Slop, Slap'	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	Inform students before activities to Slip, Slop, Slap. Teachers are responsible for stressing that it is done.
Leg injuries (twists, strains, sprains)	Ensure ice packs are always available for use.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
Lost attendees	Gates and perimeters will be monitored and locked as necessary. External toilet doors will be locked, access from in the stadium.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	Teachers to monitor whereabouts of students at all times and to notify relevant authorities in a timely manner.

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Food Allergies and Dietary Requirements	All participants have completed and returned medical forms and are aware of all food allergies and dietary requirements.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
Participants getting cold after getting wet potentially leading to hypothermia	When weather conditions are cold activities will be relocated to indoors and parents will be notified for a change of clothes if a child gets wet.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
Excessive Heat	When weather conditions are hot activities will be relocated to indoors and parents will be notified if their child is suffering effects	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

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Asthma	As per Surrey Hills Primary policy. See relevant students medical forms (to be completed before students attend the camp).	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	See asthma action plan in student file.
Anaphylaxis/ Severe Allergic Reactions	As per Surrey Hills policy. See students' medical forms (to be completed before students attend the camp).	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	See allergy action plan in student file.
Sleep Walking	As per Surrey Hills policy. See students' medical forms (to be completed before students attend the camp). Teachers will be placed at the exits	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	Students will be monitored.

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none">• What will be done?• Who is accountable?• When will it happen?
Fire	Evacuation Points: Primary – school oval Secondary – staff carpark Follow Surrey Hills Primary policy	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
Emergency lockdown	As per Surrey Hills Primary policy. Teachers to move students into safe area, ensure exits are locked and emergency procedure policies are followed	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

Appendix 2: ACTIVITY LOCATOR

Please fill in the following information for all Excursions including local walks. Please keep formatting the same as it matches our data entry portal

<u>Date of excursion</u>		<u>Post code</u>	
<u>Venue of excursion</u>		<u>Venue Phone number</u>	
<u>Address of venue</u>		<u>School mobile</u>	0402 114 302
<u>Postcode</u>		<u>Melways ref</u>	
<u>State</u>	Victoria	<u>Emergency transport at venue?</u>	<u>Yes/No</u>
		<u>Number of students</u>	
		<u>Number of teachers</u>	
		<u>Person in Charge(team leader if attending)</u>	

	10:35 - 10:50	10:50 - 11:05	1:00 - 1:25	1:25 - 1:50	<p style="text-align: center;">Yard Duty</p> <p>Please arrange Yard Duty swaps for any excursions prior to submitting notice to Jen and mark up on schedule opposite. Submit this with Excursion Notice and Activity details table.</p> <p>Please clearly indicate as shown who is swapping with who.</p>
MON	South Shelley North Bec First Aid Simone	South Charlotte North Sheryl First Aid Jo S	South Christine North Teresa First Aid Nicole	South Diane North Penny First Aid Jo B	
TUES	South Deb North Katie First Aid Jo B	South Chris North Penny First Aid Teresa	South Christine North Travis/Sue First Aid Felicity	South Charlotte North Diane First Aid Jo S	
WED	South Ange North Charlotte First Aid Katie	South Christabelle North Nicole First Aid Leanne	South Sue H North Tristan First Aid Simone	South Leanne North Chris First Aid Jo S	
THURS	South Sue North Erin First Aid Travis	South Chris North Diane First Aid Jo S	South Bec North Charlotte First Aid Shelley	South Ange North Penny First Aid Teresa	
FRI	South Marika North Christine First Aid Jo B	South Felicity North Tristan First Aid Kim	South Simone North Sheryl First Aid Bec	South Ange North Anne First Aid Jo B	