

Excursions Policy

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Approved By	College Council / Finance sub-committee
Approval Authority (Signature & Date)	<i>Gail Hardman 4/2/2020</i>
Responsible for Review	Assistant Principal
Review Date	December 2022
References	DET Excursion Policy

BASIC BELIEFS

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS

- To reinforce, complement and extend the 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.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

GUIDELINES FOR ACTION

- All excursions must be approved by the Principal or their nominee(s).
- Staff wishing to organize an excursion must create the proposed event on Compass and submit this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted through Compass, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or their nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or their nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or their nominee(s). The Student Administration Officer will complete the 'Notification of School Activity' at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp at the time they receive the compass notification. Daily Organiser will ensure relevant details are entered on the daily planner.
- The Principal or their nominee is responsible for the approval of:
 - Single day excursions
 - Overnight excursions

- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

EXPECTATIONS

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- Safety, Emergency & Risk Management , including Bushfires
- Student Preparation
- Student Medical Information
- Safety Guidelines for Education Outdoors
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

The principal or their nominee will ensure that full records are received regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high-risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for payments

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Excursion information will be provided online through Compass. Children whose payment have not been finalized at least 1 week prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- The Coordinating Teacher in consultation with office staff will be responsible for managing and monitoring the payments made by parents. Details of payments and consent can also be accessed by teachers at any time through Compass.
- If minimum numbers of students attending has not been reached, the excursion/activity may be cancelled. If an excursion is cancelled by the College, all monies will be refunded to parents per the College Refund Policy.

Teacher Responsibilities

- A designated "Teacher in Charge" will coordinate each excursion and complete the Risk Assessment.
- The Teacher in Charge must enter the excursion on the Online Staff Diary.
- The Teacher in Charge must print the Compass Event Handbook, and take it with them on the excursion.
- The Teacher in charge must mark the Compass Roll prior to departure of the excursion.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion and a Custom Class is created in Compass if required. (See attachment)
- All students must have returned a signed permission note and payment to be able to attend the excursion.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for contacting the School Nurse to organise the booking of first aid kit on the planned event day and collecting these prior to excursion leaving.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
- For students in Years 11 and 12 it is expected that the teacher in charge will consult with other staff before planning to minimise the impact on other classes.
- Parents may be invited to assist in the delivery of excursions, subject to following the College Working with Children Checks policy, the College Volunteering policy, Child Safety Policy and Safeguarding Children Policy.
- The Teacher in Charge will ensure that appropriate paperwork and relevant documents are provided if students are to be transported in a private vehicle.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Leading Teacher in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval.**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which relate to this policy are sourced through: [DET Excursion Policy](#)

Appendices which relate to this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Notification of School Activity (camps and excursions)

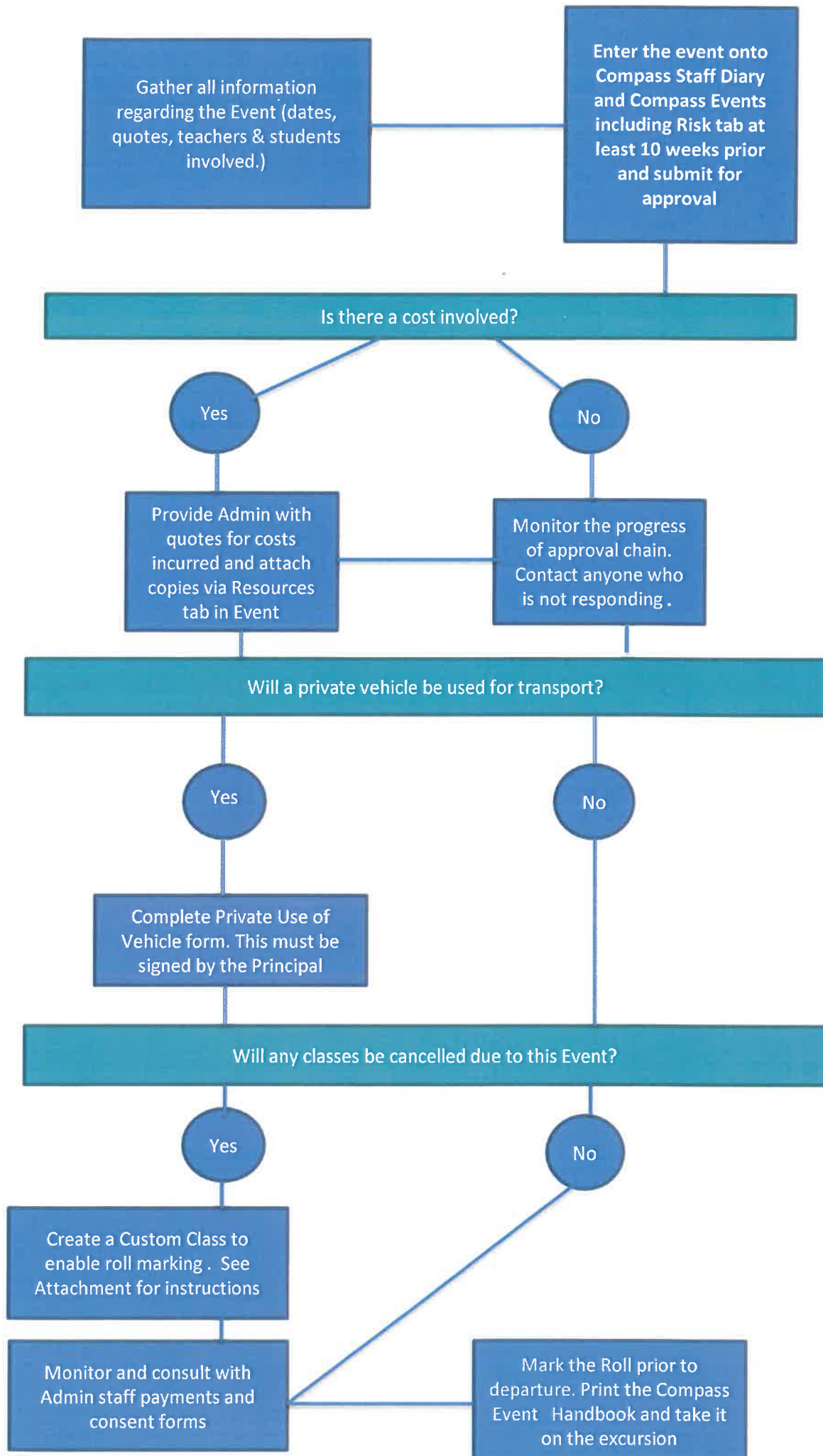
- **EXPECTATIONS**
 - This policy was last updated on 4/02/2020 and is scheduled for review in December 2022
 - This policy will be made available on the College's website.

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."

Excursion/Incursion Guidelines

- Major excursions with a cost above \$100 must be submitted 10 weeks before. All other excursions must be submitted 6 weeks prior to the event. The exception will be sporting events where advancement to the next level is not guaranteed.
- A Risk Assessment must be completed in the Risks tab in the Compass Event as part of the planning process for all excursions.
- The Teacher in Charge is responsible for entering the excursion on the Online Staff Diary.
- The Business Manager will remind staff one term before of the need to submit planned excursions/incursions for the following term.
- All excursions/incursions activities must be published to parents with a minimum of four weeks' notice before the event (2 newsletter cycles). This will give parents four weeks payment notice.
- Sporting and progression activities may fall within the four-week planning timeframe.
- All excursions will be closed one week before the event date to provide enough time to plan for replacement staff with regard to duty of care and also to consider student numbers attending.
- Staff are to provide quotes for all activities, either via email or in person, to the Accounts Receivable officer.
- Parents/guardians will be able to give consent and payment via Compass, either electronically or in person. If payment is required for an excursion, consent is not available without full payment.
- The Teacher in charge of the excursion will be responsible for managing and monitoring the payments.
- The 'Compass Events Handbook' must be carried by the excursion staff. Teachers may print this before the excursion or ask for assistance from Office staff.
- The Canteen staff must be informed at least one week in advance of the excursion of the number of students who will be absent from school on that day.
- Each excursion/incursion will be considered on individual merit.



Excursion Planning Guide

All events must receive approval prior to going ahead. Therefore, pre-planning is crucial.

1. Event organiser creates excursion on Compass:
 - a. Following information MUST be included:
 - i. Event Name
 - ii. Detailed description of purpose of excursion
 - iii. Start/Finish dates and times
 - iv. Location Details
 - v. Dress code
 - vi. Transport type
 - vii. Consent Required
 - viii. Cost per attendee
 - b. The Administration Details section needs to have the following information included:
 - i. Location of Venue (Nearest town/area), Venue postcode, venue phone number, venue map reference.
 - ii. Mobile telephone numbers of staff attending
 - iii. Emergency transport available at venue – yes/no
 - iv. CRT Requirement – Event organiser needs to indicate if CRT coverage is required for the event to run.
 - v. Costs incurred are filled out, even if no charge is applicable to the students attending the excursion. For example, where a cost is incurred that is covered by a sub-program budget, this cost should be indicated. Once the excursion is approved a purchase order for all suppliers/creditors involved will need be submitted on compass.
 - c. Attendees are added to the event once basic details have been saved.
 - d. Additional staff are added under the Staffing tab; please also include the event organiser if they are attending.
 - e. Appropriate Excursion Risk Assessment must be completed for all excursions. Complete the Risk tab in Compass .
2. Event organiser provides Accounts Receivable with quotations for costs incurred, including transport, venue fees, and any other costs.
3. Event organiser submits event for Approval.
4. Approval Chain:
 - a. Principal receives email notification that an event is being planned and reviews General Information and Risk Assessment.
 - b. The College Assistant Principal will check the College diary to determine if the event can run.
 - c. Approval is then required by Assistant Principal responsible (F-6, 7-12, Special Ed).
 - d. Approval is then required by Accounts Receivable. Supporting quotes and cost information must be provided to the Accounts Receivable for event approval. Fee code is created on Cases21 and information is provided in additional information on Compass.
 - e. Approval is then required by Business Manager whom checks the costing calculations and adjusts if needed.
 - f. Principal will receive final notification and consent if all steps have been completed.
 - g. Approval is then required by the Admin Cashier who will complete the SAL (Student Activity Locator).
5. Event Approved – Event organiser prints and distributes permission forms.
6. Event Approved – Event organiser notifies canteen of details of the event so they can plan accordingly.
7. Event Approved – Purchase orders for all financial transactions will need to be processed on Compass prior to payments. Please ensure that you follow the DET guidelines.

8. Office Administration Staff process paper permission forms and update Compass.
9. Please take note of the Consent/Payment due by date, this should be one week before the event date. On this date, it is your responsibility to contact the Accounts Receivable and request a Charge by Charge report from Cases21 to identify who has paid. A decision needs to be made if the event has low numbers as to whether the event will proceed. Students who are not attending need to be removed from the Compass Event attendees list in order to revert back to their compass timetable for appropriate roll marking and attendance.
10. If classes are cancelled, a Custom Class must be created in Compass to enable correct roll marking and attendance. See instructions attached.
11. On the day of the excursion, the event organiser OR a staff member attending the excursion prints the 'Compass Event Handbook'. The event organiser or a staff member attending the excursion is required to mark the roll prior to departure. The 'Compass Event Handbook' replaces the need to take paper permission notes, and includes consent and payment details for parents who have approved excursions online.

RESOURCES

SAL – Student Activity Locator

Government schools are expected to record student activities and excursions that occur outside the school, or are in school but outside normal school hours.

<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx>

Additional information is available on compass via the Knowledge Base section under "Organisation – Events"

<https://seymourcollege-vic.compass.education/Communicate/KnowledgeBase/?article=Events>

Department Guide for Planning and Approvals of Excursion and Activities

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>

Safety, Emergency and Risk Management

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>

- Templates are available depending on the section of the school and year level attending.

CHECKLIST

Before approval

- Gather all details and information of the event:
- ◆ Event name
 - ◆ Purpose
 - ◆ Dates
 - ◆ Times
 - ◆ Location (Nearest town/area), Venue postcode, venue phone number, venue map reference)
 - ◆ Dress code
 - ◆ Transport
 - ◆ Student attendees
 - ◆ Staff attendees including phone numbers
 - ◆ Risk Assessment
 - ◆ CRT replacement required
 - ◆ Costings (Quotes) sent to Accounts Receivable
- Enter details onto Compass via the Event module and submit for approval

After approval

- Submit purchase orders for approval. Coding for purchase orders is as follows”

General excursions: 8401 – 89302

Sport events are: 4253 – 89302

Camps are: 8301 - 89302

** Please put the details of the excursion in the notes section to assist with identifying for account purposes*

- Notify canteen

- Print and distribute permission notes

- Consent/Payment due by date – check the charge by charge report of who has paid. Remove students that are not attending from the Compass Event Attendees list

- Day of excursion – print ‘Compass Event Handbook’

Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

**NOTIFICATION OF SCHOOL ACTIVITY
(Camps & Excursions)**

The Principal is responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
 - country schools - beyond the local town/city
 - rural schools - beyond the local area
 - metropolitan schools - beyond the greater metropolitan area

SCHOOL NAME AND NUMBER:

Number:

School Name:

TYPE OF ACTIVITY:

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:

(SEE NOTES)

Commencing:

Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE

& POST CODE:

Postcode:

EMERGENCY TELEPHONE NUMBERS:

Mobile with group:

Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE? Yes:

No:

Map reference:

TOTAL NUMBERS:

Students:

Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

Visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.



How to Set Up Special Event Rolls in 'Compass' Subjects and Classes

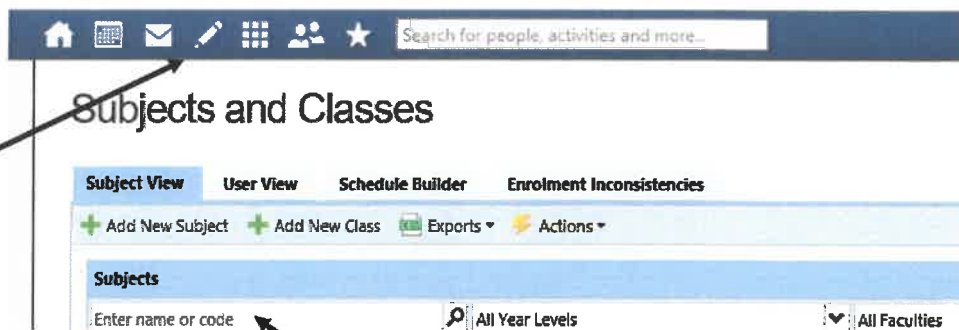
When regular classes are cancelled due to an excursion or sports day, and the students who do not attend are required at school, a custom class can be set up so a roll can be available to record the attendance of those students not attending the event.

To set up a special class follow instructions below (see pages 2, 3 & 4).

The custom class will appear on the relevant teacher's schedule.

A new 'subject' will need to be created each year.

1. Select 'Subjects and Classes' from the drop down menu



2. Search for a subject code EG: eventnonattend

If there is not a suitable subject already in the system, click on 'Add New Subject' and follow the instructions below

Step One: Creating Subjects

Creating a Subject

The first step in setting up a custom class is to create a Subject. A Subject is a curriculum/activity that is studied by classes of students at the same time. For some schools, broad custom class names are used such as Instrumental Music or Literacy Support; other schools prefer to create more specific subjects, such as Guitar or Year 2 Literacy Support.

Tip: When setting up subjects for we recommend considering if the school reports on these subjects. Compass Semester Reporting allows schools to define a separate reporting template for each subject in Compass. As a result all classes within the subject have the same reporting template. If you are wanting to report on different elements and against different criteria for different classes within the subject, it may be worth creating separate subjects for this.

To create a subject, navigate to the Subjects and Classes page - Teaching and Learning menu (pencil icon) > Subjects and Classes. Click on the '+ Add New Subject' button at the top of the Subject View tab.



This will open an Add New Subject window to enter the information about the subject, as below:

Code	The code is used to identify the subject. This code needs to be unique within Compass and cannot clash with any existing subject codes.
Short/Long Name	The name of the subject. This should accurately describe what is being studied in this subject. The name will appear at the top of the class page, and on students' Semester Reports.
Year Level	The year level of students who study this subject. For most custom classes this will be set to 'Cross Year' as the subject will be studied by students in more than one year level.
Faculty	The faculty this subject sits under. This can be left as the default faculty unless you have set up your Faculties in Compass.
Academic Year	The academic year that this subject will be studied in.
Schedule Layer	Select 'Custom Classes'.
Roll Marking Mode	Determines what kind of roll will be marked for these classes of if the subject requires a roll. Most often, this will be the 'Normal' option if a roll is required.
Attendance Code when marked Present	This indicates the attendance code that will be allocated to the student if they are marked as Present in this class.
Check In Enabled	This function should be left as "inherit".
Course Fee	This determines the cost of the subject when students pay for it as part of the Course Confirmation module. For most subjects this can be left as \$0.
Apprv Req?	Does this subject require approval as part of the Course Confirmation process?

Add New Subject

Code:*

Short Name:*

Long Name:*

Year Level:*

Faculty:*

Academic Year*

Defaults for new classes in this subject

Schedule Layer*

Roll Marking Mode*

Attendance Code when marked Present*

Check In Enabled*

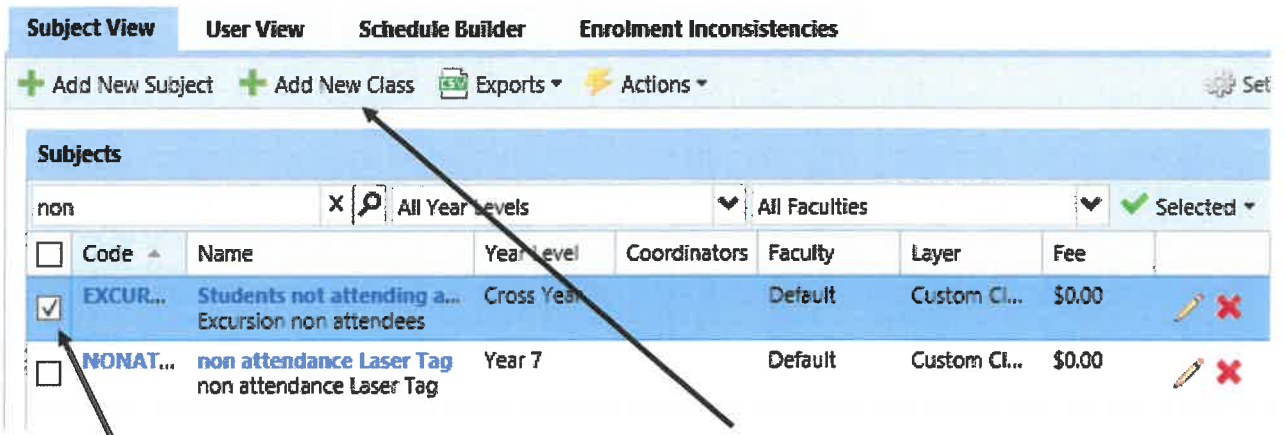
Course Confirmation

Course Fee (\$):*

Apprv Req?

Save Cancel

Subjects and Classes



1. Tick the box of the subject to be used

2. Click 'Add New Class'

Enter class code. See example



The 'Add New Class' dialog box is shown. The 'Single Class' option is selected. The 'Code' field is empty. The 'Subject' dropdown is set to 'Students not attending an excursion (EXCURSIC)'. The 'Lead Teacher' field is empty. The 'Time Period' is set to '(Custom)'. The 'Start' and 'Finish' date fields are empty.

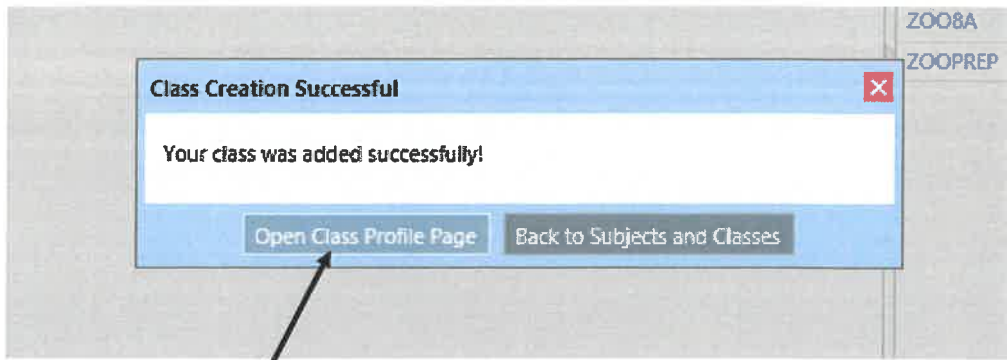
Ensure your correct subject is in this field.

Add a Lead Teacher. It doesn't have to be the teacher who is taking the session

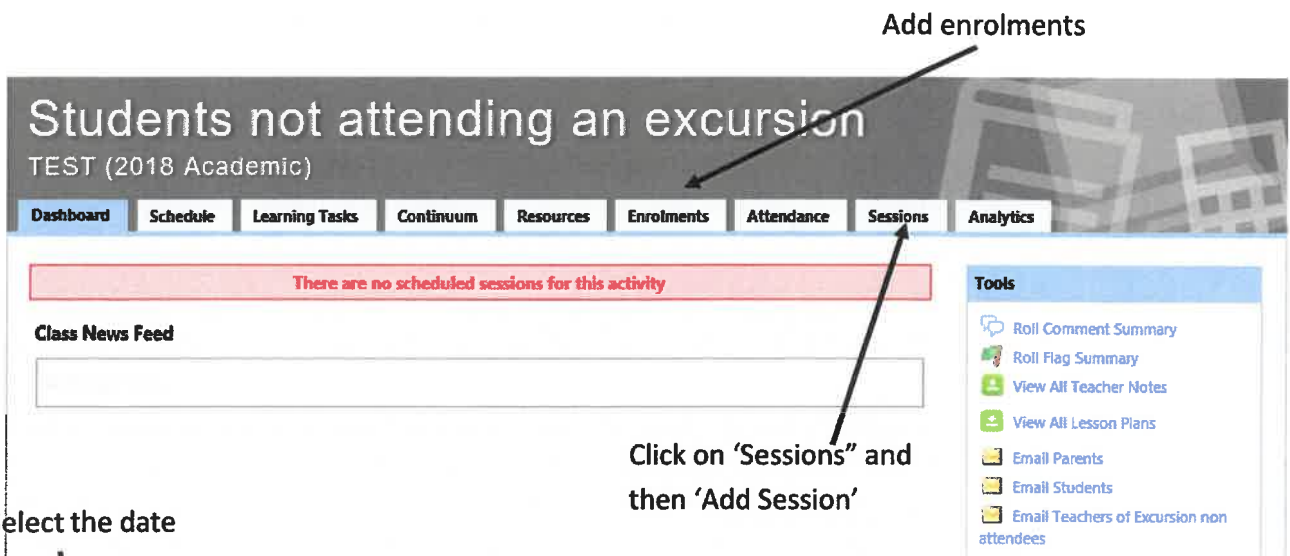
Select start & finish date (if the class is for one day, select that day as the start and the next day as the finish. EG: Monday 17th to Tuesday 18th)

If a secondary class is being created select 'Secondary Timetable'

Click 'SAVE' A box will appear (see next page)



'Open Class Profile Page'

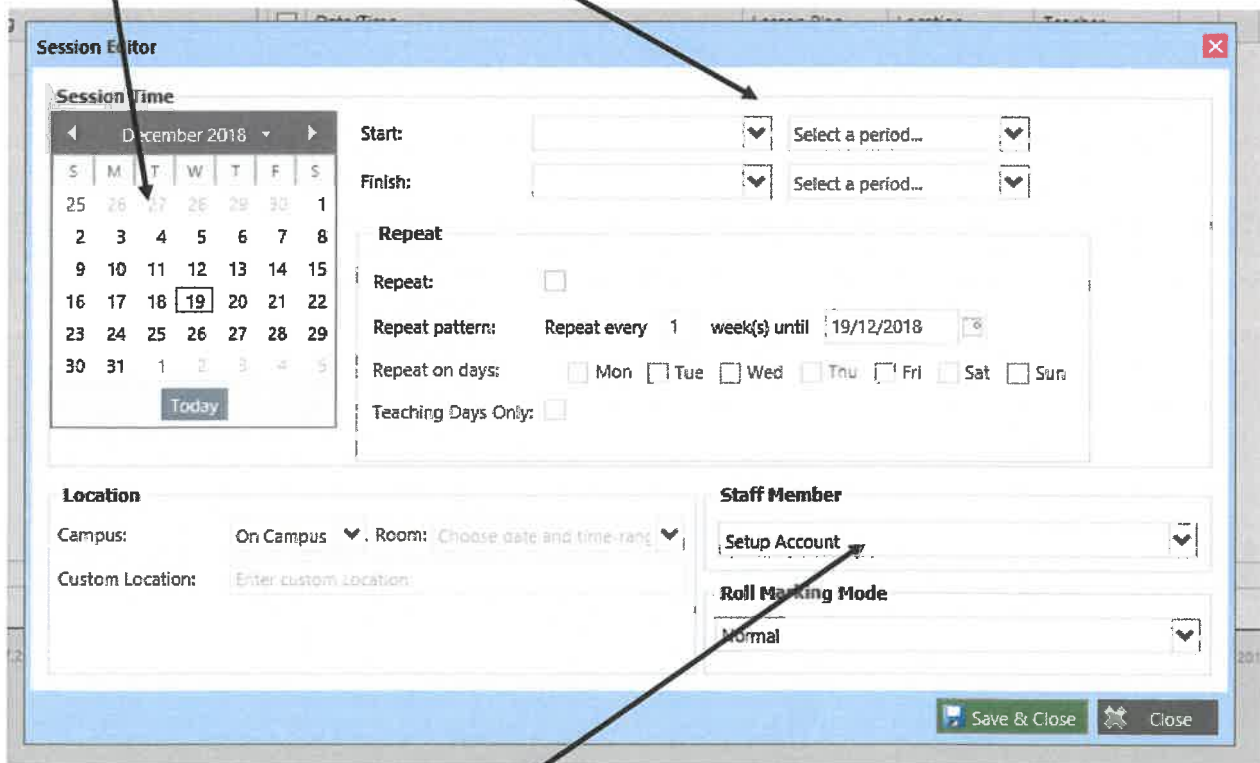


Add enrolments

Click on 'Sessions' and then 'Add Session'

Select the date

Select the time or period



To apply a roll to a staff member, add staff member's name