

Excursion and Incursion Policy

At Jennings Street School, excursions reinforce, complement and extend learning as well as provide social skills opportunities beyond the classroom. Excursions develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the wider community. Incursions enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursions complement, and are an important aspect of the educational programs offered at the school. Excursions and incursions enhance student learning outcomes and are an important part of educational programs.

Rationale

An excursion is defined as any activity, which occurs on a single day, when students leave the school grounds for the purpose of engaging in educational activities. An incursion is an activity that involves school visitors who provide a performance or service to the students for a fee. Excursions and incursions are linked to curriculum programs and individual learning goals as articulated in students' Individual Learning Plans. Excursions commence no earlier than Week 4 of Term 1 to allow teachers to identify students' needs and complete the required planning/documentation. Excursions for prep students commence in Term 2 of each year. This is to enable first year students to settle into school routines and learn skills to keep them safe, prior to leaving 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 teachers, and that valuable and powerful learning is often achieved with other people and experiences.
- To ensure that appropriate standards of safety and compliance by the provider are in place at all times.
- To establish protocols for allowing services to be provided at the school by external providers.

Implementation

At JSS all excursions and incursions:

- Must be approved by the team leader.
- Nominate a designated teacher in charge to coordinate the activity and fulfil accountability and Duty of Care responsibilities.
- Complement the curriculum.
- Comply with all DET requirements.
- Must only be attended by students who have a signed parent/carer permission note.

- All external providers, such as music instructors, coaches or similar professionals must have undertaken a Police Check, a Working with Children Check and other relevant checks, before they are invited to provide services to the school. A member of the leadership team must be informed when external providers are engaged.
- When working with an external provider, the students will work in groups in designated and visible work places through the school.
- The External Provider is to undertake a brief induction program which will outline all legal obligations, all school operating procedures including classroom rules, the professional approach to students in our school which is expected at all times and the expectations of the provider should emergency procedures be put into place. The teacher in charge is responsible for providing this information – support will be provided by a member of the leadership team.

Parent/Carer Payment

- Payment for excursions and incursions are included in the essential education items fee charged to parents/carers each term. The administration team are responsible for the collection of these charges.
- Students will not be excluded from excursions/incursions, including the swimming program for financial reasons - the principal will, on a case-by-case basis, approve alternative payment arrangements for families of students experiencing hardship.
- All families will be given sufficient time to make payments for excursions.

Excursion/Incursion Process for Teachers

- Excursions/incursions must be planned and finalised as part of the planning documentation submitted in readiness for the forthcoming term.
- Teachers are able to access a nominated amount per term for excursions/incursions for their class-group.
- Teachers may apply for a curriculum initiatives funds or pool their funds with other classes for a more expensive program.
- Teachers do not need to collect from, or liaise with, parents/carers about monies for excursions/incursions.
- Teachers do not have to apply for funds for non-payers.

General Process

Pre-Approval

1. Make a tentative booking for the excursion or incursion: check availability, cost, dates and time. Cross check the bus timetable to ensure the booking is at a time when the bus is available.
2. Complete an **Excursion Incursion Notification** form (attached to this policy). The team leader will sign the form and thereby approve the excursion.

Once Approved

3. Confirm the excursion with the venue, or the incursion with the provider.
4. Complete an **order form** in the purchase order book. The order book is kept in the general office – please refer to the instructions in the Staff Administration Manual – Purchase Order Protocols.
5. Attach a copy of the **Excursion Incursion Notification** form to the order in the order book. The administration team will generate **Excursion Incursion Permission** forms for parents/carers to sign as well as a cheque to pay for the excursions (which teachers may or may not need to take with them depending upon the venue).
6. Distribute to and collect from parents/carers signed **Excursion Incursion Permission** forms. Form slips must be signed and returned for all students attending an excursion.
7. Complete an **Excursions Risk Management Assessment** form.
8. Enter the excursion into the Department's **Notification of School Activity Form** there are copies of the excursion documentation on the network – teacher drive/community access/excursion documentation)
9. Provide a copy of the **Excursions Risk Management Assessment** and **Notification of School Activity** forms to the team leader.

Aquatics Program - Process

Students who do not attend swimming will be placed in another classroom while the swimming program takes place. The swimming program and buses are coordinated by the Physical Education Teacher. Please follow the instructions below before going swimming:

1. Distribute to and collect from parents/carers signed **Excursion Incursion Permission** forms. Form slips must be signed and returned for all students attending an excursion. These forms will be provided by the administration team.
2. Enter the excursion details into the **Permission Form**. Update this prior to taking students on an excursion to ensure the information is accurate.
3. Complete an **Excursions Risk Management Assessment** form.
4. Enter the excursion into the Department site **Notification of School Activity** form, there are copies of the excursion documentation on the network – teacher drive/community access/excursion documentation
5. Provide a copy of the **Excursions Risk Management Assessment** and **Notification of School Activity** form to team leader.
6. When you go on the excursion remember to take your excursion bag, student medication, **DISPlan** and remember to manually sign out and in of the school.

Duty of Care

- The adult/student ratio will be no less than 1 adult per 4 students (including the supervising teacher).
- The teacher in charge or designated teacher of an excursion or incursion must carry a mobile phone containing contacts and know the location of a first aid kit.
- Be aware that during excursions and incursions students are usually less constrained and, therefore, more prone to accident and injury than in a more closely supervised classroom.
- In the event of an accident or emergency, the teacher in charge will be responsible for the administration of first aid, and will contact parent/carers.
- Any water activity requires the presence of a teacher or pool supervisor with a current AusSwim certificate. Students with epilepsy require a doctor's certificate stating they are permitted to participate in water activities.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that incursions and excursions require the teacher to fully comply with DET guidelines and bring with them an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that teachers must ensure that venues and external providers adhere to DET guidelines.
- Be aware that students must be counted on a regular basis whilst participating in excursions and incursions.
- The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. A copy of this material will also be kept at school.
- When you go on the excursions remember to take your excursion bag, student medication, DISPlan and remember to manually sign in and out of the school.
- Arrangements must be made for students not attending incursions or excursions, for whatever reason, to continue their normal program at school under supervision of another classroom teacher.
- Students must wear or carry identification in case of an emergency.

EMERGENCY PROCEDURES (from JSS EMP)

Lost Student on Excursions

- Notify all staff on excursion which student is missing
- One staff member to search for student
- All other staff members to stay with remaining students in a fixed position
- After a quick search of no longer than 5 minutes;
 - notify police 000 - provide description of student
 - emotional state of student
 - search area
 - notify Principal – Ph: 0438 971 424
- Principal to notify Emergency and Security Management, parents/carers.

Bushfire Risk Management

- On days of high fire risk all excursions will be reviewed. Excursions to high fire danger areas will be cancelled.

References

School Policy and Advisory Guide

<http://www.education.vic.gov.au/management/governance/spag/default.htm>

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

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorresfire.aspx>

<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Health/Pages/Safety.aspx#anchor13>



Excursion/Incursion Notification Form

**Submit this form to admin' 2 weeks prior to an excursion/incursion.
Administration will provide parent/carer Excursion Permission notes.**

Teacher in Charge (Supervising Staff Member):

Date of Excursion/Incursion: ____/____/____ Class Group: _____

Type of Activity (circle):

Local Environment i.e. local walk/local park etc.	Excursion	Swimming	Incursion
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Duration Excursion: *Departure Time:* _____ *Return Time:* _____

Duration Incursion: *Start Time:* _____ *End Time:* _____

Transport (circle):

School Bus (name of driver) :	Public Transport	Walk	Private Car	Incursion - not applicable
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Venue destination and excursion details or external provider details (incursion):

Student requirements for the activity (sunscreen/bathers, etc.):

Staff attending:



Community members/volunteers attending:

Educational rationale:

Requested by: _____ Signature: _____

Approved by Sub School Leader: _____ Signature: _____

Cost \$ _____ Purchase Order Number: _____

Cheque Requested: Yes / No

Name of Creditor:

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Address:

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Telephone:

ABN:

EVALUATION

This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstances.

Date Implemented	15/3/17
Author	Rosemary Hayes
Approved By	Jennings street School Council
Approval Authority (Signature & Date)	
Date Reviewed	15/3/18
Responsible for Review	Policy Sub Committee
Review Date	March 2021
References	DET Excursion Policy

15.03.2017 – v0 – date of implementation

15.03.2018 – v1 – Updated DEECD to DET; In general process update content around booking of bus to better reflect our context; In Aquatics program – process coordination is undertaken by the PE teacher not the Team Leader; Delete process for Shopping/cooking program – not relevant to our context; Updated evaluation box; corrected errors and reformat footer