

## **Yarrawarra Public School Excursions Policy**

**Updated 2023**

### **Overview**

An excursion is defined as any activity beyond the school grounds. School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days or weeks requiring overnight accommodation.

### **Rationale**

The Yarrawarra Public School's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at Yarrawarra Public School. Excursions are part of quality teaching and learning programs.

### **Policy Statement**

The following statements of policy apply to excursions:

1. Excursions are part of quality teaching and learning programs. School excursions are structured learning experiences provided or managed by the school, conducted on or external to the school site, as determined by the principal. Incursions are a type of excursion, conducted on the school site.
2. Excursions provide educational value by supporting curriculum outcomes, in consideration of the needs and resources of the school, the needs of the students and the total learning program.
3. Excursions are inclusive. All students within a specific learning group are to be given the opportunity to participate, unless exceptional circumstances exist.
4. The department has a duty of care to students while on excursions and this duty cannot be delegated to any third party or organisation.

5. Identifying and assessing risk needs to be integrated into excursion planning to ensure appropriate risk management strategies are developed. An approved [risk management plan](#) must be implemented at all stages of an excursion.
6. The [obligation to report](#) suspected risk of harm to children and young people applies throughout all stages of an excursion.
7. Schools require the following from parents and carers before an excursion takes place. [Translated documents](#) are provided where required:
  1. permission for students to participate in excursions, including activities during an excursion
  2. a medical information form.
8. The [Behaviour code for students](#) applies at all times while on excursions.
9. Additional [mandatory procedures](#) apply to excursions that involve overseas travel.

## Context

1. Yarrawarra Public School is committed to providing a safe, secure, disciplined, inclusive, and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters students' intellectual, physical, social and ethical development. [Excursions Planning and Management](#) provides detailed direction and guidance to schools.
2. School excursions vary in terms of the curriculum focus, students involved, duration of the excursion and venue. Groups participating in an excursion may be a class or a group of students drawn from a number of classes or schools.
3. Excursions can range from an incursion to an extended journey occupying a number of days or weeks requiring overnight or long-term accommodation.

## Purpose

- When planning an excursion stage teams must consider the educational value of the proposed excursions in relation to the overall needs and resources of the school.
- A designated 'Excursion Coordinator' will coordinate each excursion. In consultation with the Stage Supervisor and Principal the Excursion Coordinator will be responsible for all organisational and planning details.

## Aims

- To reinforce, support and extend 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.

## Responsibilities and delegations

### The Principal and / or Executive will:

1. approve all domestic excursions within Australia involving their school
2. approve Yarrawarra Public school's participation when more than one school is involved
3. ensure that a [risk assessment and management plan](#) for the excursion has been completed
4. endorse overseas excursions and submit the overseas excursions application to their Director, Educational Leadership for approval by the Executive Director in line with the department's [overseas excursions application and approval process](#)
5. maintain records of excursions and any incidents occurring on an excursion
6. exercise a duty of care towards all students, staff and other participants
7. evaluate their school's practices for the safe conduct of excursions on the basis of past experience, systemic and locally produced risk profiles and teaching and learning outcomes
8. manage any issues or incidents arising from school excursions, consistent with the department's [Controversial Issues in Schools policy and Incident Notification and Response policy \(staff only\)](#)
9. ensure the appropriate infection control measures are included in the planning and are followed during the excursion.

### Teachers:

10. may initiate and organise excursions
11. exercise a duty of care to all students
12. complete and monitor risk assessments for each planned excursion ensuring there will be adequate supervision
13. report any incidents that occur on an excursion
14. who organise an overseas excursion do so in line with the department's [overseas excursions application and approval process](#).

## Duty of Care

The department has a legal obligation to ensure the safety of staff, students and others in the workplace so far as is reasonably practical. Excursions are considered an extension of the workplace and the duty of care still applies. All departmental employees must exercise this duty of care by taking reasonable care for the safety and welfare of students in their charge and taking all reasonable action to protect students from risks of harm that can be reasonably predicted. The priority for all excursions is the safety and wellbeing of all students, staff and other people participating in the excursion under the auspices of the school. The standard of care required needs to be commensurate with the students' developmental maturity, ability, and learning and support needs. The duty of care to students applies during all activities that schools conduct or arrange. The duty of care cannot be delegated or transferred to another person or organisation even where the excursion is managed by an independent organisation.

- All excursions must be accompanied by a member of staff who has undertaken emergency care training and whose qualifications are current.
- Any excursion involving swimming, water activities or overnight stays must be accompanied by a member of staff who possesses current accreditation in cardiopulmonary resuscitation.
- Students on excursion must be subject to direct adult supervision.
- For overnight camps male and female supervisors are required if male and female students are attending.
- Attending teachers are responsible for the supervision of students on excursion. The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
- Clear expectations outlining expectations of supervising teachers must be set by the relevant supervisor and communicated to teachers. Supervision details must also be included in the risk management plan.
- The number of teachers required for an excursion will be determined by the Principal.
- Supervisors **MUST BE AWARE** of the NSW DoE excursion policy and its key points.
- All staff planning and attending excursions must adhere to principles contained within the NSW DoE Code of Conduct. The Code of Conduct clarifies the standards of behaviour that are expected of staff of the Department of Education (DoE) in the performance of their duties.

### **Parents, caregivers and volunteers**

- Parents or close relatives of a student who volunteer to participate in a day excursion only need to complete and sign the **Working with Children Check – Declaration for Volunteers and Non-Child Related Contractors**.
- Parents or close relatives of a student who volunteer for an overnight excursion must have a **Working with Children Check clearance**. They need to complete the Declaration for Specified Volunteers and Child-Related Contractors. Principals must sight and verify this through eCPC before the excursion date.
- Volunteers and contractors participating in an excursion who are not parents or close relatives of a student at the school must have a **Working with Children Check clearance**. They need to complete the Declaration for Specified Volunteers and Child-Related Contractors. Before the excursion date, principals must sight, verify through eCPC and retain any clearances.

### Consent

Signed consent forms granting permission for students to participate in excursions including the provision of medical information are to be obtained from parents or caregivers prior to participation in an excursion.

### Cost

- All families will be given sufficient time, as determined by the Principal and / or the excursion coordinator to make payments for excursions.
- Children whose payments have not been finalised by the specified closing date will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal and/or SAM.
- A payment schedule will be offered for excursions, where needed, as determined by the Principal.
- Preferred method of payment is on-line via the email link.

### PSSA

- Trials will be held at school to select teams for PSSA sport.
- It is expected that students selected to participate in the PSSA season, make a commitment and sign and follow the Code of Conduct.

- All students participating in PSSA teams will be required to pay the cost of bus transport and PSSA expenses for the season prior to the first game. Payment is non-refundable for non-attendance.
- Teachers supervising PSSA teams must comply with the DoE teacher guidelines for specific sports and physical activities.
- PSSA permission notes must outline the mandatory and recommended safety equipment for each sport

### **Activities with specific risks**

Refer to page 36 of the Excursion Planning and Management document for managing specific risks and the DoE Sport and Physical Activity Policy for more information and clarification. These pages include links to the relevant policies that need to be followed.

<https://education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/pd-2004-0010-01.pdf>

<https://education.nsw.gov.au/policy-library/policies/pd-2002-0012>

### **Swimming and water activities**

1. Parents must be asked to indicate the swimming ability of their children when giving consent for students to participate in excursions involving water activities.
2. If parents indicate students are poor or non-swimmers and no flotation devices are available for use by the students, the principal will need to assess whether such students should participate in the swimming or water activities of the excursion. This assessment must take place irrespective of parental or caregiver permission for the students to participate in the swimming or water activities.

The Principal and teachers organising excursions involving swimming and water activities should particularly consult the *Swimming and Water Safety* section of **Guidelines for the Safe Conduct of Sport and Physical Activity in Schools**.

<https://app.education.nsw.gov.au/sport/SPECIFIC-SPORT-AND-PHYSICAL-ACTIVITY-GUIDELINES>

## Excursion coordinator responsibilities and delegations

The Excursion Coordinator must liaise with the Stage Supervisor and Principal on all matters including educational rationale for excursion. The following must be provided to the principal and office staff.

- Itinerary for the excursion.
- Permission Note.
- Cost and quotations.
- Variation to routine including classes and teachers attending, playground duty changes and arrangements for students not attending.
- Special needs arrangements e.g. money, food, supervision of special needs students.
- Supervision and distribution of medication by trained staff.
- Risk Management plans including travel, venue and supervision arrangements for particular students and Health Care plans.
- Cancellation or postponed procedures.

## Transport

### Bus travel

- When hiring buses or coaches for excursions, the school will attempt to hire vehicles with seatbelts wherever practical.
- Seatbelts must be worn on buses and coaches when they are available.

### Car travel

- Transportation of students in private vehicles will only occur when there is no other feasible option available to provide alternative transportation.
- Car transportation will only occur if:
  - Written consent is received from the parent/caregiver.
  - The driver is licensed.
  - The vehicle is registered.
  - The vehicle is insured.
  - The number of passengers does not exceed the number of seatbelts.
  - Current driver's licence, insurance and car registration details are sighted by the school prior to permission being granted for students to travel in the vehicle.
  - Drivers with a provisional licence comply with any relevant peer passenger provisions.

- o Child restraint regulations are adhered to including:
  - Children between four and seven years must be secured in forward facing booster seat or child restraint.
  - Children between four and less than seven years cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in a child restraint or booster seat. NSW RTA 1/3/2010

## **Behaviour**

Students must behave appropriately at all times on excursions.

Prior to an excursion, students must be reminded of expected standards of behaviour following the YPS Way.

The school discipline policy will apply on all excursions.

The DoE Behaviour Code for Students will be enforced.

<https://education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/behaviourcode.pdf>

## **Yarrawarra Public School Excursion Support Materials**

DoE Variation of Routine - <https://education.nsw.gov.au/policy-management-schools/variation-of-routine>

YPS Application for Excursion

YPS Pre - Excursion Checklist

YPS The Day Before Excursion Checklist

Medical Information Form

Variation to Routine

Water Activity Form

Excursion Information and Permission Note

Kyleigh Nash

Principal

Endorsed by

P&C President and Committee