

## *Excursion, Incursion & Camps Policy*

### **General Statement:**

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 for the students for a fee.

Teachers will ensure that excursions are linked to curriculum programs and individual learning goals as articulated in students' Individual Learning Plans.

Excursions commence no earlier than Week 2 of Term 1 to allow teachers to identify students' needs and complete the required planning/documentation.

## 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:

All excursions and incursions must:

- Be approved by an Assistant Principal and Camp Coordinator.
- Designate a teacher in charge to coordinate the activity and fulfil accountability and Duty of Care responsibilities.
- Support the curriculum.
- Comply with all DET requirements.
- Only be attended by students who have a signed parent/carer permission note.
- Ensure external providers, such as Music instructors, coaches or similar professionals 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.
- Ensure when working with external providers that students will work in groups in designated and visible work places through the school.
- For incursions, ensure that the external provider is aware of school-wide expectations.

## Parent/Carer Payment

### Costs

All Excursions, Incursions, and Extracurricular activities will be covered by the Essential Educational Items Levee.

Camp Costs will be determined by the individual camp and location and communicated to parents/carers at the start of each semester.

All families will be given sufficient time to make payments for camps.

\* All camps, incursions, and excursion will only occur if the funding is available in the current year school budget per the Business Manager.

### Duty of Care

- In the event of an accident or emergency, the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.
- The adult/student ratio will be no less than 1 adult per 6 students (including the supervising teacher).
- Any water activity requires the presence of a teacher or pool supervisor with a current AusSwim certificate. Epileptic students require 1:1 supervision and a doctor's certificate stating they are permitted to participate in water activities.
- Be aware that children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- 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 and student information book.
- 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.
- 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.
- Students must wear or carry identification in case of an emergency. (optional)

### Excursion/Incursion & Camps Process for Teachers

#### Excursions/ Incursions

The Excursion and Incursion Request/Approval Form must be completed by:

- ✓ Term 1 – Monday, Final Week of Term 4 (Previous Year)
- ✓ Term 2 – Monday, Final Week of Term 1
- ✓ Term 3 – Monday, Final Week of Term 2
- ✓ Term 4 – Monday, Final Week of Term 3

#### Camps

Camp Request/Approval Form must be completed by:

- ✓ Semester 1 – Final School Council Meeting of Previous School Year
- ✓ Semester 2 – Final School Council Meeting of Semester 1, Current School Year

Refer to the EIC Flowchart for due dates of additional required documentation.

#### Evaluation:

This policy will be reviewed every 3 years or more often if necessary due to changes in regulations or circumstances.

Ratified by School Council: \_\_\_\_\_

Review Date: \_\_\_\_\_

School Council President

Jackson School Principal