

MELBA COLLEGE EXCURSIONS POLICY

RATIONALE:

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school. The aims of excursions include reinforcing, complementing and extending learning opportunities beyond the classroom and to develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

GUIDELINES:

- For the purpose of this policy excursions are defined as any organised and supervised school activities that require children to venture beyond the school boundary. Excursions include both curricular and extra-curricular excursions. A curricular excursion is directly associated with the classroom curriculum program and typically occurs during the school day. Extra-curricular excursions are school events that generally occur outside the regular school day.
- Risk management procedures must identify and mitigate the risk(s) of child abuse in school environments (as defined by Ministerial Order No. 870) by taking into account the nature of each school environment and the activities expected to be conducted in that environment, including the services by outside services. As a part of the risk management strategy school staff must make a record of those risks and specify the action (s) the school will take to reduce or remove the risks (risk controls). Further to this, staff are required to monitor and evaluate the effectiveness of the implementation of risk control measures.
- A member of the principal class is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- School Council prefers that students only travel on buses fitted with seatbelts if available.
- The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to 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.
- Families can apply for financial assistance through the Department of Education & Training Camps, Sports and Excursions Fund (CSEF), as a form of payment towards Camps and Excursions/Incursions. To be eligible for the fund a parent or guardian must on the first day of Term 2, or on the first day of Term 3 be a holder of a Veterans Affairs Gold card or be an eligible Centerlink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, or be a temporary foster parent and submit an application to the school by the last day of term 3 in the current year. The payment amount is \$225 and will be received by the college. This will be credited to your child's account. For more information see www.education.vic.gov.au/csef
- Some common examples of school-organised programs for which the CSEF payment may be used include school camps/trips, outdoor education programs, excursions/incursions. The CSEF payment

cannot be used towards voluntary school charges, books, stationery, school uniforms, music lessons, formals, graduations or presentation ball.

- All families will be given sufficient time to make payments for excursions. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- Classroom teachers will be given the first option to attend excursions.
- 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.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 2. The preference to include both male and female parents.
 3. The special needs of particular students.
 4. Melba College Child Safety Code of Conduct
- Parents selected to assist with excursions may be required to pay their excursion costs.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
- The primary references that must be consulted when considering all excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management. Refer to <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx> for further information
- Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.

IMPLEMENTATION:

- A designated 'Teacher in Charge' will coordinate each day excursion.
- This teacher must complete the 'Melba College Process for Day Events Involving Students (Excursions/Incursions)'. If this process is not followed then the Excursion will not be approved

EVALUATION:

- Due to the variety in the nature of student work across the Learning Areas and the changes that may be made to that work each year this policy should be reviewed annually to ensure that it is appropriate to the tasks being done by the students in the following year.
- If any Learning Area believes that this policy cannot be applied to any of their activities the Junior or Senior School Leader should be advised immediately.

RELATED POLICIES & LINKS:

- Parent/Guardian Payments Policy
- Learning Area Policies
- Camps and Tours Policy
- Child Safety Code of Conduct
- <http://www.education.vic.gov.au/about/programs/health/protect/Pages/schobligationsorder.aspx>

- <http://www.vrqa.vic.gov.au/childsafe/Documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>
- www.education.vic.gov.au/csef

| Prepared By: | Submission to Council | Review Date |
|-----------------------|-----------------------|-------------|
| Melba College Council | 25 October 2016 | 2017 |