



Swinburne Senior Secondary College

Excursions Policy

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

- All excursions must be approved by the Principal or the Assistant Principal.
- Teachers need to complete the details regarding excursions on Compass School Manager. Costs incurred by students for the excursion are managed electronically through Compass School Manager. This should be done no less than three weeks prior to the proposed excursion.
- When organising an excursion the teacher must complete the Student Activity Locator (SAL) online. The SAL link is at the bottom of the Event form on Compass. The Student Activity Locator (SAL) is used by all Government schools. Schools are expected to record student activities and excursions that occur outside the school, or are in school but outside normal school hours <https://partner.eduweb.vic.gov.au/sites/sal/Documents/SAL-User%20Guide.pdf>
- The Principal or Assistant Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET School Policy and Advisory Guide](#)

Expectations

The DET's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

- The Principal or Assistant Principal will ensure that full records are maintained regarding the excursion.
- The Principal or Assistant Principal 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 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.
- The emergency management process of the school will extend to and incorporate all excursions.

Program

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

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)

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. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities

- A designated 'Teacher in Charge' will coordinate each 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.
- The school will provide a first aid kit for each excursion. The 'Teacher in Charge' is responsible for collecting these prior to 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.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Student Wellbeing and Engagement policy. In extreme cases the excursion staff, following consultation with, and the approval of, the Principal or the Assistant Principal, may determine that a student should return home during an 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 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 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 or the excursion is to a location at risk of bushfire, the Principal or Assistant Principal 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.

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

Evaluation and Review

This policy is for review every three years.

Certification

This policy was adopted at the School Council meeting held at Hawthorn on the 25 day of March 2019.

Signed: Michael O'Brien
Principal

Craig Hickman
School Council President

Endorsed by School Council and effective as of: 25/03/2019