KAREELA PUBLIC SCHOOL
EXCURSION POLICY

Purpose
- To provide students with experiences beyond the classroom that extend, reinforce and enhance their academic, cultural and social development.

Aims
- To broaden students’ understandings of their own and others’ environments.
- To complement class work and meet identified needs.
- To supplement and support the schools’ other learning programs.
- To provide opportunities for students to develop their interpersonal and self-reliance skills.
- To provide visits for primary children to appropriate places involving overnight stay.

Implementation
- Plan for a cycle of experiences K-6.
- All excursions must have the principal’s approval and follow DET requirements.
- Families experiencing financial difficulties are to apply to the principal for funding. Funds will be used from the Student Assistance Scheme, on a half payment basis, to support families in need.
- A teacher with an Emergency Care Certificate must accompany students on all excursions.
- Any overnight excursion, or any excursion that involves students being near water, must have at least one teacher holding current CPR and Emergency Care qualifications.
- Prior to an excursion there should be adequate communication between the principal, team leaders, parents, staff and students. This must be in a written form to parents.
- Teachers must consult and involve their team leaders in the planning of the excursion.
- For all students the ratio of adults to students would depend upon the type of travel and activities planned, but a ratio of 1 adult to 6 students (K-2), and 1 adult to 10 students (3-6), is advisable where travel is by train and planned activities involve a high safety risk.
- Explicitly define the parents’ roles.
- Teachers must previously check if parents have signed a ‘Prohibited Employment Form’.
- On the day of the excursion parents are to sign-in, in the administration block and wear a ‘Helper’s Badge’.
- The Excursion Proposal Form (Section A and Parent Note) must be completed and submitted to the team leader for discussion and then to the principal for approval two weeks prior to the excursion. Section B and the DET Risk Management Form must be completed prior to day of the excursion. See Excursion Flowchart for further details.
- When organising excursions please consider:
  - Learning outcomes being addressed and expected benefit to students
  - Cost to parents
  - Other school activities
  - Impact on other classes/school eg. playground rosters
  - Notifying canteen
  - Students on Health Care Plans - medication
  - Anticipated injuries - First Aid Kit
  - Anticipated travel sickness
  - Emergency Plan
  - Supervision en route and during the excursion
  - Toilet facilities en route and at the excursion
  - Spending money

Overnight Excursions
Please remember to check:
- Cancellation procedures
- Alternate venue/program for emergencies
- List of items needed by students and teachers
- Collection of medical information and contact details
- Supervision and distribution of medication
- Social and emotional needs of students eg. home sickness
- Organisation for collection of students with medical/behavioural concerns

Evaluation
An evaluation of each excursion by staff is required to ensure effectiveness of outcomes.