

EXCURSION AND INCURSIONS POLICY

PURPOSE

Toolangi Primary School believes that excursions and incursions enhance student learning by providing real or firsthand educational experiences. Children gain an understanding and appreciation of different environments; develop their personal organization skills, travel etiquette, social skills and positive attitudes.

Toolangi Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Toolangi Primary School has zero tolerance for child abuse.

Toolangi Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Toolangi Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

GOALS

- Develop understanding that learning is not limited to school and valuable learning takes place in other environments.
- Increase knowledge, understanding and appreciation of local, natural, historical, cultural and other environments.
- Assist in the development of confidence, independence and a sense of responsibility, particularly in the areas of personal and group safety.
- Develop skills in observation, recording and reporting.
- Provide the opportunity for children to learn safe use of the public transport system.

IMPLEMENTATION

- Excursions and most incursions should have relevance to the curriculum, taking into account the age, interests and experiences of the children involved.
- All excursions must comply with Department of Education regulations and be approved by the principal.

- A blanket consent form for parents should be used for local excursions that do not require the use of motorized transport. This will provide permission for the life of the student at Toolangi Primary School.
- When planning excursions teachers should consider all forms of transport and select the most suitable and convenient for each excursion that is manageable and safe.
- Parents will be invited to accompany children on excursions where this is practicable.
- The online DE&T “Notification of School Activity” proforma will be completed.
- Copies of completed permission forms must be carried by excursion staff.
- Ensure qualified teacher is present with all excursion providers.
- Ensure safety and welfare of students by considering the external providers policies and procedures.
- Only children who have displayed sensible, reliable behavior 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 behavior at school. The decision to exclude a student will be made by the principal, in consultation with the classroom teacher and the Teacher in Charge. Parents may be required to attend with their child if deemed necessary for safety reasons.

BASIS FOR DISCRETION

- Attendance at excursions will be encouraged, but safety of students and teachers must be a prime consideration in decisions regarding attendance.
- Variations to this policy are at the discretion of the principal in consultation with staff and school council, within requirements of the Department of Education and Training and the Victorian Equal Opportunity Act of 1995.
- Parents experiencing financial difficulty and wish their child to attend excursions should discuss the situation with the principal.

NOTE:

Excursions are normal school days. If parents are taking children before 3.30pm, please inform the teacher in charge.

In the planning and implementation of a camp or excursion consideration must be given to the risk of bushfires impacting upon the location of the activity. Venue emergency management policies will be viewed prior to the activity.

This policy will be revised during the life of the School strategic Plan; 2013 - 2017