

## EXCURSION POLICY

April 2016

### BACKGROUND

Hilton Primary School recognises that excursions can be valuable educational experiences for students to supplement the classroom program. Any student learning activity conducted off the site of the school must be organised and managed by a member of the teaching and/or administration staff and be of significant educational value.

The school acknowledges that taking students off the school premises may increase the difficulty in maintaining adequate duty of care. Therefore, careful and detailed planning is required to maximise impact and minimise the possibility of negative outcomes.

### POLICY

All excursions will be focussed on increasing student learning, leadership or social skills development outside of the normal school environment. The school will engage in excursions where the activities are educational, low risk and conducted by suitable providers.

The principal must:

- Authorise an appropriate teacher/administrator to be in charge of any excursion undertaken by the school;
- Endorse the:
  - *Proposal for Excursion* prepared by the Department employee in charge of the excursion.
  - *Application for Approval of Excursion*

The authorised Department employee (Teacher in charge of the excursion) must:

- Prepare a *Proposal for Excursion* outlining the specific educational outcomes of the activity;
- Submit the *Proposal for Excursion*, *Parent Note* and *Venue insurance information* to the front office for principal endorsement **at least 3 weeks prior** to the excursion;
- Take the documents attached to the *Proposal for Excursion* on the excursion; and
- Make arrangements to cover any duty and or DOTT commitments that are affected by the excursion.

### PROCESS

1. Staff-member requesting approval for an excursion researches suitable providers.
2. The staff-member submits the proposal, including valid education reasons, all costing, parent notes (see appendix 1), venue insurance and emergency procedures **three weeks prior** to excursion.
3. Volunteers assisting the excursion complete the confidential declaration (see appendix 2) **two weeks prior** to the event.
4. Detailed parent note is prepared for circulation at least **one week prior** to excursion
5. Student Health Care Plans updated for those students with a known health condition.
6. School Officer provides an up to date parent contact list **the day before** the excursion.
7. Staff member in charge of the excursion takes all relevant paperwork on the excursion. This includes, but is not limited to, Student Health Care form, Parent Contact information and Proposal for Excursion.

Ref: <http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-policy-and-procedures>

To be reviewed - May 2019