

Wooragee Primary School

Excursion Policy 2017

Rationale:

An excursion is an activity organised by the school during which students leave the school grounds to engage in educational activities and includes visits to other schools, sporting activities, educational and cultural activities.

The school supports a culture (values, expectations and standards) and shared commitment to zero tolerance of child abuse, and arrangements that allow it to occur will not be tolerated. The school takes into consideration the diversity of the children attending the school, and their particular vulnerabilities. e.g. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

Aim:

- To enhance student learning outcomes, link learning to real life, provide educational, social and cultural experiences beyond those provided in the classroom and school grounds.

Implementation:

The Principal is responsible for the conduct of all excursions and must ensure:

- an online notification of school activity form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
 - appropriate venue selection
 - safety, emergency and risk management
 - informed consent from parents
 - appropriate medical information
 - appropriate staffing and supervision
 - student preparation and positive behaviour
 - requirements and regulations for any adventure activities
 - notification to emergency management (0357 612 100) and Regional Director (Judy Rose 03 8392 9500) if the school is closed due to an excursion.
 - leaving a notice providing the principal's contact number on the school doors when the school is closed during an excursion if communication is required by the community or visitors.

Related policies

- Excursions – [Adventure Activities](#)
- Excursions – [Student Preparation and Behaviour](#)
- Excursions – [Planning and Approvals](#)
- Excursions – [Safety, Emergency and Risk Management](#)
- Excursions – [Venue Selection](#)
- Excursions – [Parent or Carer Consent](#)
- Excursions – [Staffing and Supervision](#)
- Excursions – [Student Medical Information](#).

Evaluation:

- This policy will be reviewed every three years or earlier as required.

Ratified: July 2017

Review Date: July 2020 or earlier as required