

POLICY IMPLEMENTATION DOCUMENT

EXCURSIONS

Overview

School excursions are an integral part of the department's education learning programs and provide students and staff with invaluable experience outside the school environment. The DoE Excursions Policy Implementation Procedures outlines the necessary requirements for schools conducting all forms of excursions, including sporting, overnight and overseas activities. Legislative requirements such as compulsory staff training, child protection, risk management and student behaviour are also included. The policy includes more specific related documents and advice. The DoE policy can be found at the link below:

<https://education.nsw.gov.au/policy-library/policies/excursions-policy>

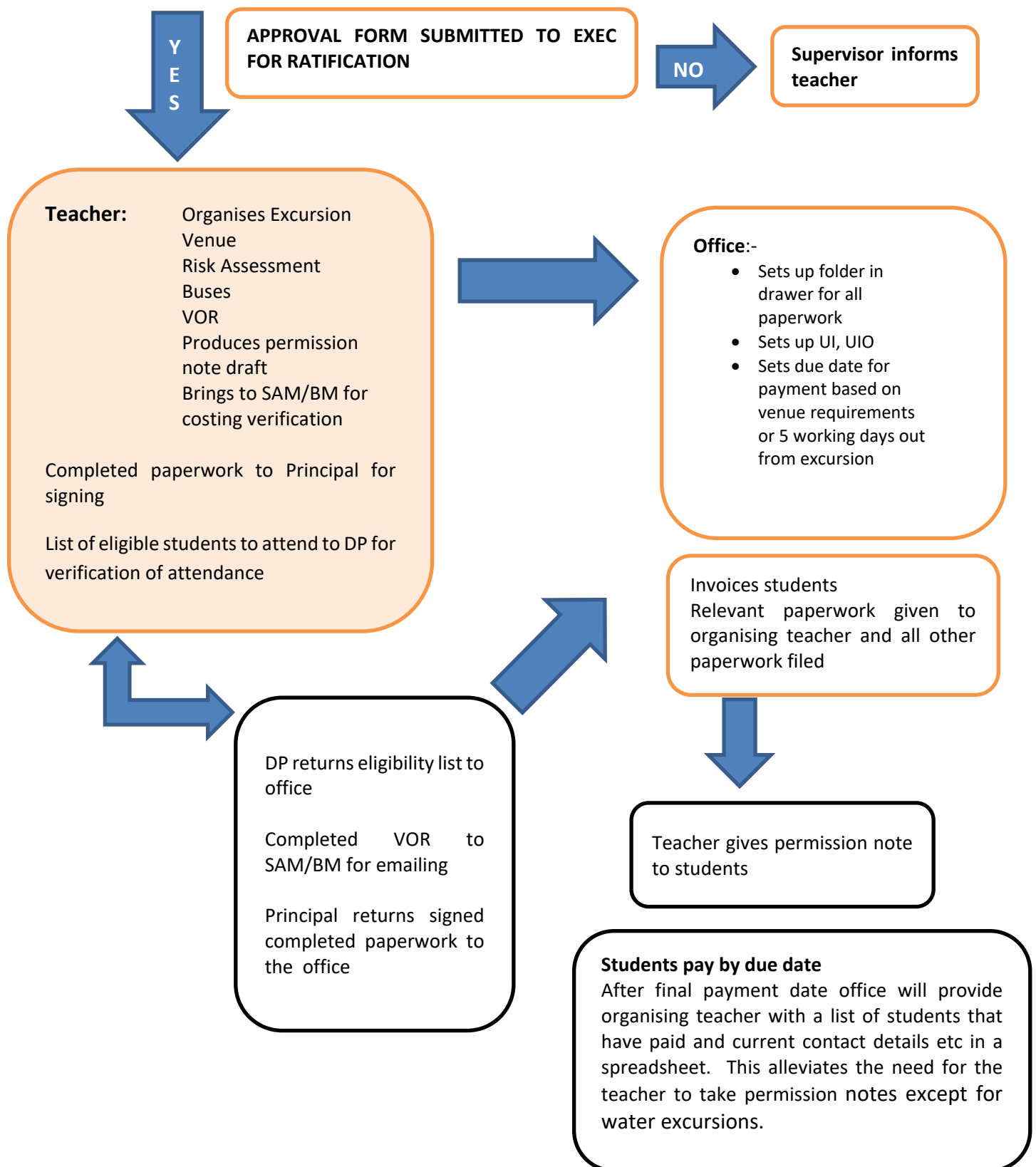
Appendix A is an organisation flowchart.

Appendix B is the Variation to Routine form to be completed by the organising teacher.

Appendix C is a blank permission note to be used by the organising teacher.

Appendix D is the behaviour code for students.

Appendix A



Appendix B

VARIATION TO STAFF ROUTINE



Excursion/Incursion/Sporting Event:

Staff Involved:

Classes Involved:

Extra duties such as playground duty or bus duty please arrange a swap

Please complete the table below and return to Scott White a minimum of one week prior to the activity.

Day and Date:				
Staff Member Absent:				
	Required cover – please indicate class and room	Teacher arranged to cover class	Required cover – please indicate class and room	Teacher arranged to cover class
Period 1: 8.45-9.45				
Period 2: 9.45-10.45				
WRAD 10.45-11.15				
Period 3: 11.45-12.45 (1.15 Wed)				
Period 4 12.45-1.45 (1.45-2.45 Wed)				
Period 5 2.15-3.15				

Organising Staff Member Signature: _____

Head Teacher Signature: _____

Deputy Principal Signature: _____

Appendix c



Festival Drive, Mt Penang
Parklands

EDUCATION EXCURSION PARENT/CAREGIVER INFORMATION FORM

Date:

Dear Parent/Caregiver *The following excursion has been organised:*

Venue:	DATE:
Time/s:	Supervisor/s:
Group/s – student/s: Note:	Cost:
Travel Arrangements:	
Excursion phone contact numbers (after hours in case of late return): Students' mobile	
The excursion has been planned to supplement the following: Anne Vine Principal	
ADDITIONAL INFORMATION <ol style="list-style-type: none"> 1. Full school uniform is required unless specified: 2. All students are expected to co-operate fully with school personnel, supervisors, members of the public and others who may be involved in excursion delivery. 3. For travel by private motor vehicle an additional permission note is attached. 4. Additional information: mandatory for overnight or water activity excursions (see over page if appropriate) 5. A non refundable deposit of \$ applies to this excursion to cover transport costs that the school is committed to pay based on initial planning. Exceptions may apply if school withdraws the student from the excursion or at the Principal's discretion. 	

Please note: The completion of this form does not automatically imply that your child will be allowed to attend this excursion. If your child is currently on a performance or behaviour code, attendance will be by negotiation with the Deputy Principal.

Principal: _____

Teacher-in-charge: _____

PRIVACY ADV ICE

The information provided on the Education Excursion Parent/Caregiver Consent/Medical Information form for the above excursion is being obtained for the purpose of verifying student consent to participate, acknowledgement of awareness of excursion details and supervision arrangements, and gathering relevant medical information (including dietary requirements) for student safety purposes. Photographs may be taken of students on this excursion for educational purposes and displayed within the school, on the school's intranet or in the school magazine. If you do not want photographs to be taken of your son/daughter for educational purposes, please contact the Teacher-In-Charge of the excursion (as above) or the school office on 4340 0246.

It will be used by the NSW Department of Education and Training for the above excursion. If applicable, other persons and /or agencies that will be provided with this information are emergency services for the purposes of student safety.

Provision of this information is required by law/voluntary. It will be stored securely.

You may correct any personal information provided at any time by contacting the Teacher-In-Charge of the excursion (as above) or the school office on 4340 0246.

COMPLETE THE CONSENT/MEDICAL INFORMATION ATTACHED AND RETURN BY:

EDUCATION EXCURSION PARENT/CAREGIVER CONSENT/MEDICAL INFORMATION FORM

Date:

Excursion Name:	Faculty:
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I hereby give consent to my son/daughter/ward:	NAME:
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To participate in the educational excursion detailed on the information form dated:	DATE:
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Parent or Caregiver Contact Details

Name: _____	Address: _____	
Home Phone: _____	Work: _____	Mobile: _____

Doctor Contact Details

Name: _____	Address: _____
Doctors phone: _____	Mobile: _____

Emergency Contact details (nominated by parent/caregiver as alternate contact)

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____

List of existing medical conditions/illnesses (include asthma, diabetes, epilepsy, allergies, etc) Outline treatment for each.

Outline special dietary needs including possible reaction to the inappropriate diet.

Medications to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions.

I understand that the supervising teacher may seek medical attention for my son/daughter/ward if needed. **THIS MAY INCLUDE TRANSPORTATION AND ADMITTANCE TO A HOSPITAL IF PARENT/CAREGIVER IS UNABLE TO BE CONTACTED.** I understand that the supervising teacher may return my son/daughter/ward to school for any disciplinary or safety reasons that may arise.

Signature of parent/caregiver: _____ Date: _____

Appendix D

Behaviour Code for Excursions

Day Excursions/Sporting Teams

Unless there are unusual circumstances, only referrals up to a month before the date of the activity will be considered.

Overnight Excursions/Camps

Unless there are unusual circumstances, only referrals up to 3 months before the date of the activity will be considered.

Suspension Protocols

For short suspensions, a student is unable to participate in an excursion for at least 1 week after the resolution date, regardless of any other referral data, positive or negative.

For long suspensions, a student is unable to participate in an excursion for at least 4 weeks after the resolution date, regardless of any other referral data, positive or negative.

Note: An exception may be made by the Principal in very rare and unique situations, if the activity is very close to the end of the exclusion date and will be on a case by case basis.

Excursions linked to mandatory curriculum requirements

These will be considered on a case by case basis, but generally, an alternative experience can be offered to the student so that curriculum requirements are still met.

Attendance at School

A student who is not able to attend an excursion is expected to be at school unless they have a justifiable reason for being absent.

All students for whom the excursion is targeted, or who nominate to be involved in a sporting/co-curricular event will have their behaviour record examined to determine if there is possible cause for concern about their behaviour and capacity to self-manage that behaviour.

If a student has received a number of referrals from staff and wishes to participate/or is in the cohort for attending the excursion, then these will be considered by the Deputy Principal before the permission note is issued and a decision about whether the student can attend will be made. This decision will be based on factors including severity, frequency and emerging patterns of behaviour. The Deputy Principal may seek guidance from the Year Advisor before coming to a final decision.

Students with unresolved N-award warnings will not be permitted to attend/participate in an excursion/activity, without evidence of significant progress on a resolution plan.

Due to the complex nature of different types of behaviour and whether they are repetitive or once only, it is too difficult to put forward a definite number of referrals that leads to withdrawal from the event. Each case will be documented and the parents/carers and students are entitled to full disclosure about the decision making process.

Students will be issued with a letter outlining the reason/s why they are ineligible to attend the excursion, at the same time as permission notes are handed out. The Deputy or teacher-in-charge will ring home to communicate this decision to the parent, and request if the parent would like a copy of the letter in the post or electronically. A neutral referral will be placed on Sentral by the teacher-in-charge.

Parents/carers may appeal to the Principal. The timeframe for appeals will vary depending on the activity. It is expected that a change of decision will only occur if new information comes to light or there was an issue with the process. The Principal's decision is final.

School Uniform Requirement

Students are only permitted to attend the excursion/activity if they are wearing full school uniform (unless the permission note indicates a variation to this rule).