Daylesford Secondary College No. 7115

Excursions & Incursions Policy

RATIONALE

- The school’s excursion and incursion program enables students to further their learning and social skills development. Activities (as defined below) complement all aspects of the College’s educational program, whilst providing further opportunities in the development of student confidence and self-esteem.
- Positive and responsible student behaviour is essential to the smooth running of the school, to the achievement of optimal learning opportunities, and to the development of a supportive and cooperative school environment.

AIMS

- To build a school environment based on positive behaviour, mutual respect and cooperation.
- To provide successful activities that are cost effective, safe and well attended.
- To manage unacceptable behaviour in a positive and professional manner.
- To establish well understood and logical consequences for student inappropriate behaviour.

Definition of ACTIVITIES

- **Day Excursions**
  Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- **Incursions**
  Incursions are defined as any activity that involves school visitors who provide a performance or service for the students for a fee.
- **Outdoor/Adventure Excursions/Camps/Tours**
  Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, caving, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, gliding, swimming (other than school programs), surf activities, water skiing, snorkelling, scuba diving, shooting, sailing, sailboarding, and similar activities. A camp/tour is defined as any activity involving at least one night’s accommodation, including sleep overs at school.

IMPLEMENTATION

School Council will ensure that all ‘Activities’ (as defined above) are maintained at a reasonable and affordable cost for parents/guardian and that they comply with all DEECD requirements.

1. **Planning of Activities**

   1.1 A designated ‘Teacher in Charge’ will plan, coordinate, and oversee the smooth running of each activity.
1.2 An APPLICATION TO CONDUCT AN EXCURSION OR INCURSION must be completed prior to any activity occurring (see Appendix 1). When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:-

1.2.1 The purpose of the excursion and its connection to student learning
1.2.2 That all attending staff members have the competence to provide the necessary supervision of students throughout the excursion
1.2.3 At least one appropriately trained member of staff is able to provide first aid

Where appropriate-

1.2.4 Supervisory adults who are not registered teachers have completed a Working with Children Check (see point 5)
1.2.5 The location of staff and students throughout the excursion including during travel is documented and known
1.2.6 A record of telephone contacts for supervising excursion staff is available
1.2.7 A record of the names and family contacts for all students and staff is available
1.2.8 Copies of the ‘parental consent’ and ‘confidential medical advice’ forms for those students on the excursion are available (see appendix 2 & 3)
1.2.9 Copies of all completed and approved forms (including risk management plans- see appendix 4) are available
1.2.10 The online Notification of School Activity form has been submitted three weeks prior to the excursion (as per requirements contained within the application form).

1.3 Prior to the Excursion occurring, an “Excursion Checklist” (see Appendix 2) must be completed to ensure all planning processes have occurred.

1.4 It is expected that a list of students who will be attending/participating any given excursion/incursion will be displayed in the College “staff lounge” on the noticeboard at least ONE week prior to the activity.

2. Risk Management and General Management during the Activity

2.1 If day excursions include adventure activities organising staff should consult the DEECD ‘Adventure Activities’ website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal’s requirements.

2.2 The principal requires that a report from the Teacher in Charge occur after each activity if any mishaps or concerns have arisen including how improvement for prevention will occur for future activities of the same nature

2.3 Prior to seeking School Council approval for the activity (where the activity is considered adventure or is an overnight activity), organising staff are required to meet again with the principal and present him/her with all documentation, including the completed APPLICATION TO CONDUCT AN EXCURSION form (DSC version of the DEECD School Council Approval Pro forma) and all required attachments. Planning staff should ensure that time permits for the matter to be placed on a School Council agenda.

2.4 The school will provide a mobile phone and a first-aid kit for all activities outside of the school.

2.5 Copies of completed Permission forms, and signed Confidential Forms must be carried by excursion/camp staff at all times.

2.6 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable, unsafe to themselves or others, or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.
3. Financial Considerations

3.1 School Council will determine an ‘Incursions Levy’ each year. Parents can bulk pay for the year’s incursions or pay for individual incursions as they may occur. To assist in this matter, parents have an opportunity to sign over their “EMA” cheque if applicable.

3.2 All endeavours will be made not to exclude students from any activity for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an activity will be required to discuss their individual situation with the Principal or AP. The Principal or AP, on a case-by-case basis, will make decisions relating to alternative payment arrangements or other financial support options.

3.3 Any family who has not met the required alternative payment for a previous activity will be unable to participate in the continuation of the program or new programs until the outstanding payment is finalised.

3.4 All families will be given sufficient notice and time to make payments for individual activities. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend activities.

4. Student Inclusion and/or Exclusion from Activities

4.1 Students who do not attend activities will be provided with suitable alternative arrangements at school.

4.2 ONLY students who continually demonstrate sensible and reliable behaviour in accordance with our college ‘Expected Behaviour Guidelines’ and our basic expectations and values, will be permitted to participate in activities.

NOTE: LC Managers in consultation with the Teacher in Charge of an activity may determine a student’s suitability to attend. Should the matter arise where a student may be deemed as “unsuitable” to attend a particular activity due to ongoing behaviour concerns or issues, parents will be notified. Where required or deemed necessary, the final decision to exclude a student rests with the Principal in consultation with the Teacher in Charge of the activity, the LC Manager, and other necessary staff as deemed appropriate.

4.2.1 Student SUSPENSION and Exclusion from Activities

a. Where a student has received an “External Suspension” the following criteria applies

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<tr>
<th>Suspension Details</th>
<th>OUTCOME</th>
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<tbody>
<tr>
<td>1. Student has been suspended on <strong>ONE</strong> occasion for a period up to and including 2 school days.</td>
<td><strong>Exclusion from Activities</strong></td>
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<td>Sub Clause- Where a student believes they have demonstrated a change in their behaviour and has earnt the right to attend the activity they may request an interview with their LC Manager or AP and the teacher in charge of the activity to present their case. The final decision rests as per 4.2.</td>
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<tr>
<td>2. Student has been suspended on <strong>ONE</strong> occasion for a period including 3 or more consecutive school days (or)</td>
<td><strong>Exclusion from Activities</strong></td>
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<td>3. Student has encountered a <strong>SECOND</strong> suspension.</td>
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**Exemption from this clause will apply where a student is required to attend the activity in order to meet a specific “Learning Outcome”. Consultation with the Principal should occur where required in this instance.**

5. Parental Involvement

5.1 Parents may be invited to assist in the provision and supervision of school activities.

5.2 When deciding which parents will be invited to assist/attend, the Teacher in Charge will take into account –

- Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
- The need to include either or both male and female parents.
- The special needs of particular students.

5.3 Parents selected to assist with activities may be required to undertake a Working with Children Check - Volunteer Status. The school will pay for any associated costs.

**EVALUATION**

- This policy will be reviewed as part of the school’s ANNUAL review cycle.

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<tr>
<th>Ratified by School Council</th>
<th>Date:</th>
<th>Term 3  2012</th>
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<tbody>
<tr>
<td>Signed</td>
<td>Principal:</td>
<td>Tiffany Holt</td>
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<tr>
<td>School Council President:</td>
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<td>Lorraine Hayes</td>
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<tr>
<td>Review Date:</td>
<td></td>
<td>Term 3 2013</td>
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