

KAHIBAH PUBLIC SCHOOL



IMPLEMENTATION PROCEDURES of the DoE EXCURSION POLICY

Updated May 2018

KAHIBAH PUBLIC SCHOOL
IMPLEMENTATION PROCUDURES of the DoE
EXCURSION POLICY

Introduction

This policy has been developed in accordance with Department of Education (DoE) guidelines. Excursions are regarded as valuable education experiences integral to teaching and learning” DoE Excursion Policy.

Rationale

- a. Students’ experiences beyond the classroom contribute to their growth and development;
- b. Learning based on personal experience is a fundamental principal embodied in all curriculum statements issued by the Department of Education (DoE);
- c. The provision of opportunities for students to participate in experiences in the wider community setting is a means of reinforcing and supplementing the curriculum offered at the school.

Specific Department of Education Requirements

- Where financial hardship is understood to be the reason for a student’s non-participation, discuss this with the Principal so that the school can meet the cost through Student Financial Assistance.
- If parents do not permit participation of a student in an excursion, teachers are to organise a class for that child for the day and organise enough work for the day.
- Any excursions involving swimming or water activities and/or overnight stays are to be accompanied by a member of staff who possesses current training in cardio-pulmonary resuscitation, emergency care and anaphylaxis training.
- All teachers must have current emergency care and anaphylaxis training before taking students on an excursion out of the school grounds.
- Hired transport should be used for school excursions wherever possible. In exceptional circumstances (e.g. for small groups), consideration may be given to the use of private motor vehicles. In such cases, teachers are to discuss this with the Principal to seek approval. The car must have a current comprehensive insurance policy which includes a clause that indemnifies the Crown. The Principal must sight the policy and file the details of the current policy. Appendix 1 - copies available at office.
- Child Protection component- refer to memorandum on suitable persons to work with students and DoE excursion policy)
- Planning of excursions on Assembly Days, which are Mondays fortnightly or on Wednesdays which are Special Religious Education (SRE) days should be avoided. Where such a day is considered appropriate the matter should be discussed with the Principal.

Frequency of Excursions

- With consideration to minimising the expense on families, no more than one Stage or class excursion and one incursion per term is preferable, with planning made well in advance so that families can be invoiced for all expenses at the beginning of each school term. Sporting carnivals and events will be considered additional events to the limit of one excursion and one incursion per term.

Procedures

When booking excursions:

- As the school community has voted for the school to be a uniform school, children are to wear full school uniform for excursions. After discussion with the Principal a decision will be made as to whether a student may attend the excursion if not in full uniform.
- Consult your supervisor before booking.
- Check date with Principal, re-school organisation, before booking. Once booking is made email the date is to be entered on the Sentral calendar.
- Ask office staff to get quotes on transport.
- Buses to be calculated as 2 students per seat.
- Cost the excursion, working on a 10% non attendance rate. Proceed with excursion organisation if it proves to be cost effective for the value the students will receive from the excursion. See SAM (Heather) to help you complete costing.
- Prepare the permission note, having it checked by the Principal before distribution. Ensure you include the online payment instructions before asking the Office staff to copy the note so that parents receive the note at least 3 weeks prior to the excursion. If you prepare your own permission note you must give a copy to the office staff for filing.
- Indicate to parents/caregivers that the final date for payment of the cost of the excursion is no later than 7 days prior to the excursion. Explain in the note to parents that no money will be received after the final payment date and that students who have not provided payment to the school office by the payment due date will be provided with suitable "work" and supervised by another teacher on the day of the excursion.
- Distribute the permission note in hard copy. Make the permission note available on the school website and via the school app.
- Inform the Canteen Supervisor, Scripture, Ethics, Band, Drumming and /or Guitar teachers as appropriate.
- For overnight excursions and camps parents must be given at least three months notice and offered a time payment plan.
- Distribute any relevant information about the excursion to staff involved.
- Ensure that a mobile phone will be available on the day of the excursion.
- Complete Risk Assessment. Make any arrangements required to ensure that the safety provisions identified in the Risk Assessment are able to be implemented on the day of the event.
- Inform the AP responsible for the reallocation of Playground Duties and RFF of the impact of the excursion on the relevant rosters.
- Students who are entitled to integration support may be entitled to receive an extra allocation of time to cater for the excursion. Teachers organising an excursion should discuss with the Principal to organise this if necessary.
- Inform any support personnel that normally work with any of your students of the day of the intended excursion.
- Inform the supervisors of the support personnel as to whether they are participating in the excursion/incursion or whether they are available for re-allocated duties.
- Complete the Variation to Routine no less than 3 days prior to the event. Email the VTR to all staff.
- Check all other timetables (computer room, library, hall use etc) and adjust as needed.

a. PARENT ASSISTANTS

Where a teacher requires assistance from a parent he/she should approach the parent. Generally the number of parents assisting will be according to the student/adult ratio provided by the venue. If additional parents are required, the parents' costs must be covered by money 'raised' by class groups. A teacher remains responsible for all students.

NOTE: No pre-schoolers are to attend. Parents attending excursions need to be free from distractions of smaller children, if they are to be of maximum assistance.

b. EXPECTATIONS OF STUDENTS

Teachers should remind students that whilst on an excursion they are representing the school and only exemplary behaviour is acceptable.

Students are expected to:

- Demonstrate Core Values;
- Undertake work set;
- Wear school uniform (unless otherwise told to wear other appropriate clothing).

c. THE TEACHER'S ROLE

Each teacher is expected to:

- Have a class list and to check this at appropriate times;
- Vigilantly supervise students;
- Undertake appropriate educational/professional duties.
- Explain role of 'parent helpers' to parents, including that parents will not buy food for students.
- Provide parents with the excursion mobile phone number.
- Obtain the mobile phone numbers of all parents assisting with the excursion.
- Ensure the health/wellbeing needs of all students have been considered & carry student medical details and supplies.
 - First Aid kit; Epipens (for individual students and the KPS generic Epipen); SLSO to provide health/behaviour support if needed.

d. EXCLUSION OF A STUDENT

A student may be excluded from participation in an excursion on the following grounds:

- Misbehaviour on previous excursions;
- Persistent misbehaviour in class and/or prior to an excursion.
- Refer to Student Wellbeing & Discipline Policy.

Where a student is being considered for exclusion the matter should be discussed with the Principal. Where exclusion is decided upon the parent must be informed and the reason/s given. Principal will have final say in all exclusions.

Appendix 1

EXCURSION AND BUS REQUEST FORM

Please complete and forward to the office.

Please note the office requires a **minimum of 2 months' notice.**

Teacher's Name and Grade:	
Date of Excursion:	
Venue (full address):	
No. of Students/Teachers attending:	
Classes attending:	
Venue entry cost per student (obtained from venue by teacher):	
Pick up time from KPS:	
Departure time from venue:	
Other pick-ups required (circle N/A if not applicable):	N/A Or _____

To be completed by the office

Cost per student:	
Payment description:	
Last date for payment:	

- ✓ Please forward the excursion note to the office for distribution.
- ✓ If sending the note out yourself, please provide a copy of the note to the front office.
- ✓ On the day of the excursion, obtain first aid kits (ensure school Ventolin and EpiPen are included).
And any child specific medication.

EXCURSION CHECKLIST



As the excursion organiser, please ensure that you:

- * check the date with the Principal re school organisation before booking
- * ask office to get quotes for transport calculated on the basis of 2 students per seat
- * cost the excursion, working on a 10% non-attendance rate, and only decide to proceed with the excursion if it is cost effective for the value the students will receive from the excursion
- * enter the excursion date on the Sentral calendar
- * draft the permission note, having it checked by the principal, inserting payment options (e.g. cash, payment online where appropriate) before printing and indicating a final date for return of the permission note 7 days prior to the event. Save the note in the relevant folder in Excursions in the Teacher directory.
- * give parents at least three months warning and offer a time payment plan for overnight excursions and camps
- * ensure the office staff have plenty of time to complete Office admin and copy the excursion note so that parents receive the note at least 3 weeks prior to the excursion (or 3 months prior to the excursion if an overnight stay is involved)
- * send an electronic copy of the note to the office with the **following instructions:**
 - Load note to school website and Skoolbag App
 - Email note to parents and carers of relevant students
 - Office to print note and distribute to teachers in required numbers
- * distribute an excursion permission note in hard copy
- * ensure the a mobile phone will be available on the day of the excursion
- * inform the Canteen Supervisor, Scripture, Ethics, Band, Drumming and /or Guitar teachers as appropriate
- * complete a Risk Assessment, ensuring any arrangements required for the safety of students are able to be implemented on the day of the event

*inform the AP responsible for the reallocation of Playground Duties and RFF of the impact of the excursion on the relevant rosters

* inform any support personnel that normally work with any of the students participating in the excursion of the details of the excursion and discuss SLSO attendance on the excursion with the principal if required

* inform the supervisors of any support personnel who will not be accompanying the excursion of their availability for reallocation

*organising teacher to request print out from the office of students who have still not paid 4 days prior to last day to pay; and class teachers to contact the parents/carers of students who have not provided permission or payment to remind them of the cut-off date and its implications for students

* complete the Variation to Routine in the "Teacher" directory no less than 3 days prior to the event and emailed the document to all affected staff.

* check that all other timetables (computer room, library, hall use etc) have been adjusted as needed.

* remind the students that they are to wear full school uniform for the excursion both in the permission note and verbally or sport uniform as appropriate

Excursion Note Template

**Kahibah Public School
ChoralFest
Wednesday 9th May 2018
Lake Macquarie Performing Arts Centre**



Excursion / Activity:	ChoralFest 2018
Date:	9/5/18 @ 8:30am
Venue:	Lake Macquarie Performing Arts Centre, Warners Bay
Times / Places:	Arrive at venue at 8:30 for warm up, as we are first act @ 9am. Depart at 2pm to return to school or home with parent.
Students / Class:	Kahibah Primary Choir
Cost of excursion:	\$12.00 Entry Fee
Last Day to Pay:	Wednesday 2nd May Students who have not paid by the last day to pay will be provided with supervision in another teacher's class for the duration of the excursion.
Transport:	Parent transport
Supervising staff:	Mrs Audet and Mrs. Stuart
Please bring:	Hat, packed lunch and recess, water bottle, school bag.
Students must wear:	Full summer uniform
Additional Information:	We are performing 3 songs at 9am.
Approved by Principal:	<i>H. Faasisila</i>
Return note by:	2/05/18

Medical Disclaimer

Parents - please note there is no personal injury insurance cover provided by the NSW Department of Education and Training for students in relation to school sporting activities, physical education lessons or any other school activity. Parents and caregivers are advised to assess the level and extent of their child's involvement in the sport program offered by the school, zone, area, and state school sport associations when deciding whether additional cover, above that provided by Medicare, is required. The NSW Supplementary Sporting Injuries Benefits Scheme, funded by the NSW Government, covers any injury resulting in the permanent loss of a prescribed faculty or the use of some prescribed part of the body.



ChoralFest 2018
Wednesday 9th May 2018
Lake Macquarie Performing Arts Centre

I give permission for my child of class
to attend the excursion to Choralfest at Lake Macquarie Performing Arts Centre on the 9th May,
2018.

Please tick appropriate boxes.

Medical Details:

- My child's medical details have NOT changed since the enrolment form or the annual emergency contact card submitted for this year; or
 - My child's medical details have HAVE changed since the enrolment form or the annual emergency contact card submitted for this year. My child's updated medical details are attached.
- Note: It is the responsibility of the parent/carer to notify the school when their child's medical details change.**

Transport:

- I understand that travel is by private transport and that I am required to provide transportation for my child OR arrange transportation with another parent. See below.
- I will transport my own child AND I can transport additional children in seatbelts.

Names of other children being taken:

.....

- I am unable to provide transport on the day for my child. I have arranged transportation for my child to travel with I hereby give my permission for this travel.
- Please list any changes to the usual afternoon dismissal routines e.g. going to OOSH.

.....

Payment:

- I enclose \$12 in payment; or
- I have made an online payment. My receipt number is

Parent/Carer Name:

Signed: (Parent/Carer) Date:

Log onto School site at <http://www.kahibah-p.schools.nsw.edu.au>.

Click on **"Make a Payment"** on the top bar and follow the prompts to make a payment via Visa or MasterCard.

GENERAL REMINDER - When using private vehicles to transport students on any excursion, sport event or activity outside of school the following procedures must be followed even if you are only transporting your own child.

1. *Parents, guardians and caregivers must give written permission for the student(s) being transported (If there is no signed permission note students will not be allowed to travel in private vehicles) Parents must make arrangements for another adult to transport their child.*
 2. *The driver must provide a copy of a current driver's licence and vehicle registration to the school.*
 3. *Drivers must sign a "Prohibited Employment Declaration" form at the school office*
 4. *The number of passengers in the vehicle does not exceed the number of seatbelts in the vehicle*
- Parents, caregivers or volunteers who transport students in cars must complete a Prohibited Employment Declaration prior to the excursion available from the office. Unfortunately, if these items are not presented, you will not be able to transport children and you will need to make alternative arrangements for your child. Licence and registration need to be validated for drivers to be permitted to transport their own child or any other child under Departmental regulations.*



Dear _____,

Thank you for your interest in attending our Stage 2 excursion to Lake Macquarie art Gallery on Tuesday, 6th May. I would be delighted if you would come with us.

On the day of the excursion, please come to the classroom by 8.45 a.m. so you can receive any instructions for the day. There is no cost but you will need to bring your own food for the day and wear suitable clothing for walking.

If you find you are unable to attend would you please let me know as there are many other parents eager to come.

Thank you,
Rose Kelly
Organising Teacher



Dear _____,

Thank you for your interest in attending our Stage 2 excursion to the Lake Macquarie art Gallery on Tuesday, 6th May. Unfortunately, due to the overwhelming response from our parents we are unable to have you come with us this time. Be assured that if there is any change I will let you know.

Thank you,
Rose Kelly
Organising Teacher



KAHIBAH PUBLIC SCHOOL
NOTIFICATION OF A VARIATION TO ROUTINE

EXCURSION/EVENT	
DATE	
TIME[S]	
CLASS[ES] INVOLVED	
DETAILS OF EXCURSION/EVENT	
TEACHER[S] INVOLVED	
PLAYGROUND DUTY CHANGES	
RFF TO BE REALLOCATED	
STAFF INFORMED OF AVAILABLE HALL & COMPUTER ROOM TIME SLOTS	
STAFF INFORMED & CHANGES MADE TO	LIBRARY.....Yes RFF.....Yes LAST.....Yes SLSOsYes PARENT HELPERSYes CANTEEN SUPERVISOR.....N/A SCRIPTURE / ETHICSN/A BAND / DRUM / GUITARN/A OOSH.....N/A
ARRANGEMENTS FOR STUDENTS NOT ATTENDING	
RISK ASSESSMENT FORM COMPLETED AND EMAILED TO ALL STAFF (see attachment)	
ATTENDING TEACHERS' MOBILE NUMBERS	
ORGANISING TEACHER SIGNATURE	

Risk management plan proforma

Health and Safety Directorate



Name of workplace:			Name of workplace manager:			
Risk assessment focus:						
Location/activity	Hazard identification type/ Causes	Current Controls	<u>Risk Matrix Score</u>	Elimination or Control Measures	Who	When
Relevant additional information reviewed and attached: Yes No Plan prepared by: _____ Position: _____ _____ Prepared in consultation with: _____				Date: _____ Communicated to: _____		
Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.						

Sample risk management plan: Excursions

Health and Safety Directorate



Name of workplace: Excursion Plus High School

Name of workplace manager: J. Citizen

Risk assessment focus: Bush walk in National Park

Location / activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment* Use matrix	Elimination or Control Measures	Who	When
Walking to and from transport	Struck by vehicle on road Uneven footpath	Two teachers and three parent / carers volunteers attending to supervise excursion.	4 6	Two teachers and four parent / carer volunteers attending to supervise excursion Brief participants on rules and behaviour Remain on pedestrian pathways and use pedestrian	Teacher All	Prior to walk On excursion
Coach transport to excursion venue	Boarding coach Vehicle accidents	Ensure vehicle operator holds appropriate license and insurance	6 5	Ensure vehicle operators hold appropriate license(s) and insurance Check availability of seat belts Vehicle to be appropriate for needs of the group e.g. wheelchair access if required Enforce rules and monitor behaviour Ensure seatbelts are worn	Excursion coordinator Teachers	Prior to booking On excursion

Sample risk management plan: Excursions



Observing rock formations; animals and plants	Bites and stings from insects, spiders, snakes (including severe allergies) Exposure to the sun	Wear enclosed footwear, long pants and other protective clothing	4	Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. epipen for student with anaphylaxis) Ensure staff and students are aware of emergency response procedures. Avoid areas with long grasses Wear enclosed footwear, long pants and other protective clothing Wear hats, shirts with sleeves and sunscreen while outdoors Do not touch animals Carry first aid kit (must contain adrenaline autoinjector such as an EpiPen)	Teachers	Prior to excursion
			5		All	On excursion
Bushwalking in national park	Uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration. Allergies to insects, reptiles and plants. Becoming lost or isolated from the group Change in weather conditions	Inform excursion participants of National Park safety instructions. Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions	4	Notify national park staff of expected arrival and departure times, location of walk and participants, students with medical conditions National Park staff to lead walks. Adult supervision at front and back to keep group together. Inform excursion participants of National Park safety instructions. Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions Wear hats, shirts with sleeves and sunscreen while outdoors Ensure participants carry water	Excursion coordinator	Prior to walk
			3		Supervisors	On walk
			5		All	
					Teachers	

Sample risk management plan: Excursions



				<p>about the importance of only eating your own food</p> <p>Ensure a responsible adult is with each group of students and that someone trained in medical procedures (use of EpiPen) attends</p> <p>Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment</p> <p>For students with allergies to bee / insect bites and stings, be aware of bees / insects attracted by soft drinks cans and food in bins.</p>		
<p>Relevant additional information reviewed and attached:</p> <p>Plan prepared by: J. Citizen Position: Principal</p> <p>Prepared in consultation with: Year 6 staff / Deputy Principal / parent volunteers Date: 2 August 2012</p> <p>Communicated to: Teachers and parent / carer volunteers</p> <p>Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.</p>						