



St. Michael's Parish School  
Ashburton

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# EXCURSIONS, OUTINGS AND INCURSION POLICY

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Reviewed September 2007

## **Purpose of Policy**

The school's excursion/incursion program enables students to further their learning and social skills development in a school and non-school setting. Excursions/incursions complement and are an important aspect of the educational programs of the school.

## **Definitions:**

The term excursion when used in this document relates to a learning experience external to the school site and conducted under the auspices of the school. The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days, weeks or months requiring overnight or long term accommodation.

The term incursion relates to a visiting performer or speaker coming to school. Excursions and incursions are regarded as valuable educational experiences, integral to teaching and learning.

## **Underlying Principles/Values:**

Excursions and incursions are regarded as valuable educational experiences, integral to teaching and learning.

## **The following statements of policy apply to excursions:**

1. Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.
2. Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
3. A duty of care is owed to students in the school environment and while on excursions.
4. The duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
5. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.
6. A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
7. Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.
8. Safe transport or a safe walking route is to be organised for excursions.
9. Students must behave appropriately at all times while on excursions, including when animals are encountered.

**At St Michael's the students are given the opportunity to participate in excursions and incursions in order to:**

- Support Key Learning Area content;
- Further develop children's learning through interaction with the world outside the school and its resources;
- Provide a stimulus for, reinforcement of or extension to units of work;
- Develop children's learning in an enjoyable environment.

**Implementation Plan:**

Following is the process required for staff at St Michael's to organise an excursion or incursion:

- After choosing an excursion/incursion discuss the proposal with the Principal.
- Cost the excursion/incursion and, where relevant, travel expenses. Consult with the school secretary to obtain cost of bus travel, if that is the mode of travel chosen. School Secretary to book the chosen bus company.
- Complete the appropriate documentation. See Appendix A.
- Record the date of the planned experience in the school diary which is located in the School Office.
- Notify parents of proposed excursion by letter including the following details: date, venue, cost, transport, children's requirements and permission reply slip, with a minimum of 2 weeks notice to be given.
- Complete the school excursion medical form (Appendix B) and include with letter to parents.
- Children must return signed permission form and medical form in order to attend the excursion.
- In the event of the forms not being returned to the school prior to the excursion/incursion, notify the Principal/School Secretary to obtain verbal permission. If parents are unable to be contacted then participation in the activity is at the discretion of the Principal.
- If possible preview/visit or have current information on the activity.
- Provide all children with a school identification "name tag", children's names are not to appear on these tags.
- Teacher to carry permission/medical forms, first aid kit and mobile phone on the excursion.
- Due consideration is to be given to selection and number of appropriate parent helpers for the activity. Where possible pre-activity training/briefing will be provided by the teacher and accompanying toddlers and prams are to be discouraged.
- Ratio of staff/parents to children is to be in accordance with Schools of the Future Reference Guide and the recommendations of the CEO, held in Principal's Office.
- Children not attending the excursion will remain at school in pre-arranged nominated classrooms.

**Safe transport or a safe walking route is to be organised for excursions.**

1. In some circumstances where the site of the excursion is close to the school, it will be appropriate for students and their supervisors to walk to the site. The decision to walk should be preceded by a risk assessment and the route should be determined consistent with the objective of ensuring staff and student safety.
2. Public transport (government bus, rail and ferry services, or private bus and ferry services) should be used for school excursions, wherever appropriate.

**Bus and train travel**

1. When hiring buses for excursions, principals should refer to the policy on the use of seatbelts on buses (99/293). Seatbelts must be worn on buses and coaches when they are available.
2. Principals should attempt to hire buses with seatbelts wherever practicable and particularly for long distance travel. In the case of large vehicles, the number of passengers must not exceed the number that the vehicle is licensed to carry.

3. When organising an excursion by rail, principals should contact their local railway station concerning excursion concessions and other arrangements.
4. If students with disabilities are participating in an excursion accessible transport will be required.

**Students must behave appropriately at all times on excursions, including when animals are encountered.**

1. Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.
2. Students also should be briefed on appropriate behaviour around animals. Responsible behaviour involves not interfering with the animal. Injury is most likely to occur if the animal panics and either attacks or attempts to flee the situation. If people remain calm, the risk of injury to either students or the animal or both will be lessened.
3. Appropriate touching of animals, where there is educational value in the activity, should be supervised by teachers, parents, caregivers or volunteers.

**Evaluation Plan:**

Evaluation of the policy will be in accordance with the school Development Plan.

**Sample tear-off slip for excursions**

**YEAR ----- EXCURSION to .....**

**Date .....**

I give permission for my child/children ..... to attend the excursion and travel by bus leaving St Michael's at ----- and arriving back at school by -----.

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to administer such first aid as may be judged to be reasonably necessary.

**My contact no. for the day is:**

**Name:**

**Signed:**



# EXCURSION INFORMATION AND BUS BOOKING FORM

DATE: \_\_\_\_\_ CLASS/CLASSES INVOLVED: \_\_\_\_\_

DEPARTURE TIME FROM SCHOOL:  
ARRIVAL TIME AT DESTINATION:  
DEPARTURE TIME FROM DESTINATION:  
ESTIMATED ARRIVAL TIME BACK AT SCHOOL:

MODE OF TRANSPORT:

WALKING:

SCHOOL BUS:

CHARTERED BUS:

TRAIN:

BUS/TRAIN:

**NUMBER OF CHILDREN:**

IF TRAVELLING BY CHARTERED BUS:

**NAME OF BUS COMPANY:**

**BUS BOOKED BY:**

<u>CONFIRMED COST OF BUS:</u> _____ \$ _____ per bus
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Are parents accompanying also? YES  NO

If YES, number of parents: \_\_\_\_\_ Number of teachers: \_\_\_\_\_

In the space below outline the purpose of the excursion:

Name of Organiser:

Principal's Endorsement:

Date:

**This form is to be completed, signed by Principal and copy kept by organiser and Principal.**