

# Excursions and Incursions Policy

## Purpose

Carrum Downs Secondary College is committed to the safety of all children and young people. The College excursions program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our College.

## Aim

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

## Implementation

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as an activity brought into the College that would not be part of the normal day to day program.
- The College Leadership Team will ensure that all excursions and incursions are maintained at a reasonable and affordable cost and comply with all DEECD requirements.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion or incursion will be required to discuss their individual situation with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager on a case by case basis.
- All families will be given sufficient time to make payments for excursions. Parents will receive notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 48 hours before the departure date will not be allowed to attend unless alternate payment arrangements have been previously organised with the Business Manager.
- Office staff will be re-se possible for managing and monitoring the payments made by parents and will provide teacher with detailed records on a regular basis.
- For excursion and incursion to go ahead, a minimum of 80% of students need to have paid within 2 days prior to the excursion.
- A designated Teacher-in-Charge will coordinate each excursion or incursion
- The Teacher-in-Charge of the excursion will ensure that:
  - The Application for excursion form is filled out appropriately
  - That all of the transport arrangements and excursion activities comply with DEECD guidelines.
  - Appropriate arrangements have been made for students not attending the excursion or incursion.
  - A member of staff can be contacted by mobile phone at all times during the excursion.
- The College will provide a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed 'Confidential Medical Information' forms must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The teacher in charge will communicate with this person with regards the anticipated return time.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in College excursions and incursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a

student will be made by the House Leader in consultation with the pastoral teacher and the Teacher-in-Charge.

- All excursions require approval from the Leadership Team. Information presented will include:
  - The educational aims/objectives of the excursion/incursion
  - The names of all adults attending
  - Travel arrangements and costs
  - Venue details and an itinerary of events
  - A contact phone number
  - Procedures followed to ensure the safety of the children including risk assessment where necessary

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*