



EXCURSIONS, CAMPS AND INCURSIONS POLICY

Policy Statement

Excursions, camps and incursions are seen as an integral part of the Kurnai College's curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions, camps and incursions complement, and are an important aspect of the educational programs offered at the school.

Definition

An excursion is an activity organised by Kurnai College (not including work experience) during which students leave the school grounds to engage in educational activities (including sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not). A camp is an activity during which students leave the school grounds to engage in educational activities and stay overnight. Incursions are events that occur within the school grounds.

Policy Objectives

- To reinforce, complement and extend the 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.
- To provide a safe, s x To extend understanding of their physical and cultural environment.

Excursion Considerations

The principal of Kurnai College is responsible for the conduct of all excursions, camps and incursions and must ensure:

- an online notification of school activity form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
 - venue selection
 - safety, emergency and risk management
 - informed consent from parents
 - medical information
 - appropriate staffing and supervision
 - student preparation and behaviour
 - requirements for any adventure activities.

Note: The regional director will be informed if an excursion or camp leaves the school unoccupied.



Approvals

All excursions, camps and incursions and must ensure must be approved by the Principal or their nominee(s)

Staff wishing to organise an excursion, camp or incursion must complete an excursion/camp proposal form and lodge this for approval. All excursions and camps must be approved prior to running. Where an excursion, camp or incursion has not been submitted, that excursion, camp or incursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or their nominee(s) will consider the educational outcome of the excursion or camp as well as the impact on the school for the proposed date.

The Principal or their nominee(s) will ensure that all excursion, camp or incursion, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: School Policy & Advisory Guide - Excursion Policy

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the delivery of excursions, camps or incursions

Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions, camps or incursions. Students who may have difficulty communicating in an emergency because of age or disability should wear identity tags on excursions, camps or incursions

Aboriginal and Torres Strait Islander Considerations

School excursions, camps or incursions will be sensitive to sites and venues of cultural importance to Koorie communities. Kurnai College will consult with Local Aboriginal Education Consultative Groups (LAECG), the Koorie Heritage Trust and other indigenous groups to ensure the required protocols are met.

Kurnai College endorses that the teaching aspects of Koorie cu5.6 (8)10.6he Koor



Risk Management

An assessment of excursions, camps or incursions risks will be undertaken – refer to Appendices D and E.

For excursions, camps or incursions requiring school council approval, an excursion, camp or incursion risk assessment plan will be provided which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

Arrangements for Payment

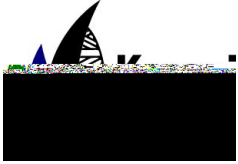
All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal.

All families will be given sufficient time to make payments. Parents will be provided with permission forms and information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

Teacher Responsibilities

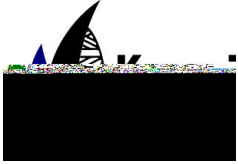
Teachers participating in an excursion, camp or incursion will:

- understand the purpose of the excursion, camp or incursion



*** Overnight accommodation**

Type of accommodation



All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

Budget	
Student Fees <i>Other income:</i>	Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i>
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

*** Supervising staff**

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.



APPENDIX C

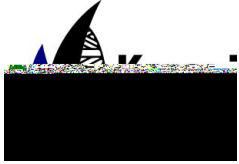
Explanatory Notes to Approval Proforma

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.



Risk Register

School: _____

Supervising teachers/staff: _____

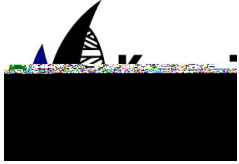
Program/Excursion: _____

Year Level: _____

Dates: _____

Location(s): _____

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?				Options are: <ul style="list-style-type: none"> • Extreme/High - Do not proceed • Medium - Ongoing review required • Low - Only periodic review required
Bushfire		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
eg flood		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Li0.005 Tw 8.4 BDC /TTO 1 /TTO 1 iain						



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Accident

Satisfactory
 Poor
 Unknown

Low

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Continuing reproduction after deceased

