

# Excursions and Incursions Policy and Procedures

## July 2022

### Summary

This policy applies to Community Language Schools SA and all member schools.

**Table 1: Document Details**

<b>Policy Number</b>	<b>ES36</b>
<b>Related Policies</b>	ES01: Child Safe Environment Policy and Procedures ES02: Risk Management Policy ES02C: Risk Management Checklist ES05: School Personnel Code of Conduct Policy ES06: Student Code of Conduct Policy ES07: Enrolment Policy and Procedures ES07A: Student Online Enrolment Form ES07B: General Student Health Support Form ES08: Emergency and Critical Incident Policy and Procedures ES08A: Incident, Injury, Trauma and Illness Form ES09: Supervision of Students Policy ES10: Personal Information and Photograph Release Policy ES14: Working with Children Check Policy and Procedures ES16: Adult Students attending Community Language Schools Policy ES20: Data and Information Policy ES24: Visitor and Parental Volunteer Policy ES35: Behaviour Management Policy and Procedures ES37: Medication, Accident and First-Aid Policy ES38: Bullying and Harassment Policy and Procedures ES40: Special Needs Policy ES42: Student Personal Care Policy and Procedures ES46: SunSmart Policy ES45: Hot Weather Policy ES47: Immunisation and Infection Control Policy and Guidelines (including Covid-19) ES48: Animals in Schools Policy and Guidelines ES50: Screening DVDs and Movies Policy and Guidelines
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	<i>(Administrative updates approved by Executive Officer)</i>
<b>Approval Date</b>	July 2022
<b>Review Date</b>	December 2023
<b>Notes</b>	Administrative update only

**Table 2: Revision Record**

<b>Date</b>	<b>Version</b>	<b>Revision Description</b>
November 2016	1.0	New policy developed
30 <sup>th</sup> June 2019	2.0	<ul style="list-style-type: none"> <li>Amend policy to make in generic by replacing individual school details with “Community Language School;” change names of State Government Departments; Added relevant policy names and numbers.</li> <li>Separated forms from policy to form <b>ES36B, ES36C, ES36D</b> and <b>ES36E</b>; Added the references to these forms into the policy content;</li> <li>Added <b>ES02C</b> as Related Policies in Table 1</li> <li>Changes in ‘Created By’ and ‘Reviewed By’ in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Added new key words; Added References and Other Documentation; Formatting of policy</li> </ul>
18 <sup>th</sup> January 2021	2.1	<ul style="list-style-type: none"> <li>Added polices to Related Policies in Table 1</li> <li>Added key words</li> <li>Added content – Overnight stay and Sleepover</li> <li>Amend content in ‘Guidelines’</li> </ul>
December 2021	2.2	<ul style="list-style-type: none"> <li>Changed name from ‘Excursions and Incursions Policy’ to ‘Excursions and Incursions Policy and Procedures’</li> <li>Added policies to ‘Related Policies’ in Table 1</li> <li>Removed ‘Note’ in ‘Prior to Excursion/Incursion’</li> <li>Changes in teacher to student ration in ‘Supervision’</li> </ul>
July 2022	2.3	<ul style="list-style-type: none"> <li>Administrative update only</li> <li>Changed content in <b>ES36A</b>: Excursion-Incursion Checklist</li> </ul>

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# Excursions and Incursions Policy and Procedures

## Introduction

Excursions and incursions are a fundamental part of the school curriculum that can provide students with a direct source of knowledge and provide opportunities for students to explore, extend, and enrich their learning. Excursions and incursions complement and enhance a school program. In many instances excursions and incursions can become some of a student's most significant and meaningful learning experiences.

This document outlines the Community Language Schools requirements when planning, conducting and evaluating excursions or incursions. The procedures described must form the basis of planning for all incursions, excursions and related activities to ensure safe, enjoyable and challenging learning for all students. The safety of children must be the paramount consideration. The welfare of teachers, instructors and others involved in the excursion or incursion must also be of primary importance.

This policy is based on the Department for Education's Camps and Excursions Policy and Procedure.

## Definitions

- **Incursion:** an activity organised by the school, conducted within school grounds whereby an external provider is employed to come to the school to run an educational activity for the students.
- **Excursion:** a short journey or outing for a specific purpose beyond the school grounds to a location away from the school
- **Activity:** an element of a student/child learning program
- **Teacher-in-charge:** is the teacher appointed by the Principal, Director as them/their delegate to provide leadership and control of the excursion or incursion
- **Volunteer:** includes parents and/or community members working under the direction of the teacher in charge.

## General Aims

- 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
- to provide a safe, secure learning experience for students in a venue external to the school

- to further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- to further develop resourcefulness, self-confidence, initiative, and leadership amongst students
- to extend understanding of their physical and cultural environment
- to develop the power of observation, exploration, judgment and drawing inferences, problems solving ability of students
- to motivate students for learning

## Procedure

The following procedures outline the expectations of the activities that must be undertaken prior and during an excursion or incursion.

### Prior to the excursion/incursion:

- before an excursion/incursion is planned, the **ES36A**: Excursion-Incursion Checklist need to be evaluated.
- all excursions and incursions will need to undertake a risk assessment prior to the planned activity including identification of safety precautions pertinent to the planned activity including emergency evacuation procedures (refer to **ES36B**: Risk Management Plan at the end of this document)
- a teacher-in-charge of the excursion or incursion will be appointed to lead and/or delegate the activities for the duration of the excursion or incursion. The teacher-in-charge will organise all aspects of the excursion or incursion and is responsible for reporting to the principal, teachers, parents, and volunteers
- the principal will be informed of the excursion or incursion at all stages of planning and all excursions/incursions must be approved by the principal prior to the planned activity
- an itinerary will be developed for the excursion or incursion including estimated arrival time, break times, and return to school time and any relevant maps
- determine whether the area has sufficient mobile coverage
- parents/careers are informed about the planned excursion or incursion and are given sufficient details (date, time, location, costs involved, transportation, supervision, equipment required, scheduled activities) at least two weeks prior to the excursion or incursion in the form of **ES36C**: Excursion-Incursion Consent Form
- only students who have returned a signed consent form are permitted to attend the excursion or incursion. Alternative arrangements will be made for students who do not

have parental consent (e.g., parent collecting the child, student to attend another class for the duration of the activity)

- parents/careers must provide updated medical information about their child and any additional information provided by parents must be recorded on the student file
- an adult with First Aid training must accompany students on all excursions and a first-aid kit will be taken on all excursions and incursions
- a list of telephone numbers and address of the closest medical services (e.g., doctor, dentists and hospitals) and the quickest way to get assistance
- a list of student contact details, including ways of contacting parents/carers
- night games and hikes should be conducted in an area that has been checked during the day, and may require an increase in the ratio of leaders to students
- to ensure adequate supervision, parental volunteers may accompany students on the excursion if they have Working with Children Check. Refer to **ES14: Working with Children Check Policy and Procedures** and **ES24: Visitor and Parental Volunteer Policy** for more details.

### Overnight stay and Sleepover

Sleepovers are overnight activities on the school premises in which students participate in various curriculum activities which can include the introduction of outdoor education programs, team building, and school exchanges. Sleepovers include overnight stays inside the school/preschool or in tents within the school boundary.

Overnight stay is when the Community Language Schools plan to have an overnight and extended excursion outside the school premise.

### **Consent**

Community Language School's student must not take part unless a signed consent from the parent/caregiver is obtained (Please refer **ES36C: Excursion and Incursion Consent Form**)

### **Planning**

Planning and organisation of activities involving overnight supervision of students must allow for leadership team member's sleep and relaxation time. However, Community Language School must have personnel remain on duty in case there is an emergency and could require taking responsibility for students at short notice.

### **Supervision**

In both cases of a sleepover or an overnight stay, supervisory and accommodation arrangements are to be such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made. This refers to sleeping and washing arrangements which should not place any adults in a situation where the propriety of their behaviour could be questioned.

Likewise, for sleeping and supervisory arrangements every attempt must be made to ensure that there is no inappropriate behaviour including sexual contact by or between students. For coeducational groups/mixed gender excursions, male and female staff supervisors are required unless parents have approved of alternatives during the consent-seeking process. Schools experiencing difficulties in meeting this requirement should consult CLSSA.

### **During the excursion**

- mark the roll before leaving school grounds. Count the number of students who are attending the excursion and incursion and write this number down so that counts can be conducted throughout the activity to ensure that all students are in attendance
- check that all students have returned a completed parental consent form
- mark the roll at the destination
- ensure that students are safe throughout the planned activity
- mark the roll upon return to school.

### **Guidelines**

To ensure that any planned excursion or incursion is a rich educational experience, Community Language Schools have developed the following guidelines to assist in planning:

- Must make sure that all excursion site/venue provider has completed a child-safe environments compliance process or if it is a public venue then measures are in place to ensure the safety of children and young people (for example having a smaller ratio of children and young person to a teacher/volunteer)
- Any excursions or incursions need to be relevant and related to the curriculum plan.
- All students within the specific learning group are to be given the opportunity to participate in the excursion or incursion.
- The ratio of adult to child will reflect the age, stage of the child and the type of excursion.
- The excursion to produce an outcome which involves the students acquiring additional knowledge, skill or and/or experience.

- Identify whether the excursion/incursion avoid the promotion of violence or causing harm to others, including animals.
- Equity issues have been satisfied, e.g., consideration of students who may not be able to participate for financial, family, cultural or religious reasons, how will students with disabilities participate in the excursion or incursion.
- Students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers to ensure these students can access the planned learning experiences.
- Any required safety equipment and/or procedures for any activity are identified prior to the excursion. If specific safety equipment is required, that all relevant participants have been trained in its correct use and this training is documented.
- The teacher-in-charge must ensure that adequate food and water are available. Any food supplied during the excursion must take into consideration any special dietary considerations and the food handling must comply with food safety legislation. Where clean water is not available, adequate supplies must be taken on the excursion and the means for the replenishment of clean water must be in place.
- The teacher-in-charge must ensure that all participants follow the requirements of the SunSmart Policy.
- When selecting a site for an excursion, the site must be inspected prior to the event and consideration given to the facilities available, terrain and other local conditions such as the location of roads and traffic hazards, the availability of public conveniences, anticipated weather conditions and available shelter, likely problems or hazards, required equipment for the safety and comfort of all participants, access and safety for any participants who are disabled, access to medical and emergency services, strategies for enacting an emergency evacuation plan and the appropriateness of activities and equipment required to achieved planned student learning outcomes

## **Student Preparation**

Community Language Schools will prepare students prior to the involvement in excursions and incursions. Teachers will inform students of their behavioural expectations, the organisational aspects of the activity, environmental impact considerations for the area to be visited, potential hazards and risks and procedures to be followed in an emergency. Community Language Schools will ensure that all staff who are involved in the planned excursion or incursion are familiar with students' abilities and disabilities to ensure that, as far as practical, all students are able to participate successfully. While students may need to be prepared in advanced for activities, some

modifications to activities may be needed to enable those with disabilities or impairments to participate.

## Supervision

Community Language Schools will always ensure adequate supervision of students during the planned excursion or incursion. For further details regarding supervision of students' procedures, refer to **ES09: Supervision of Students Policy**. The type of supervision required will depend on the following:

- age and development and needs of the students
- the number of students with disabilities
- type of activity,
- the time of day
- location and environment
- planned student learning outcomes
- reasonable predictable hazards

The following ratios will be used on all excursions

Age of students	Number of Teachers	Number of Students
Preschool to year 2	1	6
Year 3 – year 7	1	10
Year 8 – year 12	1	15

The following types of supervision may be employed throughout the duration of the excursion or incursion:

- **Direct:** participating teachers are at the location of the activity, supervising and/or instructing all students involved in the activity
- **General:** teachers oversee the total activity, which may be occurring in smaller groups
- **Indirect:** teachers oversee the activity at a distance which ensures safety but minimises interruption e.g. during an incursion, the teacher oversees the activity by positioning themselves to see all participants and allowing the instructor to conduct the incursion
- **Self-reliant:** teachers oversee the activity by employing very indirect supervision techniques including meeting the group at various times during the day, ensuring students visit a series of checkpoints throughout the activity or discrete shadowing of the group

## Transporting Children

When private motor vehicles are used to transport students for an excursion, the school will advise parents of the arrangement. The particular travel arrangements for an excursion will be detailed on the information letter and parent consent form (**ES36D**)

To ensure the safety of children, a vehicle that is used to transport students must be:

- Equipped with seat belts and approved safety restraints.
- Registered.
- In a safe mechanical condition.
- Covered by a third-party property damage insurance policy.

Prior to the excursion, the teacher-in-charge/Principal will ensure the following:

- No child occupies a seat that is not fitted with a seat belt or approved safety restraint.
- Seat belts are fastened at the commencement of the journey.
- The vehicle has adequate seating capacity for the number of children to be transported.
- Any loose items are properly secured before the journey.

The volunteer/teacher/parent driver must have a full or provisional licence and exercise a duty of care in driving a vehicle carrying children. Learner drivers are not permitted to transport students attending school excursions or activities.

## Exclusions

Exclusion of students from attending an excursion is at the discretion of the Principal. Reasons for exclusions may include:

Risk to the safety of other children and staff.

- Health issues.
- Unacceptable behaviour.
- Behaviour support

Some high-risk activities are considered to be unsuitable for educational programs such as parachuting and bungee jumping. If a high-risk activity is planned, The Department for Education requires individual worksites to satisfy very strict hazard assessment criteria and instructor requirements that would be applied to a review process. This review process needs to be initiated through the principal of the school and include consultation with the Department. It is recommended that students attending Community Language Schools do not participate in any high-risk activities that may endanger the lives of themselves, other students, teachers, instructors or volunteers.

## Misadventure

Community Language Schools will endeavour to maintain a safe environment for students participating in all educational activities. A copy of **ES36E: Emergency Response Plan Proforma** should be provided to all staff and to the school's designated emergency contact person. The information on this document supports the initial response to an incident and should form part of a more detailed emergency management plan.

On occasions an incident may arise that requires communicating details of the incident. The teacher-in-charge will have all contact details of the parents/carers of the students attending the excursion/incursion, telephone numbers and locations of emergency services and the fastest way of contacting them. In the event of an incident or emergency, the following procedures will occur:

- In the event of an emergency, the teacher-in-charge will call 000 to report the incident and seek the required assistance. The teacher-in-charge will then call all relevant parties (Parents, Principal) to inform them of the emergency.
- In the event of a minor injury an accident incident report will be filled out and given to the parent/carer upon return to the school.
- In the event of a major injury, parents will be informed and provided details of the injury, the teacher-in-charge will in conjunction with the parent determine the plan of action. This may involve the parents picking up the child and seeking medical assistance, or the teacher-in-charge contacting emergency services to obtain medical assistance.
- In the event of a lost participant, the area will be searched. Students will be asked to be seated in a safe area whilst the area is searched, the name of the student will be called by the teacher-in-charge and the last known whereabouts of the participant be ascertained. After an initial search emergency services, the school and parents will be contacted to inform of the missing participant.
- If a parent cannot be contacted, the teacher-in-charge will determine the best course of action including taking students to the closest medical facilities for treatment or calling emergency services.