



Excursions Policy

Child Safe Standard 3

RATIONALE:

Epping Views Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Epping Views Primary School has zero tolerance for child abuse. The school's excursion 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 school.

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 child safe, secure learning experience for students in a venue external to the school.

IMPLEMENTATION:

- **An excursion is defined as any activity beyond the school grounds.**
- All excursions must be approved by the Principal, as delegated by the School Council. In doing so, School Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DET and Child Safe requirements.
- The scheduling of excursions will be printed in an edition of the school newsletter, on Compass and the school Facebook page, and will be updated on a needs basis.
- Students will not be excluded from excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis. Camps, Sports and Excursion Funds (CSEF) can be used to cover excursion costs.
- All families will be given sufficient time to make payments for excursions. Parents will be sent push notification before the excursion date reminding them of the closing date for payment.
- Each excursion will be coordinated by a designated 'Teacher in Charge'.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form and/or approval of excursion via Compass, and must have paid the costs involved.
- When obtaining parental consent, the permission slip will have sufficient information to allow parents to make an informed decision about whether to permit their child to participate in the activity. The consent form should include information about the nature of the proposed activity, degree of supervision and the risks involved.
- The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines. The "Notification of School Activity" form will be completed online to the Department three weeks prior to the excursion departure date.
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- Classroom teachers will be given the first option to attend excursions.
- The school will provide a mobile phone (if necessary) and a first-aid kit for all excursions.
- Copies of completed Permission forms and family contact details 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.

- Parents of children involved in excursions may be invited to assist in the delivery of excursions and be inducted with the Child Safe Code of Conduct. When deciding on which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. E.g. bus license, first aid etc.
 - The need to include both male and female parents.
 - The special needs of particular students.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion.
- The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher, the Teacher in Charge and the Wellbeing Team.
- School Council will be notified of:
 1. Travel arrangements and costs.
 2. Venue details and an itinerary of events.

Bushfires and Control Procedures on Excursions

- Pre-activity planning will include consideration of the possible fire risk and potential for bushfire in the relevant location when attending excursion. The excursion will be cancelled in the event of a bush fire. Alternatives will be planned to allow for last-minute change in the event of severe fire danger.
- Fires and open fire places will be used in accordance with the requirements of the fire and/or land management authorities.
- Students will be briefed on the safe site and use of fuel stoves and alerted to the risks associated with open flames in a bush setting, if required.
- The communication strategy will include mechanisms to ensure that the group is alerted to a potential Total Fire Ban or other communications from fire authorities.
- In addition, staff will consider prevailing local conditions and adjust the excursion accordingly. Adjustments could include further consultation with the school and/or land management authorities to determine course of action, evacuation, changing location or cancellation of the activity.

RELATED POLICIES AND RESOURCES:

*References: S132-2014 –Legal Division - Focus on Legal
Vic Gov't School Policy & Advisory Guide – Planning & Approvals for excursions
Child Safe Policy
Child Safe Code of Conduct*

EVALUATION:

This Policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in....	July 2019
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Important Information to be considered when planning excursions:

When undertaking excursion planning, principals, teachers, school councillors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- **Venue selection:**
 - the suitability of the environment and/or venue for the excursion
- **Safety, emergency and risk management:**
 - assessment of excursion risks
 - procedures in the event of an emergency
 - arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
 - completion of an online notification of school activity form three weeks prior to the activity
 - first aid requirements
 - any other measures necessary for student and staff safety and welfare
 - implementation of the Child Safe Standards and appropriate policies
- **Staffing and supervision:**
 - there are sufficient staff to provide appropriate and effective supervision
 - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc.) will allow them to provide effective supervision in general and for planned activities (as applicable)
 - there are appropriate levels of supervision in view of the activities undertaken and students involved
- informed consent from parents or carers
- adequate student and staff medical information
- student preparation and behaviour
- requirements for any adventure activities
- transportation requirements, noting that:
 - public transport can be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
 - excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
 - information on student concession cards is available at: [Public Transport Victoria](#)
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- that the excursion meets the requirements of any school-level policy or procedures
- that all staff attending the excursion have read EVPS Child Safe Policy and Code of Conduct prior to implementation of excursion



Code of Conduct

Child Safe Standard 3

Epping Views Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Epping Views Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Epping Views Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

ACCEPTABLE BEHAVIOURS

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy and other policies
- taking all reasonable steps to protect children from abuse
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities; including listening to and valuing their ideas and opinions
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- welcoming all children and their families and carers and being inclusive
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- modelling appropriate adult behaviour
- reporting any allegations of child abuse or other child safety concerns to the school's Principal, or Assistant Principal
- following the steps in Flowchart: CHILD SAFETY REPORTING PROCESS when one wants to raise a concern about breaches of the code and to how to make a complaint
- listening to children and responding to them appropriately
- reporting and acting on any breaches of the Code of Conduct, complaints and concerns
- complying with our guidelines on physical contact with children (see unacceptable behaviours)
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse

- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm
- respecting the privacy of children and their families and only disclosing information to people who need to know

UNACCEPTABLE BEHAVIOURS

Staff, volunteers, contractors, and any other member of the school community involved in child-related work must not:

- seek to use children in any way to meet the needs of adults
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop 'special' relationships with specific children or show inappropriate attention that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- engage in rough physical games
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- treat a child unfavourably or discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstance

RELATED POLICIES AND RESOURCES

Duty of Care Policy

Visitors Policy

Volunteers Policy

Mandatory Reporting Policy

Reporting Obligations Policy and Processes

REVIEW CYCLE AND EVALUATION

This policy will be reviewed every **two** years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute to the policy guidelines. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability in gaining guidance/ feedback and advice.

This policy was last ratified by School Council in

March 2019

Name: _____

Date: _____

Position: _____

Signature: _____