

# NORTHERN BAY P-12 COLLEGE

## Excursion and Incursion POLICY NBC075

### 1. PURPOSE

- 1.1. Excursions and Incursions are seen as an integral part of the College curriculum as they enable students to explore, extend and enrich their learning and their social skills development.
- 1.2. They can be academic, social, celebratory or representative.

### 2. BROAD GUIDELINES

- 2.1. Excursions take place outside the campus grounds and Incursions take place within them
- 2.2. To ensure compliance with Department of Education and Training (DET) Policy all activities beyond school are required to be entered on the School Activity Locator (SAL)
- 2.3. Child Safety is paramount in the organisation of all activities and must have a risk assessment completed prior to seeking approval.
- 2.4. Student on campus or beyond the campus grounds are representative of this college and appropriate behaviours and standards of dress must be part of preparation and planning
- 2.5. Excursions and incursions reinforce, complement and extend the learning opportunities beyond the regular classroom activities and programs into the real world.
- 2.6. Excursions and incursions further develop social skills such as cooperation, tolerance, communication, individual and group interaction in the wider community.
- 2.7. Through excursions students experience further study through visit to sites in line with current studies.
- 2.8. Through incursions students experience an activity that involves visitors to the College who usually provide a performance, a lesson, a service or activity for the students, in some cases for a fee.
- 2.9. This policy applies to all excursions and incursions but financial arrangements for special events and activities have different payment programs see .page 3

### 3. IMPLEMENTATION

#### 3.1. Excursions and incursions

3.1.1. School Council is responsible for the approval of:

- Budgets and Parent Payments
- Excursions outside of the Geelong Region including Interstate and International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities
- Excursions which have risks dependent upon the age of the student.

3.1.2. Planning for excursions (and Incursions) must be finalised in November of the year prior to the activity in order to have costing presented to school council's, last meeting. It is understood that changes to dates, destination or incursion provider may change, however, the funding allocation must be closely aligned with documented annual plan.

3.1.3. Staff wishing to organise an excursion or incursion must discuss with their Instructional Leader, complete a proposal form and lodge this with a member of the CC committee for approval. All must be approved by the Campus Consultation Committee (CC) or they may not proceed. The CC will consider the educational outcome of the activity as well as the impact on the Campus for the proposed date.

3.1.4. Instructional Leader or Learning Area Leaders either as planners or approvers must also ensure that all details eg transport arrangements, emergency procedures and staffing comply with (DET) guidelines.

3.1.5. The event must be entered into Compass as soon as the date is known and at least one week prior to a school council meeting for awareness / approval. (NB Most activities are pre-approved in the previous year)

3.2. **Excursions** - Once approved, an Excursion planning documentation must be completed and presented to the campus principal for final approval.

3.3. **Incursions** -Instructional Leader or Learning Area Leaders who are planning the activity will also ensure that Child Safety materials are provided to the visitor and signed and kept on file.

#### 3.4. Financial arrangements

3.4.1. The CSEF is applicable to over 70% of our students and a component will be used for the approved activities as presented to school council.

3.4.2. All families must be given sufficient time to make payments for activities. Parents / carers experiencing financial difficulty, who wish for their children to attend an incursion or excursion will be required to discuss their individual situation with the Campus Principal. Decisions relating to alternative payment arrangements will be made by the Central Administration in consultation with the appropriate staff.

3.4.3. Students cannot be excluded from activities which are not deemed optional

3.4.4. Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis as appropriate.

### 3.5. Expectations

#### 3.5.1. Campus Principal

3.5.1.1. will ensure adequate pre- planning and preparation takes place.

3.5.1.2. has final responsibility for each activity and they or their nominee will ensure that full records are maintained regarding the activity including satisfactory arrangements to provide continuous instruction for the students not attending the activity.

3.5.1.3. The College Emergency Management process incorporates excursions and incursions.

#### 3.5.2. Students

3.5.2.1. Only students who have displayed sensible, reliable behaviour at College will be invited to participate in College activities. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion or incursion.

#### 3.5.3. Activity Leader

3.5.3.1. A designated staff member will coordinate each activity and be the coordinator for all communication.

3.5.3.2. The organising staff member must provide the Campus Principal or Assistant Principal with a report of any mishaps or concerns that may have arisen during the activity.

3.5.3.3. The organiser must provide the General Office with a final list of students or classes involved in an incursion and the names and location of students not involved in the incursion and who will be undertaking alternative activities under teacher supervision

3.5.3.4. For incursions the leader must ensure that rooms are booked, equipment/ furniture set up and other related actions are completed prior to the incursion. If activities for students include 'adventure activities', organising staff must refer to DET guidelines to ensure all necessary requirements are met.

3.5.3.5. Where Incursions are facilitated by external providers, where appropriate provide refreshments, thank you letters from participating students and follow up Newsletter articles may be considered

3.5.3.6. Will ensure compass medical information is taken for each child with medical concerns.

#### 3.5.4. Teaching Staff

3.5.4.1. All incursions will be attended by teaching staff to ensure that appropriate staff are responsible for the supervision of students at all times.

3.5.4.2. After teaching the expected behaviours, if students have not displayed sensible, reliable behaviour at the college they may not be invited to participate in college activities. Parents will be notified if a child is in danger of not being invited to participate in an excursion or incursion due to poor behaviour at the college. The decision to exclude a student will be made by the Campus Principal, Campus Assistant Principal or Team Leader in consultation with the family.

### 3.6. Communication

3.6.1. It is highly desirable, but not compulsory, that parents are notified of incursions/ not involving payment. Campuses could consider a number of options on how to inform families.

3.6.2. Families not covered by CSEF and thus involving payment must be informed of the excursion / incursion details and return a signed permission note and payment for their child to attend the activity

3.6.3. Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending the activity

3.6.4. No student should be off campus without family knowledge, Compass provides notes to families outlining the event and including messages of appropriate need eg Lunch, clothing, equipment etc.

## 4. EVALUATION

4.1. This policy will be reviewed as part of the college's three year review cycle.

Document #	Committee Responsible	Review Date	Public Location	Ratified
NBC	Leadership	Mar 2020	Website	June 2017
	<b>Related Documents</b>			
NBC003	Parent Payment Policy			

NB: Activities arise that enable students to participate in optional activities, e.g. tickets to a performance In these circumstances students will be charged travel costs and non-payment precludes participation.

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>