

Incursions/excursion, camps and adventure activity policy

The nature and extent of excursions, camps and adventure activities conducted by Melton Primary School will depend on the general educational policies developed by the School Council in relation to the requirements and priorities of the School Strategic Plan and the school Annual Implementation Plan. The Department of Education & Early Childhood Development procedures and requirements relating to preparation and safety must be observed in the conduct of all excursions.

Ultimately, the responsibility for the safe and proper conduct of any school excursion, camp or adventure activity rests with the Principal, who must ensure that appropriate arrangements are made. The Principal will not permit any such activity to proceed unless the arrangements are considered to be satisfactory by all concerned.

Approval for excursion, camps and adventure activities

School Council approval:

The School Council is responsible for the approval of all overnight excursions, school camps, interstate visits, excursions requiring sea or air travel or excursions involving weekends or vacations and all adventure activities. The Council needs to consider the contribution of the activity to the school program, its costs and the adequacy of planning and preparation. It must also consider the welfare and safety of the students, having regard to the advice given by the Principal.

Principal approval:

The Principal is responsible for the approval of any single day excursions other than those included above.

Accident Compensation for Teachers Concerned

For accident compensation purposes the Principal should issue a statement of assignment duties prior to the conduct of council approved excursions to cover members of staff concerned.

I, Principal of School, hereby allocate, pursuant to Regulation 2A of the Teaching Service (Governor in Council) Regulation, to being members of the Teaching Service employed at the said school, the duty of accompanying, supervising and ensuring the general care, safety and welfare of students of Year of the said school, travelling to and from and attending

Signature of the Principal

Permission Forms

Permission forms must be returned and signed by parents / carers before the excursion. If the Permission Form is not signed and returned, along with the relevant monetary payment, by the due date the student will not attend the activity.

Pre- Excursion Procedures

For School Council approved excursions

- The School Council must be notified of a planned activity well in advance, enabling the School Council to make an informed decision, also allowing parents adequate time to pay.
- For excursions, camps and adventure activities, parents must be kept fully informed of all details well in advance of the planned activity.
- For overnight excursions, camps and adventure activities, if less than 80% of available students attend then the viability of the activity will be reviewed.
- Clear details of plans and organisation must be prepared for School Council.

Principal approved excursion

- The Principal must be informed of such an excursion no less than six weeks prior to the event.
- Parents must be notified at least five weeks prior to the excursion.
- The Excursions Procedure form must be filled out in every detail one week prior to the excursion. The said form is available from the Principal or Assistant Principal.

Guidelines for supervision

Additional assistance

- voluntary workers, parents, ancillary staff, external specialists and other adult members of the community can be used as excursion staff members and included in the staff-student ratios on school excursions provided that:
- for School Council approved excursions that the council is satisfied that each worker is able to provide effective supervision of the activities involved and that all excursion staff are approved by the school council prior to the excursion.
- for Principal approved excursions that the Principal is satisfied that each worker is able to provide effective supervision of the activities involved
- sufficient teachers are present to maintain adequate control of the whole excursion and to control each activity.

In general, teachers shall comprise at least half the excursion staff.

Any additional adult helpers that are not part of Melton Primary School's staffing will be required to attend a short briefing session prior to the excursion being held. This session is to outline the support roles that they will be required to undertake during the excursion and the responsibilities that they have to the students attending the excursion. This briefing session is to be organised and run by the teacher in charge of the excursion and may be arranged at a time suitable to all parties.

NB Any additional helpers must have a current 'Working With Children Check'. It is therefore imperative that excursion coordinators plan their staffing well in advance.

External providers/supervision

Staff must supervise children at all times. It is the staff member's responsibility and duty of care to monitor the safety and welfare of all students at all times while the incursion/excursion is underway.

Staff Requirements

- Sufficient excursion staff to ensure proper supervision must be provided. In deciding what constitutes sufficient excursion staff, the Principal and School Council should take into account not only the provisos above, but also the previous experience of the excursion staff, the age and sex of the students, the size of the group, the nature and location of the excursion, the activities to be undertaken and any other factors of which they are aware. For all excursions involving overnight stays or adventure activities, at least two excursion staff must be present. (For primary schools, two adults, at least one of whom must be a teacher, must always be present). For all excursions involving overnight stays for mixed parties the excursion staff should include at least one person of each sex. (For primary school this is not essential but it is desirable.)
- Staffing ratios recommended are provided to give guidance to organisers of activities. It is the responsibility of the principal to ensure that sufficient staff are present to ensure adequate supervision in each circumstance of the particular excursion and the activities to be undertaken on it. The council must satisfy itself that adequate supervision is provided.

Guidelines for staff- Student ratio

Day Excursions: (not involving adventure activities)

One staff member per twenty students for excursions of up to one day duration

Overnight Excursions:

Base camp in residential premises or under canvas - one staff member per ten students

Overnight Tours: including interstate tours)

One staff member per fifteen students, additional staff may be required depending on the itinerary.

Adventure activities:

Bushwalking: overnight - one staff member to five students
Day walks - one staff member to ten students

Canoeing: one staff member to six students

Snow Activities: one staff member to five students

Orienteering: one staff member to ten students

Cycling: one staff member to ten students

Horse riding: varies from one to one to one staff member to five students

Refunds for excursions

If your child is absent on the day of an excursion a medical certificate is required to obtain a part/ full refund. (If pre-paid tickets/food items have been purchased for an event, a full refund will not be possible)

Families with extenuating circumstances

Date: September 2014

PROCEDURES:

The following process is adopted in relation to collection of monies for excursions, swimming, visiting troupes and the like.

Notices are issued to relevant parents (that is for the classes concerned) no later than 5 weeks prior to the date of the event. Teachers are required to provide details of the incursion/excursion, the purpose in relation to curriculum cost involved, when the money is to be sent to school and the date of the event.

The closing date for payment of money is the week prior to the event. The closing date is to be clearly stated on notices and subsequent newsletters. The five working days gives teachers and office staff time to determine the number attending an event and thereby arrange adequate staffing of the event and to make adequate arrangements for supervision of children not attending. This timeframe enables office staff to finalize accounts for the excursion and to arrange cheques for those venues that require payment on the day. This also enables the school to advise excursion venues and Emergency Management of numbers of students and staff attending.

Current notices and return slips for forthcoming excursions and events are available for collection in the foyer adjacent to the General Office.

Please note that all signed permission forms are kept in the office until the day of the excursion. Excursion coordinators must make copies of these forms to take with them on the excursion. The original forms are to remain at school.

To ensure maximum attendance grade teachers should constantly remind children about the date of the event and the closing date for payments.

EXTENUATING CIRCUMSTANCES:

1. Parents who are experiencing financial difficulties may contact the school prior to the closing date for payments to negotiate a payment plan. If approval is given by the Principal the parent must sign and return the permission form prior to the closing date to ensure staffing can be suitably allocated. Payments may then be made according to the agreed plan.
2. Families who are experiencing financial difficulties MAY be offered assistance with payment. This is at the discretion of the Principal. However, they must approach the school prior to the closing date for payment of the event.
3. Children who enrol at Melton Primary School after the closing date for payment of an incursion/excursion and before the incursion/excursion is due to take place may be given permission to attend by the Principal. However, this will only occur if there is an available position on the bus and at the venue and it does not cause problems in relation to the adult/student supervision ratio. If given permission then a signed permission form must be submitted to the school prior to the incursion/excursion and full payment must be made by a date agreed to with the Principal.
4. The school will not accept payments for incursions/excursions once the closing date for payments has passed; other than in relation to points 1, 2 or 3 above.

School Council believes that the process described above is fair and gives all parents enough time and notice to pay for an event before the close of payment.

Melton Primary School: Event Approval Form
Incursions, Excursions, Local Events – Payment or No-payment

Office use: C21 CODE:

The Incursions/Excursions Event Approval Form needs to be submitted to the office for approval at least 6 weeks prior to the event date. Eight weeks is preferable. Longer time frames are required for camps, overnight events/sleepovers, or for events with significant cost.

Late submissions will not be allowed. Time is required to check & approve events and time is required for the office to complete the administration & finance tasks to produce the required Student Permission Form. Once the forms are ready for staff distribution, then the 5 weeks until payment deadline begins.

For events where no payment is required the timeline is still preferably at least 6 weeks, although 4 weeks is acceptable.

For a limited number of events (primarily sporting events) a timeline may be revised with Principal approval.

Once approval has been given, a copy will be returned to you.

The office will take a couple of days to organise the administration and finance task and produce the required permission forms. These pre-printed forms are the preferred permission forms to be used. Blank permission forms will be available at the office as a replacement for lost copies. Staff should encourage students to complete the first form as this holds pre-printed information, rather than seek a replacement copy.

MPS Event Approval Form must also be updated on a number of occasions (two weeks before cut-off, one week before the event, the day after cut-off and two days before the event).

Notes to parents must go out a minimum 5 weeks prior to the event, more if the amount exceeds \$50. Final payment date must be confirmed by the Office and is at least 5 school days prior to the event date and, due to administration tasks, the final payment date must not be on a Friday.

Office must have a copy of all submissions, quotes, invoices, notices and permission drafts when first organising the event.

NB All forms (this submission & permission notes/letters) will then be passed on to the Principal/delegate for final approval. Confirmed bookings must not take place until you receive a signed copy of the form approving the incursion/excursion.

PRELIMINARY ARRANGEMENTS

PLT meeting / discussion: Will the event meet curriculum expectations? Check the school calendar for dates which don't clash with other excursions. Begin with tentative arrangements: seek written information & quotes for venue/bus/extra items.

Check on payment terms of creditors/suppliers. Collect Event Approval Form from the office.

SUBMISSION FOR APPROVAL

Complete the Event Approval Form. Seek assistance from PLC leader, a mentor or the office.

Attach a copy of all relevant information including quotes/invoices.

If the group is a special group, the list must be emailed to the Business Manager, including the students' full names and grades. The office can assist with a school list that can be manipulated to your requirements.

The TIC (Teacher in Charge) must email an event blurb for the Permission Form.

The Principal/delegate will look over all information and seek clarification if necessary. If required the Event Approval Form will be submitted for approval to Melton Primary School Council. If approved a copy can be made available to you for the next step, or you can use the office copy.

BOOKING THE EVENT

The Event has been approved.

Prior to this point, no items should be purchased or promised.

A purchase order must be completed for each item that requires payment to a creditor.

Examples would be the bus, the entrance to the venue, staff reimbursement for item.

No purchase order = no payment (DET regulation).

A purchase order must be completed and then faxed/sent to approve the booking.

While the TIC of the event makes/confirms the event bookings requirements, the office will produce the Student Permission Forms, each personally printed, ready to distribute by the classroom teacher. As there are personal details listed on individual student permission forms Privacy Laws make it essential for the classroom teacher to ensure that each student receives his/her own permission form.

DURING THE PARENT PAYMENT PERIOD

From when the event permission notes are distributed until the day of the event, all permission forms and any associated money is to be sent to the office. Money might be left at the office or be delivered to the office via the Cash Pocket. At any time, any teacher may visit the office to see the most updated list. The office will also send either via email or a copy into the pigeonhole, an updated list on a regular basis. Classroom teachers with students involved in the event must regularly remind students who have not paid regarding the deadlines for payment/form. For younger students, teachers should contact parents before and during the last week of payment.

Late payments are not accepted.

After 4.00pm on the deadline day, the office will update the list and forward to the TIC/Staff. It is this list that must be used for splitting any remaining children into classes as per MPS processes. These details must also be updated at the office.

This page will be returned to you with the follow-up form/s that must be completed.

Permission forms are pre-printed with confidential student/family information.

Please ensure that you are checking the return lists on a regular basis.

Blank forms, which require parents to complete all contact & medical details, are available from the office.

Melton Primary School: Event Approval Form

Incursions, Excursions, Local Events – Payment or No-payment

This form is still required to be completed, even if it is a non-payment or school funded.

EVENT TITLE

PURPOSE (relationship to the curriculum)

Teacher in Charge / Event Organiser:

DAY & DATE/S OF EVENT: (Have you checked the Office Calendar for potential clashes?)

GRADES attending & on which days each grade is going:

Special Group? Yes / No (List of students must be attached)

Destination/VENUE: MELTON PS: Community Space /Gym /Oval /Other Venue: ADDRESSPost Code TELEPHONE Cost of Venue: Has the Office Calendar been checked?	TRANSPORT: Bus / Train / Walk / Other: If transport is not bus, give clear details of cost & arrangements for the travel. A clear map must be supplied for walking excursions TRANSPORT COMPANY: Purchase Order: No. OF BUSES: Event DEPARTURE/Start TIME: RETURN/Finish to SCHOOL TIME: BUSES MUST PICK UP AND DROP OFF IN CHURCH ST
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Please attach an overview to be used for inclusion on the CASES21/Office pre-printed permission form. This should be emailed to the office (Business Manager). It must include at a minimum, the following requirements:
 * Lunch & Food Requirements * Uniform * Additional Clothing needs (Boots, Coats) * Run down for the day*

EVENT COSTING: Copies of all quotes and invoices must be attached to this submission.

TOTAL CHILDREN IN THIS LEVEL Charge base Number (80%)

EXPENSES (Copies of all quotes and working out must be attached to this worksheet)	COST	GST	COST PER CHILD	PURCHASE ORDER	Payment required prior to Event?
VENUE / Entrance / Tour Costs (Specify)				N/A Yes P/O #	No.....YES
TRANSPORT				N/A Yes P/O #	No.....YES
Food Component - must be separate to other		✓		N/A Yes P/O #	No.....YES
OTHER COSTS: (This may include photocopying for booklets, printing costs for photos, prizes etc.) LIST EACH ITEM				N/A Yes P/O #	No.....YES
Budget / Anticipated Cost Per Student	\$			Please Circle, then complete the P/Orders	Please circle & supply INVOICE

To establish the bus transport cost per child calculate the charge based on 80% of the children in the target group attending. FOR EXAMPLE: If there are 150 children in Grades 1 and 2 then 80% of that is 120. The total cost of buses is \$800. Divide 120 into \$800 and the cost per child for the bus is \$6.70 (rounded up). Please be aware that G.S.T. charges must be included so you must ask whether prices are G.S.T. inclusive or not.

Teacher in Charge to sign and pass on to Office for checking. Approval by Principal or Assistant Principal only.

TEACHER IN CHARGE	TIC SIGNATURE	APPROVED BY Principal or Assistant Principal	DATE APPROVED
Name:	Sign:	Sign:	

APPROVED CHARGE PER CHILD: \$ _____

OFFICE USE: C21 Fee Code:

*This form (back and front) must be completed for all events.
If you experience any difficulties with this form, please see the office prior to submission.*

EVENT ORGANISATION:

This is to be completed and submitted with the Event Costing on the previous page.

All known information should be completed at the time of first submission for approval & a copy of ALL given to the Office. This will greatly assist in the management of the event (incursions / excursion / local / walk). If children will not be attending for a known reason (known absence, holiday, appt, withdrawn from event due to behaviour) the office needs to be aware of this ASAP.

Has the Calendar been checked? Has the Office been informed? Details written in the Blue Diary?

MPS STAFF ATTENDING**Teacher / Staff MOBILE Nos.****PARTICIPATING PARENTS**

1 TIC.....

1.....

(All non-Melton PS staff attending the excursion must have a current 'Working With Children Check').

2.....

2.....

This must be checked at the Office.

3.....

3.....

CHECKED?

4.....

4.....

1.....

5.....

Only the first four numbers are required.

2.....

6.....

Thank you.

3.....

7.....

4.....

8.....

Has it been written on the office calendar? Y / N Details written in the diary? Y / N

Student Activity Locator Information

This is a DET requirement. All information should be completed.

As School Principals and School Councils are responsible for ensuring the activities listed here are thoroughly planned, checked and documented in accordance with DEECD guidelines for the planning and conduct of events. This information will be used to provide initial information for emergency services during an emergency. If more comprehensive information is required by emergency services, then there should be sufficient documentation with this Event Approval Form to satisfy.

Some of this information is a repeat of previously supplied information. Regardless, please ensure that you complete all details.

Date/s of excursion: Concluding date: (Same day?)

Type of activity: Camp/Sport/Bushwalking/Excursion/In School Sleepover OTHER:

Name of Venue:

Address (if not Melton PS):P/Code:

Venue Phone: TIC Mobile:

Emergency transport (Staff Car) at venue: Yes / No. If YES, Rego? Driver?

Venue: Melway's Map Reference: TIC Name:

Student numbers: Staff numbers:

FINAL ARRANGEMENTS:

This will occur the deadline day, or the next school day.

Children attending (fully paid)		This can only be confirmed after 12noon the day after the closing date.
Children not attending		

REMINDERS FOR AT LEAST THE DAY BEFORE:

- Photocopy all permission forms: (Originals to office)
- Non-attending children: Split lists? Other? Copy to Office before event.
- Yard Duty: Changed/special YD? Oval closed? IN THE DIARY
- Medical concerns:

First Aid Kit: Epi-Pens:

Asthma packs: Green backpack/s: (How many?)

This form (back and front) must be completed for all events.

If you experience any difficulties with this form, please see the office prior to submission.

If the event is over multiple days and the staff changes, then a form must be completed for each day.

Risk Management Assessment Form

Section 1 – Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> Bushfires Severe storms and flooding Earthquake School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> Missing Student Medical Emergencies Incidents Aggressive student behaviour 	<ul style="list-style-type: none"> Intruders Internal fires and smoke Snakes and other wildlife Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood / Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		

The school will provide supervision ratios in line with the Department's policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity.