

Frankston Special Developmental School

EXCURSIONS AND INCURSIONS POLICY AND PROCEDURES

Rationale

Frankston SDS believes excursions and incursions are an essential part of the students' curriculum. They enhance and enrich the educational program; provide opportunities for developing independence and to practise skills in real-life situations.

Aims

To ensure:

- Excursions are appropriately planned and approved in accordance with Departmental policy and requirements
- All excursions requiring school council approval meet the requirements of the Safety Guidelines for Education Outdoors.

Implementation

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

1. the educational purpose of the excursion/incursion and its contribution to the curriculum
2. maintenance of full records, including documentation of the planning process
3. the suitability of the environment and/or venue for the excursion/incursion
4. safety, emergency and risk management:
 - assessment of excursion risks and procedures in the event of an emergency (see attached risk assessment and procedures)
 - arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast weather conditions)
 - completion of an online student activity locator (SAL) form three weeks prior to the activity (the Principal's consent must be obtained where the SAL has not been completed three weeks prior to the activity)
 - first aid requirements
 - any other measures necessary for student and staff safety and welfare.
5. staffing and supervision:
 - there are sufficient staff to provide appropriate and effective supervision (see Appendix A)
 - 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)
6. informed consent from parents or carers
 - local excursions are those that fall within the FSDS transport zone and are covered by the consent form filled out by parents/carers at the start of each year
 - for all other excursions, an excursion form must be completed and signed by parents
7. adequate student and staff medical information
8. student preparation
9. requirements for any adventure activities
10. transportation requirements

11. communication requirements
12. staff and students have appropriate clothing and personal equipment
13. group or technical equipment is in good condition and suitable for the activities undertaken
14. alternative arrangements are provided for students remaining at the school during the absence of staff accompanying the excursion
15. any information which has been provided by specialists in the activities proposed
16. requirements for interstate or overseas excursions
17. the excursion meets the requirements of any school-level policy or procedures

.Approval of Excursions

Excursion Type	Approval Required
<ul style="list-style-type: none"> • overnight excursions 	school council
<ul style="list-style-type: none"> • camps 	school council
<ul style="list-style-type: none"> • interstate and international visits 	school council
<ul style="list-style-type: none"> • excursions requiring sea or air travel 	school council
<ul style="list-style-type: none"> • excursions involving weekends or vacations 	school council
<ul style="list-style-type: none"> • adventure activities where the safety guidelines for Education Outdoors must be followed 	school council
<ul style="list-style-type: none"> • day excursions (other than those referred to above that must be approved by the school council). 	school principal

Evaluation

This policy will be reviewed as part of the school's three year review cycle

This policy was last ratified by School Council in....	March 2015
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Incursion/Excursion Risk Assessment Form

Class Group:	Date:	Supervising Teacher:
Details of Excursion/Incursion:		

Rating	Agencies	Dangers Factors that could lead to a risk eventuating	Risk Management Strategies Strategies to reduce risk
	People: attributes people bring to an activity (skills, fitness, health, age, fears, number)		
	Equipment: resources that impact on the activity (clothing, footwear, teaching equipment)		
	Environment: weather, terrain, water, bushfire, flood		
	School bus Accident/incident		
	Missing student		
	Medical emergency		
	Aggressive student behaviour		
	Intruders		
	Internal fire		
	Other		

Likelihood	Very high				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very high
Impact					

Critical Incident: Contact Principal/School
Student missing: Contact Principal, school, police
Someone injured: Administer first aid; call ambulance if required, contact school