DANDELONG HIGH SCHOOL
EXCURSIONS/INCURSIONS POLICY

Policy Statement
Excursions/Incursions are an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a school and a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

Aims
• To reinforce, compliment and extend the learning opportunities beyond the classroom
• To develop an understanding that learning is not limited to the school, and that valuable and powerful learning also takes place in a non-school setting
• To provide a safe, secure learning experience for all 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 problem solving and life survival skills
• To extend understanding of their physical and cultural environment

Guidelines for Action
• All excursions must be approved by the Principal or Associate Principal/Daily Organiser/Domain Leader/House Leader/Canteen and Finance Office
• Staff wishing to conduct an excursion must complete the External Day Excursion Form and lodge this form with the Daily Organiser 3 weeks before the activity is to be undertaken
• If this form is not completed or submitted 3 weeks prior to the activity this activity will not run unless special circumstance are pending
• This decision will be made by the Principal or Associate Principal
• All excursions must be cost neutral to the school
• All excursions must compliment the school Curriculum and comply with all DEECD requirements
• All excursions will be attended by staff at Dandenong High School to ensure appropriate supervision of students at all times. In the event of an emergency or accident the teacher in charge will be responsible for the administration of first aid, and will contact the school Executive team and parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency procedures.
• All student contact details and medical information which are on the consent forms must be taken on the excursion so that contact can be made with parents/guardians if necessary
• All efforts must be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish their child to attend and excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment will be made by the Business Manager in consultation with appropriate staff, or on an individual basis
• All families will be given sufficient time to make payments for excursions/incursions. Parents will be provided with permission forms and excursion/incursion information clearly stating payment finalisation dates. Student whose payments are not finalised prior to the excursion will not be allowed to attend unless alternative arrangements have been made with the Business Manager
• Office staff will be responsible for managing and monitoring the payments made by parents and will provide the organising teacher with detailed records on a regular basis
• Staff should not be in charge of handling money or collecting money from students. All payments by students should be made directly to the Bursar’s Office under no circumstance should staff be collecting and holding money from students
• Staff are responsible for informing and organising with the Bursar’s Office for an excursion and for the Bursar’s Office to collect payments
• A designated “Teacher in Charge” will coordinate each excursion
• A roll must be taken before the excursion leaves the school grounds and periodical checks should be made during the excursion and a compulsory roll taken before returning to school to ensure that all students are present and returning to the school
• The “Teacher in Charge” must ensure that each House is provided with a class list of students who are attending the excursion and those who are not or who are absent from the excursion
• Students not attending the excursion must be provided with suitable alternative activities
• All excursion forms must go out on school letterhead and be signed by the school Principal
• Students must return a signed permission form and payment to be able to attend the excursion
• Every parent/guardian must give written permission for a student to attend an excursion. Permission cannot be granted over the phone especially on the day of the excursion if the student has not returned their consent form
• All times that the excursion will be undertaken must be communicated on the consent form to parents and students. Parents must be informed of the expected return time of an excursion. Parents must be informed prior to students leaving for an excursion that they can phone the general office to receive an updated anticipated return time
• You must ensure that you have access to a first aid kit if you are undertaking an excursion. This can be carried with you or be available at the venue
• You must ensure that you have a mobile phone with you on an excursion. You can access a school mobile for excursions from the general office or if you wish to take your own mobile phone you must leave this contact number with the general office
• On days of extreme weather or fire danger the Executive Team may need to cancel an excursion at short notice. Where and excursion is not cancelled, special fire safety precautions will be implemented
• If a minimum of 90% of students have not returned consent forms or payment then excursions may not be permitted to go ahead as we may not have the resources to supervise students left back at school. This will be at the discretion of the Executive Leadership Team and the Daily Organiser
• Information regarding the number of consent forms returned by students and the number of students who have paid for an excursion must go to the Daily Organiser 3 days before the excursion is to take place
• Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified by House leadership team if their child is in danger of losing the privilege of participating in an excursion/incursion due to poor behaviour. The decision to exclude a student will be made by the Principal, Associate Principal or House Leader in consultation with the organising teacher. Both the parent and student will be informed before the excursion take place
• Disciplinary measures in line with the school’s Student Management Practices apply on all excursions. In extreme cases the teacher in charge following consultation with, and the approval of, the Executive Team, may determine that a student should return to the school during an excursion
In such circumstances, the parent/guardian will be advised:

- Of the circumstances associated with the decision to send the student home
- Of time when the parent/guardian can collect their child from the excursion
- Of the anticipated time the student will return to school
- Any costs associated with the student’s return which will be the responsibility of the parent/guardian
- House leadership teams if available will contact parents with this information

**Incursion guidelines**

- Be aware that students are usually less constrained and more prone to accident and injury than in a closely supervised classroom
- Be aware that an incursion with an external provider does not absolve supervision duties of the teaching staff, including first aid duties. A teacher/school staff member must be present at all times and remain the person designated with duty of care responsibilities
- Be aware that incursions require the teacher to fully comply with the DEECD guidelines and brings with it an increased duty of care. It is the teacher’s responsibility to be aware of these guidelines and remain the person with the duty of care
- Be aware that incursions require the teacher in charge to ensure that the venue adheres to DEECD guidelines
- Be aware that school policy is for students to be counted at the beginning of the activity and at other times on a regular basis whilst participating in the incursion
- Arrangements must be made for students not attending the incursion to continue their normal program at school under the supervision of another classroom teacher.
- If a staff member has concerns around the implementation of education department guidelines then they should contact their House leadership team for assistance
- All parents must be contacted if an excursion is running late therefore it is compulsory that all student consent and contact information forms are taken on the excursion
- All students must return to school unless written parental/guardian permission is given to leave the group

School Council Endorsement date: 19 FEBRUARY 2013