# 2021 Parkville College FLC – Excursions Policy

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## Purpose

To explain to our school community the processes and procedures Parkville College will use when planning and conducting excursions and adventure activities for students at the Flexible Learning Campus.

## Scope

This policy applies to all excursions organised by Parkville College at the Flexible Learning Campus. This policy also applies to adventure activities organised by Parkville College, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department’s policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Parkville College will follow both this policy, as well as the Department’s policy and guidelines when planning for and conducting excursions.

This policy does not apply to student workplace learning or intercampus travel or to camps as Parkville College does not undertake camps (as defined below).

## Definitions

### Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

* are taken out of the school grounds (for example, a camp, day excursion, school sports);
* undertake adventure activities, regardless of whether or not they occur outside the school grounds;

**Camps** are excursions involving at least one night’s accommodation (including school sleep-overs).

**Local excursions** are excursions to locations within walking distance of the school and do not involve ‘Adventure Activities’.

**Adventure activities** are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department’s Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

## Policy

Excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. At Parkville College, FLC campus, excursions provide a valuable way to engage students into their local community and develop social, emotional skills.

### Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Parkville College’s risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling, or altering the camp or excursion for any other reason.

Parkville College is committed to ensuring students with additional needs are provided with an inclusive excursions program and will work with families during the planning stage, as needed, to support all students’ attendance and participation in camp and excursion activities.

In cases where an excursion involves a select group of students, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

### Supervision

Parkville College follows the Department’s guidelines in relation to supervision of students during excursions.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

### Parent volunteers

It may be appropriate for parents to accompany students on excursions. School staff are in charge of excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

### Volunteer and external provider checks

Parkville College requires all parent or carer excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card

### Parent/carer consent

For all excursions, other than local excursions, Parkville College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Parkville College contacts parents/carers directly by phone or email to discuss excursions and students take home paper forms for parents/carers to sign. Interpreters are used when necessary to ensure informed consent is gained. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Parkville College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Parkville College will also provide advance notice to parents/carers of an upcoming local excursion through phone calls from key teachers. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Parkville College will notify parents once only prior to the commencement of the recurring event.

### Cost of camps and excursions, refunds and support

The cost of all excursions are paid by Parkville College and there is no expectation for families or students to provide payment.

### Student health

Parents and carers need to ensure the school has up-to-date student health information prior to excursions. A member of staff will be appointed with responsibility for the health needs of the students for each excursion. Teachers will administer any medication provided according to our *Medication* policy and the student’s signed *Medication Authority Form*. To meet the school’s obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions.

### Behaviour expectations

Parkville College will use a culturally responsive

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the excursion is a safe, positive and educational experience for all students involved. Staff will ensure that all students and families are aware of the expectations on students on excursions. This education will occur prior to the excursion.

Parents/carers will be notified if their child cannot participate in an excursion based on not being able to meet student behavioural expectations. *Student Wellbeing and Engagement Policy.* The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet expectations, then the Principal or their nominee may determine that a student should return home during excursion. Parkville College staff will organise the travel and arrangements with parents so that students return home safely.

Behavioural expectations apply to students on camps and excursions consistent with our school’s *Student Wellbeing and Engagement Policy, Student Code of Conduct* and *Bullying Prevention Policy*.

### Electronic Devices

Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to an excursions and the school will not be responsible for lost or damaged devices.

### Food

Students are not permitted to bring their own supply of food items to excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

### Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Parkville College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

* Included in staff induction processes and staff training
* Available publicly on our school’s website
* Included in staff handbook/manual
* Discussed at staff briefings/meetings as required
* Included in transition and enrolment packs
* Discussed at parent information nights/sessions
* Reminders in our school newsletter
* Hard copy available from school administration upon request

## Further information and resources

This policy should be read in conjunction with the following Department polices and guidelines:

* [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
* [Camps, Sports and Excursions Fund](https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy)

The following school policies are also relevant to this Camps and Excursions Policy:

* Statement of Values and School Philosophy
* Student Wellbeing and Engagement Policy
* Volunteer Policy
* Duty of Care Policy

Inclusion and Diversity Policy

## Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years.

This policy was last updated on October 2021 and is scheduled for review in October 2024.