ROWVILLE PRIMARY SCHOOL
EXCURSIONS POLICY

PURPOSE
- To enrich the curriculum by providing opportunities that are linked to units of curriculum.
- To provide opportunities for learning that utilise the surroundings and communities outside the classroom.
- To provide opportunities to develop problem solving and personal development skills.
- To provide safe and secure learning experiences for all students.

RATIONALE
Excursions in their various forms are seen as an integral part of the school curriculum. They enable students to explore, extend and enrich their learning and their social skills in school and non-school settings.

IMPLEMENTATION
- All excursions will be planned using the approval forms based on DEECD guidelines.
- All excursions will be planned following the timeline and processes that have been communicated to all staff and been developed by the school.
- The timeline will include giving parents six weeks’ notice for day excursions and incursions and at least eight weeks’ notice for overnight excursions and six months’ notice for international excursions.
- A risk assessment will be undertaken for all excursions as part of the planning process.
- All single day excursions must be approved by the Principal or nominee.
- The School Council is responsible for the approval of all overnight excursions.
- The School Council is responsible for the approval of excursions involving adventure activities as identified on the DEECD website.
- All excursions outside the school will be lodged on the Student Activity Locator on the DEECD website.
- Prior to all excursions, all participating staff will attend a briefing around duty of care and school first aid procedures.
- Prior to all excursions, the teacher in charge will ensure adequate planning and preparation of students takes place.
- Parents and Carers selected to assist with excursions will be required to have a Working with Children Check.
- All excursions will proceed according to DEECD regulations around safety that have been communicated to all staff.
- Students and their parents/carers will be made aware that acceptable standards of behaviour will be expected on all excursions.
- Parents will be requested to collect their child from excursions if their child exhibits behaviour that is considered unacceptable or a danger to others.

EVALUATION
This policy will be reviewed bi-annually or more often if necessary due to changes in regulations or circumstances.

This policy was ratified at School Council on 25th June 2014 and is due to be reviewed on June 2016