



## Purpose

The aim of all excursions is to extend student learning in the Victorian Curriculum, 'Learning Areas' and 'Capabilities' and the strategic direction of the School. Excursions programs are revised annually. A key focus of the program is that it should develop students' to being able to operate successfully in worlds beyond the rural environment. This means there is emphasis on interpersonal skills, intercultural understandings, and careers.

It is important that the goals of each excursion are clearly stated. Many excursions directly relate to curriculum requirements of various subjects, others develop social and interpersonal skills in situations quite different from schools and it is important students are directly taught about and reflect on their progress in regard to their achievements on these trips. A key focus is on intercultural understandings, developing resilience and working with others.

The program begins with sleep-overs in P-2 years, to urban based activities in senior years. Cann River School pays for most of the cost of excursions as it recognises this is core to the trips being accessible to all. It is essential that excursions are inclusive: and positive outcomes for all are planned.

## Safety and Supervision

- Child safety standards met: students effectively supervised in line with the school's 'code of conduct'
- Ensuring there are sufficient staff to provide appropriate and effective supervision, and staff are clear of their roles: *where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students, as the duty of care of the school staff to students cannot be delegated to a third party.*
- thorough risk management and emergency procedures
- appropriate student and staff medical information
- first aid requirements met
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken

## Approval

- initial approval by Consultative Group
- Department approval requirements for excursions and staff travel
- maintenance of full records, including documentation and planning
- completion of an online notification of school activity form three weeks prior to the activity using the Student Activity Locator - see Department resources below
- approval by School Council
- informed consent from parents or carers
- Ensure the excursion meets the requirements of any school-level policy or procedures.
- that the regional director has been informed if an excursion leaves the school unoccupied

## Other

- Full procedures for communication with parents or guardians re variation in time of return.
- prior teaching of students re purpose and expectations
- arrangements made for procedures to alter excursions eg recalled, or students returning early due to illness/serious misbehavior) continued

- b. Excursions Policy  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- <https://edugate.eduweb.vic.gov.au/CookieAuth.dll?GetLogon?curl=Z2FServicesZ2FemergmgmtZ2FPagesZ2FHome.aspx&reason=0&formdir=6> (staff will need to log in with their own edu password)
- c. Student Engagement and Well-being Policy tabled for review

<b>Date Implemented</b>	24 <sup>th</sup> July 2017
<b>Author</b>	Bruce Spink
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	24 <sup>th</sup> July 2017
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	24 <sup>th</sup> July 2018