



EXCURSIONS - SCHOOL BASED ACTIVITIES POLICY

BASIC BELIEFS

Our school community believes that excursions and school based activities enrich the students' education through real life experiences. These activities are designed to stimulate and motivate learning, to help children understand the relevance of curriculum in the context of the wider community and to develop social skills beyond the classroom.

GOALS

Involvement in excursions and school based activity programs:

- Will reinforce, complement and extend learning opportunities beyond the classroom and into the local and wider community.
- Will engage and promote learning outcomes through direct experience.
- Enable staff and students to utilise outside community expertise to enhance learning.

GUIDELINES

1. All excursions and school based activities will be conducted in accordance with the guidelines in the Victorian Government Schools Reference Guide_
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
2. All children, at the discretion of the Principal, will have access to excursions and school based activities.
3. Careful consideration will be given to the timing of excursions and school based activities to minimise the demands on family and school resources.
4. Excursions and school based activities will be planned in conjunction with curriculum programs at the appropriate Victorian Curriculum levels.
5. The relevant Curriculum Coordinator or specialist teacher will be responsible for overseeing the planning and organisation of the excursion or school based activity.

6. Curriculum Coordinators will incorporate the suggested excursions and school based activities into their planning documents.
7. Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
8. Be aware that a school based activity with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
9. Be aware that excursions outside the school require the teacher to fully comply with DE guidelines and bring with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
10. Be aware that excursion activities require the teacher to ensure that the venue and transport adhere to DE guidelines.
11. Be aware that school policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion activities.

LINKS

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

RESPONSIBILITY FOR IMPLEMENTATION

The Curriculum Leadership Team will be responsible for the implementation and continuous monitoring of the policy.

DATE PASSED BY SCHOOL COUNCIL

The Excursions & School Based Activities Policy was passed by School Council on 16th June 2025.

PROPOSED DATE OF REVIEW

The Learning Sub-Committee will be responsible for coordinating and planning the review of the Excursions / School Based Activities policy, under the auspices of School Council. The review period will be three years from the policy being passed by School Council.