



ST. MARY'S SCHOOL, ALTONA

EXCURSION/INCURSION POLICY

At St. Mary's we believe that Excursions and Incursions are an integral part of the educational program.

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

PRIOR TO EXCURSION/INCURSION:

- Check suitability of the proposed date with the Principal.
- Make a copy of the 'Excursion/Incursion Planning & Evaluation Master Form' in 2016 Excursion/Incursion Form folder in Google Drive.
- When choosing a date, consider specialist programs, creative music & guitar and other school events.
- Check the date and write the name of the venue, Year level/s involved and time of excursion/incursion on the online calendar.
- Plan and book travel arrangements.
- Completed Student Activity Locator on CEVN at least two weeks prior to the excursion for all excursions out of the local area.
- Inform the parents at least two weeks prior in writing of all details related to excursion/incursion and the cost involved which will be deducted from Excursion/Incursion Levy. A copy of this note is to be placed in the Office folder and a copy emailed to the Website Administrators.
- Parent's written permission must be obtained for each child for an excursion.
- Only parents who have registered their valid Working with Children Check (WWCC) number with the School Office are able to assist on excursions/incursions.
- Parent volunteers are selected at the discretion of the teachers involved.
- Inform parent volunteers of St. Mary's; No Smoking Policy and SunSmart Policy (during relevant months).
- No Pre-school children to attend excursions/incursions.
- Children are to wear full school uniform unless otherwise stipulated.
- Comply with student / adult ratio for excursions as set out in the 'Schools of the Future' (Ref:4.4.2.6), located in the Principal's office.
- Swap yard duty, if necessary.
- If taking school mobile phone ensure it is charged and check with office staff or principal/deputy principal that it has available credit.
- Complete a Risk Analysis for the excursion/incursion.

- Complete the Pre-Planning section of the Planning & Evaluation Form at least 3 days prior to the excursion/incursion taking place and inform Principal.

ON THE DAY

Incursion:

- Inform the school office of what time the person/s are expected to arrive and who and/or where they are to be directed to.
- Prepare any areas prior to their arrival if required.
- Complete this section of the Planning & Evaluation Form before the incursion begins and inform Principal.

Excursion:

- Teachers to organise and sign out all items taken from First Aid room e.g. Epi Pens, Asthma medication, Allergy medication and First Aid Kit/s.
- Teachers to collect mobile phone from the First Aid room and sign out.
- Inform the school office of nominated Teacher in Charge and the mobile phone number of at least one teacher on the excursion if not taking the school mobile phone.
- Take all Student Permission forms with completed student details, medical information (if necessary) and parent signature.
- Inform parent volunteers of the names of the students in their group, an outline of the events that will take place during the excursion and the teacher with whom they will be with during the excursion.
- Prep - Year Two students to wear school wrist bands.
- Complete this section of the Planning & Evaluation Form before the excursion begins and inform Principal.

AFTER THE EXCURSION/INCURSION:

- Teachers to return all First Aid supplies and sign back in.
- Teachers return school mobile phone to the First Aid room and sign back in.
- Keep all student permission forms so that they can be archived at the end of the year.
- Within a week of the completion of the activity please complete the Evaluation section of the Excursion/Incursion Planning & Evaluation form and inform the Principal.