



EXCURSION/INCURSION/EVENT POLICY

Rationale:

The College's excursion program enables students to further their learning and social skills development in a non-school setting. Incursions organised in addition to the normal College program also provide enriched learning experiences for our students, beyond what is available in the everyday curriculum.

Objectives:

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide opportunities for students to experience different cultural, tourist attractions, programs and learning activities outside the school grounds.
- To develop and foster positive behaviour skills when representing the College on Excursions/Incursions/Events (hereafter referred to as Event).
- All Staff responsible for organising a College Event must adhere to the current College Events Program (Refer to checklist).

Guidelines:

- A College excursion can range from a brief visit of less than an hour to a local point of interest (i.e. the shops) to a whole day journey. An Incursion can range from a whole College activity (i.e. House Sports, Guest Speaker) to an activity provided for a specific group of students (i.e. Chess Championship).
- A College Event will usually take place during the official College week or College term or on some occasions may extend into a weekend or school vacation to meet curriculum objectives.
- Each Event will be co-ordinated by a designated Teacher-In-Charge.
- The Teacher-In-Charge of the Event must consider the educational value of a proposed event in relation to the total needs and resources of the College, as well as the need to minimise financial pressure on families. Therefore approval should be limited to proposed Events which provide educational opportunities not available through other means.
- In planning Events, Principals and staff need to be conscious of the legal and moral responsibility for student welfare which they incur. In particular staff need to be aware of their Duty of Care requirements. For example, the Teacher-In-Charge needs to be familiar with staff student ratios and qualifications required for different types of Events (Refer to Victorian Schools References Guide).
- The College's Event policy will be communicated appropriately to staff and parents/guardians.
- If the Event involves the screening of a film, the Event Coordinator needs to adhere to requirements outlined in the Policy for the Acquisition and Screening of Videos and Films.
- When a parent/guardian does not give permission for their child to participate in an Event, the Teacher-In-Charge will ensure appropriate alternative learning activities are provided for the student. It is the College's intent that no student should be disadvantaged in relation to academic progress through non-participation in an Event.
- While ideally all students should have access to the benefits of an event, the College may deem it necessary to exclude a student if their behaviour provided reasonable grounds to believe that the presence of that student on the Event would be likely to present a risk to the safety of other students, staff and/or members of the public, or significant harm to the good name of the College.
- Students 18 years and older may sign their own permission forms

Evaluation:

The effectiveness of this policy will be reviewed as part of the College's four year review cycle.