



ACTIVITIES POLICY

Policy Statement

Carlton North Primary School's excursion, incursion and camps programs enables students to further their learning and social skills development. Incursions, excursions and camps complement and are an important aspect of the educational programs offered at our school.

Aim

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that authentic, valuable and powerful learning takes place in the real world.
- Activities will be well planned and linked to student learning and outcomes.

Guidelines/Implementation

Incursions are supervised activities that involve visitors who provide a learning experience/s for students at the school.

Excursions are supervised educational experiences provided for students beyond the school grounds that do not involve an overnight stay.

Camps are supervised educational experiences provided for students either within the school or beyond the local community that involve an overnight stay. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. The program provides opportunities for students to express and develop knowledge, skills and values in different environments. Our school camping program promotes self-esteem, resourcefulness, independence, leadership, cooperation and tolerance.

The program is sequential:

- Foundation - Breakfast
- Year 1 - Twilight activity and dinner
- Year 2 - Dinner and sleepover at school
- Year 3 and 4 - Three day outdoor activity program
- Year 5 and 6 - Three day outdoor activity program

Off Site Sport Events

Athletics Day:

The CNPS Athletics Day plays an important part in developing various components of fitness in our year 3 to 6 students. It enables students to qualify for higher levels of competition from our Carlton District all the way to state level. The school's annual Athletics Day is organised and coordinated by the Physical Education Coordinator.

Cross Country Day:

The Cross Country competition allows students to improve cardiovascular fitness with training over a 4-6 week duration. This event also allows our students to qualify for higher level of competition from our Carlton District all the way to state level. The school's annual Cross Country Day is organised and coordinated by the Physical Education Coordinator.

Swimming:

Swimming is an important part of the physical education program. Becoming a confident and competent swimmer is essential to student safety, as well as increasing opportunities for both leisure and sporting pursuits.

The school's annual swimming program is organised and coordinated by the Physical Education Coordinator (in the event that DET funding for instruction eventuates). All students from Foundation to Year 6 will have access to the swimming program.

The school's annual Swimming Carnival for Years 3 to 6 allows students to qualify for higher level of competition from our Carlton District all the way to state level. The school's annual Swimming Carnival is organised and coordinated by the Physical Education Co-ordinator.

Students with ear infections, throat infections, colds, papillomas and other contagious infections/illness will not be permitted to participate in the swimming program until they have recovered.

Interschool Sports:

In both winter and summer, students in Year 5 and 6 compete in a number sports of their selection against schools in our local Carlton District area. They learn the skills and rules of these games as well as working with their team to develop tactics and strategies.

Planning and Approval

A designated Teacher in Charge will plan and coordinate each activity.

The Teacher in Charge will ensure:

- That all excursions and incursions comply with the Department of Education and Training (DET) Excursion Policy.
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- That all camps comply with DET regulations and school expectations according to the Camp Policy.
- An assessment of activities risks will be undertaken in accordance with Department guidelines - Planning - Managing Risk, which includes consideration of risks across the entire excursion (including transportation, bushfire risk, activities undertaken and excursion venues).
- A Compass Event is created and approved by the Principal two weeks prior to the excursion or incursion, so that the office can invoice families as required. Teachers will mark the roll on Compass prior to leaving the school/holding the activity.
- All incursions/excursions are well spaced and do not clash with other school events.
- All visitors to the school, including incursion staff, guest speakers, parents sign in and out in the Visitor's Register at the office. The visitors must provide the school with a copy of their current Working with Children check.
- Students who do not attend excursions are provided with suitable alternative activities.
- Communication the anticipated return time with the school office in the case where excursions are returning out of school hours.

Arrangements for Payment and Permissions

- Permission is granted for students to attend local walking excursions when they are enrolled as part of the School Enrolment Form.
- For excursions and incursions, Parent/carer consent forms and money requests are to be notified to parents/carers on Compass at least two weeks prior to the event, unless negotiated and approved by the Principal.
- Parent/carer permission for camps follow the guidelines outlined in the Camps Policy.
- Parent/carer permission, emergency contact information and payment, must be provided to the school by the due date. Students whose parents/carers have not provided permission by the due date will not be allowed to attend the activity unless alternative arrangements have been previously organised with the Principal.

- Endeavours will be made to include students in all activities in cases where parents/carers are experiencing financial difficulty. Parents/carers will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- Students should not be denied attendance to any activity because of disability or medical condition. Parents/carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the activity.
- The decision to exclude a student on behavioural grounds will be made by the Principal in consultation with the classroom teacher and parent/carers of the student.
- On the occasion that a small number of students are required to go on an excursion, those students might travel as a part of a "carpool" with parents/carers/staff from our school. In the event of this occurring the drivers will be required to have full comprehensive insurance, a Working with Children Check and permission from the parents/carers of students involved.
- In the event that an activity is rescheduled to another day the original permission and payment dates will apply, or permission may need to be reaffirmed.

Supervision

- All teachers supervising activities owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. At law, the duty of care cannot be delegated and it is non-delegable, which means that it cannot be delegated to external camp or education providers, training teacher, parents or volunteers. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Any person (other than a teacher) who supports the supervision students on activities must provide the school with a copy of their current Working with Children check.
- The school will ensure full compliance with DET guidelines, including staff: student ratio compliance. It is a teacher's responsibility to be aware of these guidelines and to ensure that all students are appropriately supervised.
- The minimum adult-student ratios for incursions/excursions is:
 - Day excursion – 1:20
 - Overnight incursion/excursion – 1:10
- Students are supervised by members of the school teaching staff on excursions except in exceptional circumstances where parents/carers may take their children on extra-curricular excursions due to the small number attending e.g. regional sports.
- Teachers will ensure head counts are conducted at regular intervals throughout the camp, particularly during transitions between spaces, vehicles and activities.
- If crossing roads, students are to use designated crossing points where available. Staff are to walk to the middle of the crossing to ensure visibility and that students cross in a safe and orderly manner.
- Parental/carer assistance is encouraged for non-camp activities and can be arranged by the through by Teacher in Charge. Parent/carers selected to assist with an activity required a Working with Children Check.

First Aid and Emergency Procedures

- The Teacher in Charge will provide a First Aid kit and ensure a mobile phone is available on all activities.
- Teachers must carry necessary medications (e.g. EpiPen) on the excursion with them and details of students with medical conditions.

- In the event of an accident or emergency for activities, the teachers will be responsible for the administration of First Aid and will contact parents/carers as appropriate. In the event that parents/carers cannot be contacted, the teachers will follow First Aid and emergency processes as set out by the school's Emergency Management Plan.
- The school will make arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.
- In the event of an emergency, accident or injury;
 - staff on the excursion will:
 - take emergency action as documented in the excursion and camp's emergency and risk management plan
 - follow DET's emergency management (bushfires) procedures for off-site activities for all excursions
 - immediately notify the school principal
 - the principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.
- When required, CNPS will follow DET's emergency management (bushfires) procedures for off-site activities for all excursions.

Links and Appendices

Evaluation

This policy will be reviewed by 2021 or sooner if required.

This policy was ratified by School Council on 6 September 2017.