 <p>Belmont High School <i>'Strive for the Highest'</i> www.bhs.vic.edu.au</p>	<h2 style="text-align: center;">Local Excursion & Whole School Event Policy</h2>	
<p>Policy Status: Ratified</p>	<p>Document Owner: Business Manager</p>	<p>Authorised by: BHS School Council</p>
<p>Date of issue: 24/08/2020</p>	<p>Review Date: December 2022</p>	<p>Version 1</p>

RATIONALE

Schools must obtain annual consent from parents/carers for local excursions. This enables teachers to take their class outside of school grounds to undertake educational activities in the local area. This can be done without going through the excursions approval process. Local excursions are 'excursions to locations within walking distance of the school and do not involve adventure activities.'

Belmont High School will also gain permission for students to attend whole school events where attendance is compulsory, through the same process, thus streamlining the permission process.

SCOPE:

This policy applies to local excursions that are run as part of the Physical Education program at all year levels, and for excursions that are covered by the subject levy. Risks assessments for these venues must be submitted to Belmont Operations Team (BOT) and approved at the beginning of each year.

This policy also applies to compulsory whole school sporting events (inter-house only): swimming, athletics and fun run. Permission will be sought through the normal Compass event process for inter-school events.

IMPLEMENTATION:

LOCAL EXCURSIONS

Belmont High School will seek consent for local excursions annually via Compass. (New students, including incoming Year 7 students, will be provided with permission forms with enrolment forms.)

Belmont High School will not seek further consent for local Physical Education excursions.

Parents/carers will be provided with advance notice of the venues that will be accessed through the Physical Education program through a Compass notification.

The event will also appear on the student's Compass schedule at least 1 week in advance of the excursion.

Parents/carers are responsible for contacting the supervising teacher if they do not wish for their child to attend the excursion.

WHOLE SCHOOL COMPULSORY EVENTS

Belmont High School will seek consent for local excursions annually via Compass. (New students, including incoming Year 7 students, will be provided with permission forms with enrolment forms.)

Whole school events will be advertised through the school newsletter and will appear on the student's Compass.

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TEACHER RESPONSIBILITIES:**LOCAL EXCURSIONS**

Ensure all possible excursion/venues are documented and pushed out to parents each term.

Ensure the event appears on Compass at least one week prior to the excursion.

LOCAL EXCURSIONS & WHOLE SCHOOL COMPULSORY EVENTS

Review medical information of students in the class to ensure appropriate medications are taken on excursions, and medical needs are met.

Implement practices that align with the risk assessment.

Where necessary, administer first aid and seek emergency medical attention if it is considered reasonably necessary.

PARENT/CARER RESPONSIBILITIES:

Keep the school informed of any updated contact details to ensure Compass notifications are received.

Ensure their child's medical information is up to date on school records.

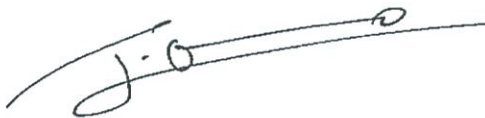
Any costs associated with student injury rest with parents/carers unless the Department of Education and Training is liable due to negligence (liability is not automatic).

The Department of Education and Training does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

AUTHORISATION

This policy and procedure was ratified by School Council on: 25 August, 2020

Signed: (School Council President)



Signed: _____ (School Council Executive Officer)

