

Excursion Tips 2024

- Link your excursion to learning in the classroom
- Book excursion well in advance (planning day)
- Staff must enter the excursion details into the Student Activity Locator (staff login required) at least 3 weeks prior to the excursion date.
- All excursions must have a teacher-in-charge (1:20 min)
- Teachers are to ensure there is an education and supervision plan for students remaining at school
- Mark AM and PM rolls on Xuno
- Take photos of students prior to the excursion so you know how many are attending and what they are wearing
- Discuss the purpose of the excursion with students and outline PBIS expectations in the community. Outline any potential risks to students from the risk assessment
- For some students a social story or photos of where you're going may be required
- Buddy students in pairs
- Check medication and administration of medication plans. Set a timer.
- Do a head count before departure
- Allocate staff to challenging students or groups of students
- Split staff up on the bus (front, middle, back)
- Consider bus/train seating placements
- Get students to take packed lunches in a disposable bag
- Park in accessible parking bays where possible
- When exiting the bus, dismiss rows at a time starting at the front to avoid congestion and potential student conflicts
- When using public transport, reinforce appropriate social behaviours
- When crossing the road use a public crossing where available
- Where there is no crossing on a public road, ensure a staff member leads at the front and a staff member follows at the back. Where possible a staff member should also watch for oncoming traffic on the road
- When crossing a busy main road, get all students to line up horizontally in rows parallel to the road (caterpillar) so that students can cross together as quickly as possible
- Set a meeting point for groups to meet for lunch and prior to departure
- Conduct a headcount regularly
- If appropriate, give students a number and do a roll call by getting students to shout their number in order
- When planning an excursion, staff must consider emergency warnings provided through VicEmergency and weather conditions including fire danger ratings.
- Call the Principal Team directly for support/advice in the case of an emergency whilst in the community, e.g, missing student, medical emergency, bushfire, travel disruption...
- Notify school and/or families if you will be returning late to school
- Students should be supervised at all times and not be allowed to wander away from the group
- Rearrange any yard duties that need covering
- When back at school reflect on the learning from the excursion