



# Camping and Excursions Program Policy



## Help for non-English speakers

If you need help to understand the information in this policy or require it in an alternative format please contact our school administration team.

## PURPOSE

To explain to our school community the processes and procedures Streeton Primary School will use when planning and conducting camps, excursions and adventure activities for students.

## SCOPE

This policy applies to all camps and excursions organised by Streeton Primary School. This policy also applies to adventure activities organised by Streeton Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Streeton Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

## DEFINITIONS

### Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds

**Camps** are excursions involving at least one night's accommodation (including school sleep-overs).

**Local excursions** are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

**Adventure activities** are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

## **POLICY**

Camps and excursions can provide a valuable educational, emotional and wellbeing experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

### **Planning Process for Camps and Excursions**

All camps and excursions will comply with Department planning requirements.

The Organising Teacher will complete the Streeton Primary School's Camps and Excursion Checklist.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Streeton Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Streeton Primary School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

### **Camps**

From Term 1, 2023, all parents and carers must complete the new [Medical Information Form – Camps and Overseas Excursions](#) for their child before a school camp..

This form has additional information that school staff may need when attending an initial consultation with a student who needs medical attention, while on a school camp.

This additional information will support a medical assessment and decision making when the student's parent or carer is unable to be contacted.

### **Supervision**

Streeton Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent/carers volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

## **Staff Responsibilities**

### **Excursions eLearn module**

School staff with primary responsibility for planning and organising an excursion involving swimming or other water-based activities, or a school camp, must complete the new mandatory excursions **e-Learn module in eduPay** (log in required). These staff are encouraged to complete the module annually. Staff responsible for organising any other type of excursions are also encouraged to complete the module.

The excursions eLearn module aims to increase awareness and understanding of the Excursions policy and guidelines, including how to do risk assessments to keep participants safe.

### **Local and day excursions risk assessment process**

Schools must assess and document risk for all excursions, including local excursions and day excursions, using the appropriate risk registers:

[Risk assessment for local excursions – template](#)

[Excursions Risk Register and Emergency Management Plan](#) (for day excursions).

### **Other key requirements**

- a new swimming checklist in the [Camps, excursions, swimming and/or water-based activity checklist](#) form
- notice that principals must sign completed Camps, Excursions, Swimming and/or Water-based Activity Checklist forms and risk registers
- new information about pool-safety assessments, qualifications, supervision and ratio requirements and waterways definitions
- a reminder that the [Student Activity Locator](#) must be completed at least 3 weeks before the excursion
- notice that incidents must be recorded in [eduSafe Plus](#) instead of CASES21.

The materials below have been updated to incorporate the updates listed above, and can be found in the [Excursions policy](#):

- [Principal Approval Form \(for camps, excursions, swimming and/or water-based activity\)](#)
- [Camps, excursions, swimming and/or water-based activity checklist](#)
- [Swimming and water-based activities guidelines](#)
- [Swimming and/or Water-based Activity - Risk Register and Emergency Management Plan](#).

## **Parent/Carer Volunteers**

Parents and carers may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer and the special needs of particular students.

## **Volunteer and External Provider Checks**

Streeton Primary School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Clearance card.

Parents and carers are required to complete a number of components prior to becoming a volunteer/helper.

They are as follows –

1. Read all materials within the Child Safety Induction Pack – Volunteers
2. Complete the 'Volunteer Confidentiality Agreement 2022'.
3. Have an up to date 'Working with Children Clearance'.
4. Complete the 'Volunteer Worker OHS Induction Checklist'. This will be provided.
5. Read the 'Volunteers Policy'.
6. Read the 'Child Safety Responding and Reporting Obligations Policy and Procedures'. Copy provided.
7. Read the 11 Child Safe Standards.

Please refer to the Volunteers Policy for more information regarding each of these requirements.

### **Parent/Carer Consent**

For all camps and excursions, other than local excursions, Streeton Primary will provide parents/carers with a specific consent form outlining the details of the proposed activity. Streeton Primary School uses Compass to inform parents/carers about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Streeton Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Streeton Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass]. For local excursions that occur on a recurring basis (for example outings to the local preschools), Streeton Primary School will notify parents once only prior to the commencement of the recurring event.

### **Parent/Carer Payments for Camps and Excursions**

Most camps and excursions provided by Streeton Primary School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents and carers may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents or carers contribute.

### **Financial Help for Families**

Streeton Primary School will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager or Principal. The Business Manager or Principal can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

## **Refunds**

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Please note, organisations operating incursions, excursions and camps might have their own policy relating to refunds. These policy details will be shared with parents and carers prior to payment.

## **Student Health**

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

## **Behaviour Expectations**

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy*, the *Student Code of Conduct* and the *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should

return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Sometimes a student's disability may manifest in challenging behaviours. Examples of disabilities that can present with challenging behaviour includes Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues so contact with the Department's Legal Division will be made.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

### **Electronic Devices**

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

### **Food**

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

### **Accident and Ambulance Cover**

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Streeton Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

## **COMMUNICATION**

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Included in staff handbook/manual
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Streeton Primary School's Camps and Excursion Checklist

#### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	16/02/2023
Consultation	Consultation with School Council is recommended – 20/02/2023 Staff via Staff Meeting
Approved by	Principal
Next scheduled review date	Review cycle for this policy is every 3 to 4 years – February 2027