

Camps & Excursions Policy

St. Georges Rd. Primary School



PURPOSE

To explain to our school community the processes and procedures St Georges Rd 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 St Georges Rd Primary School. This policy also applies to adventure activities organised by St Georges Rd Primary School regardless of whether or not they take place on or off school grounds.

This policy will complement the Department's policy and guidelines on excursions, camps and adventure activities, which all Victorian government schools are required to follow. St Georges Rd 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 St Georges Rd Primary 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;

Camps are excursions involving at least one night's accommodation (including school sleepovers).

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>

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POLICY

Camps and excursions can provide a valuable educational experience for our students that 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:

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

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. St Georges Rd 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.

St Georges Rd 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.

Supervision

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

All excursion staff 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.

Volunteer and external provider checks

St Georges Rd 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 Check card.

Parent/carers consent

For all camps and excursions, other than local excursions, St Georges Rd Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. St Georges Rd Primary School uses Compass to inform parents about camps and excursions and to seek their consent **OR** informs parents about school camps and excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to

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discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, St Georges Rd 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. St Georges Rd Primary School will also provide advance notice to parents/carers of an upcoming local excursion through the school newsletter, a COMPASS Newsfeed and a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), St Georges Rd Primary School will notify parents once only prior to the commencement of the recurring event.

Cost of camps and excursions, refunds and support

Parents/carers pay the cost of all camps and excursions unless the Principal has agreed to alternative arrangements prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

St Georges Rd 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 Principal/ Business Manager/ Organising Teacher. The Business Principal/ Manager/Organising Teacher 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 facilitated by the school.

If a camp or excursion is cancelled/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 where payments from the school 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.

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.

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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 Engagement & Wellbeing Policy*. The decision to exclude a student will be made by the Principal or Assistant 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.

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, St Georges Rd 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.

FURTHER INFORMATION AND RESOURCES

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

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

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

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- Duty of Care Policy
- Parent Payment Policy
- Inclusion and Diversity Policy

REVIEW CYCLE

This policy was last updated on September 2020 and is scheduled for review on September 2023

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LINKS AND APPENDICES (including processes related to this policy)

The Key Links, which are connected with this policy, are sourced through [DEECD Excursion Policy](#)

Appendices, which are connected with this policy, are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

Evaluation This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

Date Implemented	Sept 2020
Author	Principal – Kerriane Souter
Approved By	School Council
Approval Authority (Signature & Date)	Principal: School Council President:
Date Reviewed	Sept 2020
Responsible for Review	Principal
Review Date	Sept 2023
References	DET Excursion Policy

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Appendix A Staff/ Pupil Ratio

<p>Day Excursion 1:20 Principals may reduce this ratio considering nature of program</p>	<p>Overnight excursions/ Camps 1:10 Base camps in residential premises or under canvas Mixed gender - Must include at least one staff member of each sex. This may be waived if mixed sex unavailable)</p>
<p>Small group local excursion With the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).</p>	
<p>Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling 1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking 1:5 Overnight 1:10 Day</p>	<p>Snow Activities 1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing 1:6 2 Staff members</p>	<p>Surf Activities 1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p>Cycling 1:10</p>	<p>Swimming 1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding 1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Orienteering 1:10 Bush</p>

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Appendix B APPROVAL APPLICATION

To be submitted to School Council or the school for approval as required by DEECD.

EXCURSION:

DATE/S:

DESTINATION / DETAILS:

NUMBER OF STUDENTS:

PURPOSE OF EXCURSION:

COORDINATING STAFF MEMBER:

STAFF PROPOSED:

ARE THERE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST:

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION (If any):

Signed:

Date:

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Appendix C CAMPS AND EXCURSIONS APPLICATION PROFORMA (3 PAGES)

Teachers wishing to conduct camps or excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST 1 FORTNIGHT before the date of the proposed excursion.

Step 1: EXCURSION DETAILS

Date of Excursion: Excursion to:

Teacher in charge: Grade levels / Groups:

Time of Departure: Estimated time of return:

Number of students attending: Staff Attending:

Step 2: ESTIMATE OF COSTS

ITEMS	A TOTAL COST (including GST)	B GST	C COST (excluding GST) (A – B)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment/ Hire			
Other/ detail			
TOTAL			

Total cost of all items excluding GST: - (C) \$.....

GST (food only): (B) \$.....

Subtotal: \$.....

Number of Students attending: \$.....

FINAL COST PER STUDENT: \$.....

(To be determined in conjunction with Principal/ Business Manager)

Will a cheque be required on the day of the excursion? YES / NO

If YES Order form must be completed for costs related to excursion (order Book).

Bus Company to be used:

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Step 3: PARTICIPANT DETAILS

LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

- List of participants submitted
- Permission forms

Step 4: NOTIFICATIONS

- A list of participating students will be handed to the Principal and General Office
- A list of students not participating / and arrangements left with principal and General Office
- COMPLETE 'NOTIFICATION OF SCHOOL ACTIVITY' FORM as attached
- School Council approval is required for all Step 5 activities (see below)

Checked / Approved by Principal YES [] Principal Signature:

Step 5: DET NOTIFICATIONS (ONLY NECESSARY IF DEPARTMENTAL APPROVAL REQUIRED)

Camps/excursions that require Departmental Approval:

- Overnight, weekend, interstate, overseas
- Adventure activities
- Non-adventure activities which, by their nature, location or timing, may be hazardous

NOTE: If participant numbers are not adequate (payment & permission forms) no less than five school days from activity / excursion, the Principal in conjunction with Coordinating Teacher reserves the right to cancel the activity / excursion.

Step 6: INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS

This information is provided to Office Administration Support staff member (Helen Rokahr) to ensure correct details are communicated on Permission forms for family approval and signature

EXCURSION:

VENUE:

TEACHER IN CHARGE:

TRANSPORT METHOD:

DETAILS OF EXCURSION:

SPECIAL NEEDS: (e.g. drink bottle, towel, sun hat)

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Appendix D

NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Early Childhood Development guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Schools must notify the:

- Department of any approved school camp or excursion beforehand using the: [Student Activity Locator online form](#).

Notes:

The Information below is collected onto the Student Activity Locator (Coordinating Teacher is to print off completed document and provide a copy to Principal and Office Administration staff.)

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
 - country schools - beyond the local town/city
 - rural schools - beyond the local area
 - metropolitan schools - beyond the greater metropolitan area

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Visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.

SCHOOL NAME: St Georges Rd Primary School	NUMBER: 4666
TYPE OF ACTIVITY: (CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)	
DATE OF ACTIVITY: (SEE NOTES)	Commencing: Concluding:
NAME OF VENUE:	
PHYSICAL ADDRESS OF VENUE:	POST CODE:
EMERGENCY TELEPHONE NUMBERS: Mobile with group:	Venue Phone Number:
IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE? Yes: No:	Map reference:
TOTAL NUMBERS: Students: Teachers:	
NAME OF PERSON IN CHARGE:	
SIGNATURE OF PRINCIPAL:	
ENTER ONLINE (SAL Activities Notification Form)	

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Appendix E Excursion: Risk Management Assessment Form

Section 1 –Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

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Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.