

Caulfield South Primary School

C.S.P.S.

Camps, Incursions and Excursions Policy

Purpose

To explain to our school community the processes and procedures Caulfield South P.S.(C.S.P.S.) will use when planning and conducting camps, excursions and adventure activities for students.

Scope

This policy applies to all camps, incursions and excursions organised by C.S.P.S. This policy also applies to adventure activities organised by C.S.P.S., regardless of whether or not they take place on or off school grounds, and the Year 2 Camp held on school grounds.

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

This policy does not apply to student workplace learning or intercampus travel.

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 website under Adventure Activities, at the following link:

<https://www.education.vic.gov.au/school/principals/spaq/safety/pages/adventure.aspx>

(School operations- Excursions including camps and adventure activities

<https://www2.education.vic.gov.au/pal/excursions/guidance/approvals>)

Policy

Camps and excursions can provide a valuable educational 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. Camps and excursions are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. They complement, and are an important aspect of the educational programs offered at C.S.P.S.

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: Excursions and Activities For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: Safety Guidelines for Education Outdoors.

Planning process for camps and excursions

All camps, incursions and excursions must be approved before they can take place.

Staff wishing to organise an incursion, excursion or camp must first check the Google calendar and communicate with the Principal (or their nominee). School Council approval must be obtained for:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

The choice of incursions, excursions and camps should be part of the curriculum planning and contribute to the achievement of designated learning outcomes.

The principal (or nominee) is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide* (<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>) including ensuring that:

- An online **Notification of School Activity form** is completed prior to the activity <https://partner.eduweb.vic.gov.au/sites/sal#/> (link requires log in) 3 weeks prior to the activity date, and ensure details are entered on daily planner
- a planning and approvals process is undertaken

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. C.S.P.S.'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.

C.S.P.S. 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

C.S.P.S. follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent 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.

Parent volunteers

Parents may be invited to assist with incursions and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of incursions and excursions and parent/carer volunteers 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 (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

C.S.P.S. require 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/carer consent

For all camps and excursions, other than local excursions, C.S.P.S. will provide parents/carers with a specific consent form outlining the details of the proposed activity. C.S.P.S. 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 discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, C.S.P.S. 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. C.S.P.S. will also provide advance notice to parents/carers of an upcoming local excursion through FlexiSchools or 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), C.S.P.S. will notify parents once only prior to the commencement of the recurring event.

Cost of camps and excursions, refunds and support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal 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.

C.S.P.S. 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 Assistant Principal. The Assistant 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](#).

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.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. On camp, at least **two** members of staff are responsible for each group of students and will hold an appropriate first aid qualification and one member of staff for excursions. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.

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 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 such as iPads, iPods, mobile phones or Smart Watches to camps or excursions except with prior approval from the Organising Teacher, Assistant principal or 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.

It is recommended that students wishing to take a camera on camp, bring a named inexpensive disposable camera.

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, C.S.P.S. 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.

Interstate or Overseas Travel

The [Smartraveller](#) website is the DFAT travel advisory and consular assistance service. This site also provides useful travel information and tips.

When planning and conducting overseas excursions, C.S.P.S. will ensure they:

- comply with DFAT travel advice
- ensure all participants have appropriate travel insurance
- ensure copies of appropriate documentation are available on the excursion and left at the school
- a School Staff Travel Application has been completed and approved within the correct timelines
- complete a post-travel report on the School Staff Travel Applications Page
- ensure staffing arrangements are sufficient in the event of an emergency
- ensure excursion planning and risk management planning considers the School's child safety responsibilities

<https://www2.education.vic.gov.au/pal/excursions/guidance/overseas-travel>

Further information and resources

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

- School Policy and Advisory Guide:
 - Excursions and Activities
 - Emergency and Risk Management
- Safety Guidelines for Education Outdoors
- Camps, Sports and Excursions Fund.
- Code Red Days

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

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Child Safety Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

Appendices

APPENDIX A- Confidential Medical Information Form for Camps and Excursions
APPENDIX B- Proforma camps and excursions Parent/Carer consent form
APPENDIX C- Principal Approval Request Form
APPENDIX D- Camps & Excursions Checklist
APPENDIX E- Excursions Risk register & Emergency Management Plan

Evaluation

This policy will be reviewed in 3 years.