



Policy Title	Camps and Excursions Policy		
Ratified at S.Council			
Updated on	Term 2 2022		
Reviewed by	Leadership	Date	7/05/2022

PURPOSE

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

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. Bairnsdale West 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;

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

Bairnsdale West Primary School's camps and excursion program is integral to students learning and social skills development in a non-school setting. The programs offer a wide variety of learning experiences that include emphasis on relationships and values stated in the school's Beliefs and Values policy.

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

Planning process and Supervision 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. Bairnsdale West'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.

Bairnsdale West 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.

The following statements outline the specific planning process of a Camp or Excursion at Bairnsdale West Primary School:

- Each excursion or camp will be coordinated by a designated 'Teacher in Charge'.
- Prior to any child attending an excursion or camp, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions and camps and camps" form and must have paid the costs involved.
- The designated Teacher in Charge of each excursion or camp will ensure that all transport arrangements and activities comply with Department of Education and Training (DET) guidelines. The "Notification of School Activity" form will be completed and uploaded to the DET School Activity Locator website three weeks prior to the departure date.
- All camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include:
 - The educational aims and objectives of the excursion.
 - The names of all adults attending and their expertise and experience.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - A risk assessment outlining procedures followed to ensure the safety of the all those attending the activity.
- The above information will be provided to the Principal at least a week before the School Council meeting date. Classroom teachers will be given the first option to attend excursions and camps.
- The school will follow the Department's guidelines in relation to supervision of students whilst on an excursion or camp.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions and camps.
- Parents/guardians will be provided with details of the program including addresses and contact phone numbers where available. Parent information sessions are recommended prior to major camps and excursions.
- Copies of completed Permission forms, and signed "Confidential Medical Information for School Council Approved Excursions" forms must be carried by excursion staff at all times

- 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.
- The decision to exclude a student from a camp or excursion will be made by the Principal, in consultation with the classroom teacher and the 'Teacher in Charge'. Students may be excluded prior to, or during a camp or excursion due to continual disruptive or undisciplined behaviour or behaviour that could endanger the safety of themselves or other students. Parents will be notified and requested to sign an agreement concerning parent requirement to collect students displaying such behaviours.
- All food handling and transportation must comply with the required regulations and standards.
- Following consultation with parents or an appropriate medical practitioner. A staff member will be designated to take responsibility for administering student medication if required.

Parent Volunteers

Parents of children involved in excursions or camps may be invited to assist in the delivery of the program. When deciding on which parents will attend, the Teacher in Charge will take into account:

- Any valuable skills the parents have to offer e.g. Bus licence, first aid etc.
- The need to include both male and female parents.
- The special needs of particular students.

Parents selected to assist with an excursion or camp may be required to pay costs associated with the excursion.

Parent or carer camp or excursion volunteers and all external providers working directly with our students are required to have a current Working with Children Check card.

Cost of camps and excursions, refunds and support

Students will not be excluded from excursions and camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion or camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

All families will be given sufficient time to make payments for excursions and camps. Parents will be sent notices before the excursion or camp date reminding them of the need to finalise payment. Children whose payments have not been finalised at the required date before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis

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.

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 the school and the family will arrange a suitable way for the student to be collected. This may involve the family driving to the camp to pick up their child.

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.

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. The school and the student's family will arrange a suitable way for the student to return home. This may involve the family driving to the camp to pick up their child.

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, Bairnsdale West 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.

EVALUATION:

- This policy is to be reviewed within a 4-year cycle.

COMMUNICATION:

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

- Available publicly on our school's website
- Included in relevant staff induction processes
- Made available in hard copy from school administration upon request