

CAMPS AND EXCURSIONS



Help for non-English speakers

If you need help to understand the information in this policy, please contact Narre Warren South P-12 College on 9704 3333

PURPOSE

To explain to our school community the processes and procedures Narre Warren South P-12 College will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Narre Warren South P-12 College. This policy also applies to adventure activities organised by Narre Warren South P-12 College, regardless of whether or not they take place on or off school grounds, and to school sleep-overs (if we decided to ever implement them).

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. Narre Warren South P-12 College 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

Incursions/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 they occur inside or outside the school grounds.
- attend school 'sleep-overs' on 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>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

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.

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.

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. Narre Warren South P-12 College's risk assessment will include consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled.

Narre Warren South P-12 College 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

Narre Warren South P-12 College 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 external providers are managing the activity.

Volunteer and external provider checks

Narre Warren South P-12 College requires all carer workers 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, Narre Warren South P-12 College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Narre Warren South P-12 College uses Compass to inform parents about camps and excursions and to seek their consent. In addition, the college informs parents about school camps and excursions by hard copy approval forms, permission forms 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, Narre Warren South P-12 College 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. Narre Warren South P-12 College will also provide advance notice (no less than 3 weeks) to parents/carers of an upcoming local excursion online via Compass and a hard copy letter sent home with the student, which will be co-signed by the relevant Assistant Principal. For local excursions that occur on a recurring basis (for example primary interschool sports lessons, Narre Warren South P-12 College will supply parents with one letter with all the dates and locations students will be walking to.

Cost of camps and excursions, refunds and support

Most camps and excursions provided by Narre Warren South P-12 College 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 finalisation dates, and families will be given sufficient time to make payments.

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

Narre Warren South P-12 College 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 Finance Team. The Finance Team 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. 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 co-operate 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/Student Code of Conduct* and/or *Bullying Prevention 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 (including Mobile Phones)

Students may be permitted to bring electronic devices (such as iPads, iPods, mobile phones) if the Teacher In Charge deems it appropriate for the activity but the devices may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

Students may bring an electronic device on a camp or excursion, however the electronic device will be collected prior to departure and placed in a clearly named re-sealable bag and be under the supervision of a teacher.

On a camp or over night stay, there will be an allocated time (outside of school hours) when a student will be permitted to call a parent/s or carer/s under teacher/s supervision.

If a student needs to contact a parent/carer at an alternative time, the supervising teacher will supervise the phone call being made, this will allow the teacher to speak to the parent if required.

Food

Students will be informed as to if or any food they are to bring on camps/excursions. If a student has medical condition indicated parents will discuss with the Organising Teacher.

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, Narre Warren South P-12 College 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. In some instances, Narre Warren South P-12 College may wish to consider obtaining travel insurance for camps/excursions that they consider involve a greater than normal risk, for example interstate or overseas trips.

COMMUNICATION

This policy will be communicated to our school community in the following way:
Included in staff induction processes and staff training

- Available publicly on our school's website and on Compass
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs

- 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](#)

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
- Parent Payment Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation	February 2023
Student Voice	February 2023
School Council	February 2023
Community	March 2023
Approved by	Principal - February 2023
Next scheduled review date 3-4 years	February 2026