Purpose

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

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/spag/safety/pages/adventure.aspx
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 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 and excursions will comply with Department planning requirements and all organising teachers will complete an Excursion Checklist prior to departure for the event (Appendix A).

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. Buninyong 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 affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Buninyong 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

Buninyong Primary School 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 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/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

Buninyong Primary School requires all parents/carers who attend camps or excursions as volunteers and all external providers working directly with our students, to have a current Working with Children Check card. All parents/carers who attend camps and excursions must also read, understand and sign Buninyong Primary School’s Child Safe Code of Conduct before attending the event.

Parent/carer consent

For all camps and excursions, other than local excursions, Buninyong Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Buninyong Primary School uses Compass and class notes to inform parents about camps and excursions and to seek their consent. Notes are placed in student bags 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, Buninyong 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. Buninyong Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass and/or a note from the classroom. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Buninyong Primary School 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 and appropriate adjustments can be made.

Buninyong 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/Principal/Organising Teacher. The Business Manager/Principal/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 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 a full refund 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 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 and Wellbeing (Welfare) Policy 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 Engagement and Wellbeing (Welfare) 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, Buninyong 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. Where an overseas (or high risk excursion) is planned, such as our Japan Trip or Snow Trip, students must have full comprehensive travel insurance for the duration of the trip. The Department of Education and Training have a partnership with VMIA Insurance and we encourage all parents/carers to make use of their insurance.

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 Engagement and Wellbeing (Welfare) Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy
- Medication Administration Policy

Review Cycle

This policy was last updated on 24th of June, 2019 and is scheduled for review in May, 2022.
## Excursion Checklist

To be used by **all** excursion organisers.

### Excursion:
____________________________

### Year Level:
_______

### Organiser:
____________________________

<table>
<thead>
<tr>
<th>TASK</th>
<th>ACTIONS</th>
<th>Complete</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Liaise with excursion provider to settle on itinerary and associated costs.</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Consider transport options, get quotes and book a provider.</td>
<td></td>
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<tr>
<td>3</td>
<td>Work with APs and Business Manager to establish costs for parents.</td>
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<tr>
<td>4</td>
<td>Check with AP (Wellbeing) to see if there is a <strong>RISK REGISTER</strong> completed for the excursion from past years and updated carefully.</td>
<td></td>
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<tr>
<td>5</td>
<td><strong>At least 1 month prior, complete excursion (Event) form on Compass.</strong></td>
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</tbody>
</table>

**Please note:**

Sections **highlighted in blue** are required, and are visible to students and parents.

Sections **highlighted in green** are optional, but will be visible to students and parents if included.

Sections **highlighted in yellow** are required, and visible only to staff.

*** This means we need to consider our audience and be accurate with spelling and grammar.

When completing the Compass form, ensure you have:

- A clear heading for the **event name**
- A clear **paragraph on the purpose of the event** with links to learning so that our parents can see why the children are going.
- Double-checked **dates and times** so that they are accurate.
- Clearly outlined additional details for parents to read. This should be in paragraph form, not short sentences.
- Made sure the very last date for the payment is on the day before the excursion (We will accept payments on the day still).
Once the above is complete, click SAVE. Then fill out the tabs across the top of the form:

- Attendees - Add all of students who will be attending the event.
- Staffing - Add all staff who will attend the event. Check with AP for Wellbeing before adding an ES staff member to an event.
- Cost incurred - List costs that will be incurred / charged to the school (E.g. bus, admission, etc).
- Resources (TBA)

Once finished, **ask another team member to read over the form** and submit for approval.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>6</td>
<td><strong>Meet with AP for Wellbeing</strong> to discuss event approval and future steps to be taken.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Two weeks prior to departure</strong> of the excursion, send a reminder note home to parents/carers explaining the details of the excursion.</td>
</tr>
</tbody>
</table>
| 8    | **One week out** from the excursion, hold a meeting with all of the staff attending to:  
  - Ensure OHS Risk Register and Risk Management Processes are documented and reviewed.  
  - Review excursion booklet and discuss:  
    - Emergency management procedures  
    - At-risk students with significant medical needs.  
    - Who has been identified as the designated first aid and medication administration officer.  
    - The supervision strategy that will be in place.  
    - The list of contacts and how the team will manage communications throughout the excursion.  
    - Information regarding administering Ventolin and Epinephrine auto-injectors.  
    - Educational information that can be used to support the experience.  
    - If happy with information, provide each staff attendee with excursion booklet. |
| 9    | **3 days prior** to your departure make sure that all (collected) excursion (coloured) notes are sent to the office.  

This allows the office staff time to follow up children who have not handed in their notes.
<table>
<thead>
<tr>
<th>10</th>
<th><strong>1 day prior to departure</strong>, sit down with the kids and explain:</th>
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<tbody>
<tr>
<td></td>
<td>☐ Details of why excursion is taking place (what they can expect to see and learn about)</td>
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<tr>
<td></td>
<td>☐ Expectations around how they should behave (Listening, lining up, going to the toilet, travelling to and from, etc)</td>
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<tr>
<td></td>
<td>☐ What to bring including clothing, food, additional items and medications. E.g. Coats, packed lunch and snack.</td>
</tr>
<tr>
<td></td>
<td>☐ Departure and return times.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>11</th>
<th><strong>On the day of the excursion, the designated first aid person is to</strong> go to the office and:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Sign out medications, Epipens and Ventolins for those students who need them during the excursion.</td>
</tr>
<tr>
<td></td>
<td>☐ Collect the medications tub (which contains student medication, spare Epipen and spare Ventolin) *** You will need a copy of the medication authorisation form and log sheets if you need to take children’s medication.</td>
</tr>
<tr>
<td></td>
<td>☐ Collect all orange permission slips</td>
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<tr>
<td></td>
<td>☐ Collect event booklets for each staff member going on an excursion.</td>
</tr>
</tbody>
</table>

**Before departing:**

| | ☐ Mark roll on Compass, advise the office of students who are absent. |
| | ☐ Make an attempt to contact absent student parents to determine if they are running late, etc. |
| | ☐ Explain expectations to students again. *** This can happen when you arrive at the excursion. |
| | ☐ Remind students to go to the toilet before departure. |
| | ☐ Remind students who get travel sick to sit up the front of the bus. |
| | ☐ Check that you have Medications, Medication Authority forms and logs, Epipens, Ventolins, permission slips, excursion booklets with event details from Compass. |

<table>
<thead>
<tr>
<th>12</th>
<th><strong>Whilst at excursion:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Complete a roll call before commencing any activities.</td>
</tr>
<tr>
<td></td>
<td>☐ On arrival sit kids in a group and address expectations, rules and itinerary of the day again.</td>
</tr>
<tr>
<td></td>
<td>☐ Supervise each activity and build relationships with students.</td>
</tr>
<tr>
<td></td>
<td>☐ Help build the learning experience by discussing teaching points with children as they arise.</td>
</tr>
<tr>
<td></td>
<td>☐ Reduce toileting risks by ensuring groups are taken with an adult.</td>
</tr>
</tbody>
</table>
### Before departing excursion:

- Remind students to go to toilet.
- Sit kids in a group and check they have all of their belongings before packing the bus and departing.
- Do another roll call to check that all students are accounted for.
- Check that you have Medications, Medication Authority forms and logs, Epipens, Ventolins, permission slips, excursion booklets with event details from Compass.

### On return back to school:

- Discuss learning that occurred at the excursion.
- Return all signed out medication, Epipens, Ventolins, first aid bag and excursion tub to the office.
- Sign medications, Epipens, Ventolins back in via the registers.
- Advise any parents/carers of children who needed to have medication/Ventolin administered. *** If an Epipen was administered, parents would have been contacted already.
- Discuss the excursion with the AP for Wellbeing.
- Allocate time at next PLC meeting to debrief and make notes for following excursions.
- Put photo’s or video’s of the excursion on media drive.
- Complete a newsletter article reporting on the excursion – great to include reflections from students.
- Organise students to present at school assembly on their experiences.