

CAMPS AND EXCURSIONS (INCLUDING LOCAL EXCURSIONS)

This policy was last ratified by School Council on

June 24, 2019

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.

Risk of Bushfire

Camp or excursion planning must take careful account of contingency procedures during times of bushfire danger. At the outset, our school will avoid planning camps or excursions in high bushfire danger areas during summer, particularly in the period December–March, in favour of safer venues or times. If a bushfire is burning prior to departure and is likely to threaten the intended campsite, then the camp will not go ahead and will be cancelled.

Prior to any camps or excursions taking place in this period, the camp or excursion organiser will call the Victorian Bushfire Information Line on 1800 240 667 for up-to-date advice.

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: _____

TASK	ACTIONS	Complete	Date
1	Liaise with excursion provider to settle on itinerary and associated costs.	<input type="checkbox"/>	
2	Consider transport options , get quotes and book a provider.	<input type="checkbox"/>	
3	Work with APs and Business Manager to establish costs for parents .	<input type="checkbox"/>	
4	Check with AP (Wellbeing) to see if there is a RISK REGISTER completed for the excursion from past years and updated carefully.	<input type="checkbox"/>	
5	<p>At least 1 month prior, complete excursion (Event) form on Compass. This will be reviewed and signed off by school council.</p> <p>Please note:</p> <p>Sections highlighted in blue are required, and are visible to students and parents.</p> <p>Sections highlighted in green are optional, but will be visible to students and parents if included.</p> <p>Sections highlighted in yellow are required, and visible only to staff.</p> <p>*** This means we need to consider our audience and be accurate with spelling and grammar.</p> <p>When completing the Compass form, ensure you have:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A clear heading for the event name <input type="checkbox"/> A clear paragraph on the purpose of the event with links to learning so that our parents can see why the children are going. <input type="checkbox"/> Double-checked dates and times so that they are accurate. <input type="checkbox"/> Clearly outlined additional details for parents to read. This should be in paragraph form, not short sentences. <input type="checkbox"/> Made sure the very last date for the payment is on the day before the excursion (We will accept payments on the day still). 	<input type="checkbox"/>	

	<p>Once the above is complete, click SAVE. Then fill out the tabs across the top of the form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attendees - Add all of students who will be attending the event. <input type="checkbox"/> Staffing - Add all staff who will attend the event. Check with AP for Wellbeing before adding an ES staff member to an event. <input type="checkbox"/> Cost incurred - List costs that will be incurred / charged to the school (E.g. bus, admission, etc). <input type="checkbox"/> Resources (TBA) <p>Once finished, ask another team member to read over the form and submit for approval.</p>		
6	<p>Meet with AP for Wellbeing to discuss event approval and future steps to be taken.</p>	<input type="checkbox"/>	
7	<p>Two weeks prior to departure of the excursion, send a reminder note home to parents/carers explaining the details of the excursion.</p>	<input type="checkbox"/>	
8	<p>One week out from the excursion, hold a meeting with all of the staff attending to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure OHS Risk Register and Risk Management Processes are documented and reviewed. <input type="checkbox"/> Review excursion booklet and discuss: <ul style="list-style-type: none"> <input type="checkbox"/> Emergency management procedures <input type="checkbox"/> At-risk students with significant medical needs. <input type="checkbox"/> Who has been identified as the designated first aid and medication administration officer. <input type="checkbox"/> The supervision strategy that will be in place. <input type="checkbox"/> The list of contacts and how the team will manage communications throughout the excursion. <input type="checkbox"/> Information regarding administering Ventolin and Epinephrine auto-injectors. <input type="checkbox"/> Educational information that can be used to support the experience. <input type="checkbox"/> If happy with information, provide each staff attendee with excursion booklet. 	<input type="checkbox"/>	
9	<p>3 days prior to your departure make sure that all (collected) excursion (coloured) notes are sent to the office.</p> <p>This allows the office staff time to follow up children who have not handed in their notes.</p>	<input type="checkbox"/>	
10	<p>1 day prior to departure, sit down with the kids and explain:</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <input type="checkbox"/> Details of why excursion is taking place (what they can expect to see and learn about) <input type="checkbox"/> Expectations around how they should behave (Listening, lining up, going to the toilet, travelling to and from, etc) <input type="checkbox"/> What to bring including clothing, food, additional items and medications. E.g. Coats, packed lunch and snack. <input type="checkbox"/> Departure and return times. 		
11	<p>On the day of the excursion, the designated first aid person is to go to the office and:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign out medications, Epipens and Ventolin for those students who need them during the excursion. <input type="checkbox"/> 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. <input type="checkbox"/> Collect all orange permission slips <input type="checkbox"/> Collect event booklets for each staff member going on an excursion. <p>Before departing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mark roll on Compass, advise the office of students who are absent. <input type="checkbox"/> Make an attempt to contact absent student parents to determine if they are running late, etc. <input type="checkbox"/> Explain expectations to students again. *** This can happen when you arrive at the excursion. <input type="checkbox"/> Remind students to go to the toilet before departure. <input type="checkbox"/> Remind students who get travel sick to sit up the front of the bus. <input type="checkbox"/> Check that you have Medications, Medication Authority forms and logs, Epipens, Ventolins, permission slips, excursion booklets with event details from Compass. 	<input type="checkbox"/>	
12	<p>Whilst at excursion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete a roll call before commencing any activities. <input type="checkbox"/> On arrival sit kids in a group and address expectations, rules and itinerary of the day again. <input type="checkbox"/> Supervise each activity and build relationships with students. <input type="checkbox"/> Help build the learning experience by discussing teaching points with children as they arise. <input type="checkbox"/> Reduce toileting risks by ensuring groups are taken with an adult. 	<input type="checkbox"/>	
13	<p>Before departing excursion:</p>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <input type="checkbox"/> Remind students to go to toilet. <input type="checkbox"/> Sit kids in a group and check they have all of their belongings before packing the bus and departing. <input type="checkbox"/> Do another roll call to check that all students are accounted for. <input type="checkbox"/> Check that you have Medications, Medication Authority forms and logs, Epipens, Ventolins, permission slips, excursion booklets with event details from Compass. 		
14	<p>On return back to school:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss learning that occurred at the excursion. <input type="checkbox"/> Return all signed out medication, Epipens, Ventolins, first aid bag and excursion tub to the office. <input type="checkbox"/> Sign medications, Epipens, Ventolins back in via the registers. <input type="checkbox"/> Advise any parents/carers of children who needed to have medication/Ventolin administered. *** If an Epipen was administered, parents would have been contacted already. <input type="checkbox"/> Discuss the excursion with the AP for Wellbeing. <input type="checkbox"/> Allocate time at next PLC meeting to debrief and make notes for following excursions. <input type="checkbox"/> Put photo's or video's of the excursion on media drive. <input type="checkbox"/> Complete a newsletter article reporting on the excursion – great to include reflections from students. <input type="checkbox"/> Organise students to present at school assembly on their experiences. 	<input type="checkbox"/>	