

CAMPS AND EXCURSIONS



Help for non-English speakers

If you need help to understand the information in this policy please contact Ms Kim Shipley (Principal) or Ms Chris Vlahos (Assistant Principal) at Deepdene Primary School ph 9817 1917

PURPOSE

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

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. Deepdene Primary School 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 Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

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.

Deepdene Primary School is conscious of the value of providing first hand experiences as a basis for meaningful and effective learning. Excursions, incursions and camps offer an extension to the everyday classroom program.

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. Deepdene 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 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.

DET risk assessment templates are available here: [Risk assessment resources](#)

Deepdene 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

Deepdene 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

Deepdene Primary School requires 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. For further information about WWC Cards, see [Volunteers page](#) on the School Policy Templates Portal.

Parent/carer consent

For all camps and excursions, other than local excursions, Deepdene Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Deepdene Primary School uses Compass to inform parents about camps and excursions and to seek their consent. 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, Deepdene 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. Deepdene Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local

excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Deepdene 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. Deepdene Primary School has put in place financial hardship arrangements to support families who have difficulty paying for items or activities for their child.

Deepdene 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 or Principal. The Business Manager or 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. 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 Wellbeing and Engagement Policy and 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

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, Deepdene 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.

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 in School Documentation on Compass
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs via the school handbook.
- Discussed at parent information nights/sessions
- Reminders via Compass news feed and events module
- 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, and are available on the school website: [School Policies Book](#)

- 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	12 th October 2021
Approved by	Principal
Next scheduled review date	July 2025



CAMPS AND EXCURSIONS RISK MANAGEMENT ASSESSMENT FORMS

The Excursion Coordinator for this event should assess each of the following hazards and any others you think relevant and complete charts below:

1. Bushfires 2. Severe storms and flooding 3. Earthquake 4. School Bus Accident/Vehicle Incident	5. Missing Student 6. Medical Emergencies 7. Incidents 8. Aggressive student behaviour	9. Intruders 10. Internal fires and smoke 11. Snakes and other wildlife 12. Other relevant to camp area
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All relevant Risk Management Plans have been attached. In addition, the following risks have been assessed.

Likelihood	Almost Certain					
	Likely					
	Possible			Pre-existing medical conditions		
	Unlikely				School Bus Accident/Vehicle Incident Medical Emergencies Incidents Missing Student	
	Rare					
		Insignificant	Minor	Moderate	Major	Severe
Impact						

Environmental Emergency	Event	Risk Management Strategies
Medium = Tolerable	<p>Pre-existing medical conditions (asthma, allergies). Some medical pre-existing conditions may be triggered or worsened by outdoor activity, particularly when it is sudden or strenuous</p>	<p>Asthma Management Plan – Asthma First Aid Plan</p> <p>EpiPen</p> <p>Medical Conditions Form</p>
	<p>Allergies</p> <p>Foods and other allergens such as insect stings and medication can trigger anaphylaxis.</p> <p>A student suffers a severe allergic reaction (anaphylaxis) to a meal served by the camp kitchen.</p>	<p>Ensure the parents of the food-allergic student supply information about their child’s allergies, including an up-to-date action plan for anaphylaxis signed by a doctor. Make sure this documentation is brought to the camp.</p> <p>Ensure all staff attending are trained and know how to respond.</p> <p>Communicate with camp operators and the camp cook in advance. Ensure details are confirmed in writing.</p>
	<p>School Bus Accident/Vehicle Incident</p> <p>A bus transporting students to the camp is involved in a road accident/break down.</p>	<p>For minor accident, inform school. For serious accident, phone emergency service.</p> <p>If possible, reassure students.</p> <p>Show students where the emergency exit is.</p> <p>Students to be informed that they must keep their seat belts fastened and not lean across the aisle to talk to friends.</p> <p>Ensure vehicles comply with road authority’s registration requirements.</p> <p>Ensure drivers comply with all licensing requirements.</p> <p>Ensure that equipment carried inside vehicles is securely stowed so as not to create a risk of injury or damage.</p>
<p>Missing Student</p>	<p>Provide adequate supervision at all times using ratio of 1:10.</p> <p>Take roll so as to have a list of all students.</p> <p>Discuss dangers of leaving group with students.</p> <p>Students will stay together as a large group except when split into two smaller groups within confines of</p>	

		<p>the camp site, at this time they will be under supervision of staff member.</p> <p>If a student does get separated from group all students will sit in a closely supervised area while one staff member searches and maintains constant communication with main group.</p> <p>School and emergency services will be contacted as necessary.</p>
	<p>A student is injured during an activity and teachers are unable to call for emergency services immediately, as they have not carried a mobile phone or their mobile has failed e.g. dead battery</p>	<p>Carry out all activities within a safe proximity to camp site.</p> <p>Develop a location specific communication strategy for day-to-day operations and emergencies.(All adults supervising the activities should always carry a mobile phone)</p> <p>Before leaving campsite, make sure that: Your mobile is fully charged – You have stored the phone numbers of other staff on camp.</p>
	<p>A pre-existing medical condition results in injury or illness during the excursion</p>	<p>Staff will collect and then review current confidential medical information for all students and staff. Where uncertainty exists, additional information will be sought.</p> <p>At least one staff member will have first aid qualification and a first aid kit, which is appropriate to the activity and the environments to be encountered.</p> <p>Medical information will be carried by staff on the excursion and referred to as necessary.</p> <p>At the start of the excursion, staff will ensure that there is no new illness that may have an impact on the ability of the affected student(s) or staff to participate. Consideration will also be given as to whether that illness might spread to others in the group.</p> <p>The emergency response strategy will include communication and evacuation procedures</p>

DEPARTMENT OF EDUCATION & TRAINING

This proforma details minimum requirements for school council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<https://www.education.vic.gov.au/Documents/school/principals/safety/approvalform.docx>

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s)- provide address and phone number below:

Date(s):

Cost per student:

Camp Coordinator:

*** EDUCATIONAL PURPOSE**

The major learning focus of this Environmental Adventure Resort is for our students to further develop their self – confidence, problem solving and team work skills

PROGRAM DETAILS

A detailed daily itinerary is attached:

Supervision strategy for all aspects of the itinerary

*** Overnight accommodation**

Type of accommodation

✓ Accredited residential campsites Tents/camping Other

Physical location. As above

Contact phone number(s):

1. Residential campsite (if applicable)

2. Staff mobiles:

ADVENTURE ACTIVITIES:

- Flying Fox
- Raft Building
- Archery
- Giant Swing

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines, all Westbreen Staff are trained on the relevant activity at the camp, they then stay on this activity for the rotations.

All risk management processes are contained within Activity Risk Assessment document

* Transport arrangements

Internal External Both

Type of transports and seating capacity: DRIVERS

Will a member of the supervising staff be driving students? No

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

STUDENTS AND STAFF

STUDENTS:

Number of female students:

Number of male students:

Total number of students attending:

List required [student preparation](#), if any:

No preparation for the activities during the camp is required and any necessary equipment will be listed in a list provided to the students.

A medical form will be completed by all students attending to verify pre-existing medical conditions. A dietary requirement form will be sent out.

STAFF:

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

Staff Attending: