



CAMPS AND EXCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact 9758 4322

PURPOSE

To explain to our school community the processes and procedures Wattleview 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 Wattleview Primary School. This policy also applies to adventure activities organised by Wattleview 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. Wattleview 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;

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

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. Wattleview 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.

Wattleview 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

Wattleview 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

EG: Wattleview 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, as per our Volunteer policy.

Parent/carer consent

For all camps and excursions, other than local excursions, Wattleview Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Wattleview Primary School uses Compass to inform

parents about camps and excursions and by placing a note in student bags and 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 excursion / walking consent form, Wattlevue Primary School will provide parents and carers with an annual Local Excursion / Walking consent form at the start of each school year or upon enrolment if students enrol during the school year. Wattlevue Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass: email/online parent communication tool/a note home in the student's bag]. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Wattlevue Primary School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Wattlevue Primary School 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 finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Wattlevue 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](#).

Refunds

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* [INSERT other policies relevant to behaviour such as the *Student Code of Conduct* 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.

[NOTE: Sometimes a student's disability may manifest in challenging behaviour. Examples of disabilities that can present with challenging behaviour includes Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues. Please contact Legal Division for advice if you are considering excluding a student for failing to comply with behavioural standards, if their disability presents with challenging behaviour)

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, Wattleview 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
- Included in staff handbook/manual

- Discussed at staff briefings/meetings as required
- 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](#)
- [Parent Payments Policy](#)

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2021
Consultation	Jo Oppler and Lidiya Kerassitis
Approved by	Principal / School Council
Next scheduled review date	September 2023

Excursion/Incursion Planning Form

This form is to be completed and forwarded to the Principal or Assistant Principal

EXCURSION TITLE: _____ YEAR LEVEL(S)/GRADE(S): _____

CURRICULUM LINK: _____

DATE: _____ ORGANISER: _____

START TIME: _____ END TIME: _____

VENUE: _____

COSTING:

Bus \$ _____ Bus Company Details _____

Venue Entry \$ _____

Other expenses \$ _____

TOTAL COST \$ _____

COST PER CHILD (work out on the basis of 80% of students attending) \$ _____

PARTICIPATION:

Number of children: _____

Teachers attending: _____

Parents attending: _____

COSTING APPROVED

BM to sign

Excursion Risk Register

Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
1. Natural Disasters a) Bush Fire b) Flooding	<ul style="list-style-type: none"> • DET notifications for weather conditions • CFA notifications • Bureau of Meteorology website to monitor conditions 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
2. Location – Distance	<ul style="list-style-type: none"> • Fully stocked first aid kit with sick bags • Teachers have mobile phones • Staff car present on overnight camps • Compass 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
3. Communication	<ul style="list-style-type: none"> • Teachers have mobile phones • Compass 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
4. Weather	<ul style="list-style-type: none"> • Students wear raincoats and take umbrellas • Excursion site that has shelter 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
5. Transport	<ul style="list-style-type: none"> • Book buses with seatbelts 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
6. Bus accident	<ul style="list-style-type: none"> • DET Emergency Services • First Aid Kits • Emergency Services 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
7. First-Aid	<ul style="list-style-type: none"> • Permission notes have current medical information on it • CASES21 medical information • Allergy alert sheets • Fully stocked first aid kit with sick bags • School EpiPen • Individual student medical tub (for those who need it) 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
8. Staffing/ Supervision	<ul style="list-style-type: none"> • Follow DET staffing ratios 1:20 • Parent helpers on excursions • ES staff for students who need extra supervision 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low

Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				
9. Permission / Medical consent forms	<ul style="list-style-type: none"> All permission and medical forms must be received before excursion Permission notes have provision for parents to write latest medical needs Staff take medical/consent forms on excursion 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
10. If a student(s) leave excursion site	<ul style="list-style-type: none"> School to send another teacher to excursion site if practical DET Security Services Emergency Services 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
11. No organisational culture of child safety	<ul style="list-style-type: none"> Ensure all excursion providers have a Child Safety Code of Conduct Statement of commitment to child safety is publicly available 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
12. Inappropriate behaviour occurs on excursion	<ul style="list-style-type: none"> School staff to report to the organisation immediately School staff to implement child safety reporting procedures Child safety code of conduct of organisation 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
13. Unknown people and environments at excursions and camps	<ul style="list-style-type: none"> Staff to supervise students at all times Report suspicious behaviour to excursion provider School staff to implement child safety reporting procedures Child safety code of conduct 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low
14. Ad-hoc contractors on the premises (e.g. maintenance)	<ul style="list-style-type: none"> Staff to supervise students at all times Check for Visitors Pass Report suspicious behaviour to excursion provider School staff to implement child safety reporting procedures 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant		Low

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DET's Acceptability Chart: Used to decide whether the risk is acceptable, based on the rating calculated.

Extreme = Unacceptable (must have Executive oversight)	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Executive Officer level, be subject to the development of detailed treatments, on-going oversight and high level review.
High = Tolerable (with continual Management review)	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this risk to senior levels should occur.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.

Approved by Principal: _____

Date: _____

Excursion/Incursion Planning Checklist

Excursion Title: _____ Excursion Coordinator: _____
 Year Levels: _____ Date: _____

Organise and gain approval for date	Yes	No
Check calendar for other school activities on that day		
Check excursion provider is compliant with the Child Safe Standards?		
Obtain quote for transport		
Obtain quote for admission		
Check pricing with Business Manager		
Check supervision requirements and need for parent helpers		
Refer to principal/assistant principal for approval		
Inform Principal / AP so changes to timetable can be made accordingly if needed		
Once date is confirmed		
Create permission form for families at least 3 weeks prior . Form must be proof read by Principal Team or Business Manager		
Inform Business Manager of the excursion so it can be placed on CASES21		
Organise permission slips with admin staff		
SAL report can be completed and submitted by staff. This information includes: <ul style="list-style-type: none"> - Number of teachers going - Number of students going - Phone number and address of venue - Teacher in charge Attach a printed copy from SAL with this checklist.		
Complete purchase order for transport		
Complete purchase order for venue		
Book transport		
Book venue		
Inform Counsellors / Psychologists or others of the intended event		
Once notice is sent out to families		
When students' money is received, send to office <i>every day, BM to update cashbook</i>		
Send payment receipts home with students		
Ensure permission slips are returned for all students (or they cannot attend the activity)		
Check all parents going on excursion have provided a copy of a Working With Children Check		

Two days prior to excursion/incursion	Yes	No
Check that all students have paid and returned permission slips		
Ensure that yard duty changes are made and communicate these to the Assistant Principal so they can be put on the Daily Bulletin		
Provide a list of who will be on what bus. This includes adults and students.		
Day before excursion/incursion		
If necessary, check that first aid bag is ready to go.		
All of the paper work to be handed to the Business Manager.		
Day of excursion/incursion		
Parent helpers to sign in at the office		
Send list of absences to office of students remaining in class stating where they will be and with which teacher		
Communicate clearly with parent helpers re: expectations and structure of day		
Take permission slips for every student to excursion (very important!)		
Collect First Aid bags and individual student's first aid boxes (EpiPen, Ventolin, etc.) Make sure each bus has a first aid bag on board.		
Staff to ensure they have a charged mobile phone with them for communication purposes.		
After excursion		
Return all permission forms and this form to office for retention		
Profit and Loss report to be done- Business Manager		
BM to print up 'Charge by Charge' report and keep		
Make a folder with copy of excursion information, this sheet and profit/loss statement		

Questions to ask Excursion Providers about the Child Safe Standards

Question	Yes	No
Are you aware of the Child Safe Standards?		
Is your organisation compliant?		
Do you have a Child Safe Standards Policy?		
Does your organisation have a Code of Conduct for working with children?		
Are your staff trained in knowing about the Child Safe Standards and undertake training such as Mandatory Reporting?		
Do staff have Working With Children Checks?		
Do staff understand their obligations to reporting Child Abuse?		
What sort of risk assessment has your organisation undertaken in regards to the Child Safe Standards?		
What supports are in place for student supervision and safety?		

Excursion Day Organisation Form

Excursion Title & Date: _____

Staff Attending & Mobile Numbers:

Number of students attending:

Parent Helpers:

Student Groups:

Students Not Attending/arrangements:

Timetable of the Day:

Give exact/approximate times..... eg:

am Bus to depart Wattleview PS

Arrive Venue

Depart Venue

Pm Bus arrives back at Wattleview PS