**CAMPS AND EXCURSIONS**

## **Purpose**

To explain to our school community the processes and procedures Creswick 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 Creswick Primary School.

This policy also applies to adventure activities organised by Creswick 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. Creswick 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. Camps and excursions assist in promoting self-esteem, co-operation, resourcefulness, independence, leadership and resilience.

For all camps and excursions, including adventure activities, our school will follow the Department’s Policy and Advisory Library: [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy).

**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. Creswick 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.

Creswick 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**

Creswick 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 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 communicate Expressions of interest and 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. All parent volunteers must have a current working with children’s clearance

**Volunteer and external provider checks**

Creswick 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.

**Parent/carer consent**

For all camps and excursions, other than local excursions, Creswick Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Creswick Primary School informs parents about school camps and excursions 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. Communication will also be sent out to parents via the school Compass platform

For local excursions, Creswick 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. Creswick Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass and 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), Creswick 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.

Creswick 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 Principal. The 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](https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy).

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 the Code of Conduct Booklet*. The decision to exclude a student will be made by the 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, Creswick 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
* Discussed at staff briefings/meetings as required
* Reminders in our school newsletter
* Hard copy available from school administration upon request

## **Further information and resources**

This policy should be read in conjunction with the following Department polices and guidelines:

* [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
* [Camps, Sports and Excursions Fund](https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/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

**Review cycle**

|  |  |
| --- | --- |
| Policy last reviewed | June 2021 |
| Consultation | School Council |
| Approved by | Principal |
| Next scheduled review date | June 2024 |

**Appendix A – C**

**Excursion/Incursion/Camp Planning Proforma**

All of the steps below must be completed fully and complied with for all excursions, incursions and camps held by Creswick Primary School.

**Step 1:**  Discuss the excursion/incursion/camp with the Professional Learning Team and complete the ‘Excursion/Incursion/Camp Proposal Proforma. (Appendix B1) (Appendix A and C may have to also be considered depending on the activity)

**Step 2**: Arrange a meeting with the Principal and provide details of the excursion/incursion/camp – 4 weeks prior for excursion/incursion and at least 8 weeks prior for camps

**Step 3:**  Once approved by the Principal, complete the Excursion/Incursion/Camp Costing Calculation Form and meet with the Business Manager. (Appendix B2) – 4 weeks prior for excursion/incursion and at least 8 weeks prior for camps

**Step 4:**  Complete the Excursion/Incursion/Camp Details Notice (Appendix B3) and deliver it to the Principal for checking and approval. (Appendix A and C may also have to be completed depending on the activity)

**Step 5:**  Give the approved Excursion/Incursion/Camp Details Notice (Appendix B3) to the Office Manager a minimum of two days prior to distribution – 3 weeks prior for incursions and excursions but at least six weeks prior to camps.

**Step 6:**  Review the Excursion/Incursion/Camp Planner Checklist to ensure all elements have been fully addressed (Page B4).

Appendix A: Pupil / Teacher Ratios

|  |  |
| --- | --- |
| Abseiling and Rock Climbing 1:1 Rock Face  1:10 Others  2 Experienced Staff | ***Ropes Course***  1:12 3 students to any one element, 1 participating, 2 spotting  **NOTE:** No student on any element unless supervised |
| Base Camping 1:10 Residential; canvas  1:15 Study: residential | ***Scuba Diving***  1:8 Pool training  1:4 Diving, 2 buddy systems  **NOTE:** 2 qualified staff |
| Board Sailing 1:3 Beginners  1:5 Novice; intermediate; advanced  2 Experienced sailors | ***Shooting***  1:1 New or inexperienced  1:5 On the track or mound  1:15 Observers or waiting |
| Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters  1:6 Open Waters  1:4 Open Waters, Adverse | ***Snorkeling***  1:8 Closed water: pool  1:4 Open water  **NOTE:** 2 qualified staff |
| Bushwalking 1:5 Overnight  1:10 Day | ***Snow Activities***  1:8 Alpine, Nordic – overnight  1:10 Alpine, Nordic – day  1:10 Non-skiing |
| Canoeing 1:6  2 Staff members | ***Surf Activities***  1:10 Beach  1:8 Surf  **NOTE:** 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on beach |
| Cycling 1:10 | ***Swimming***  1:20 Enclosed pools  1:10 Open water |
| Horse Riding 1:1 Basics  1:5 Beginners  1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor  2 Experienced teachers if no instructor or group exceeds 10 | ***Water Skiing***  1:20 Shore  1 Student on two at any one time; if highly experienced two may be taken together  2 People in boat – driver and observer; one must be staff member |
| Orienteering 1:10 Bush | General Ratio: Excursion Camp  1:20 1:10 |

**Appendix B1**

**EXCURSION / INCURSION/ CAMP PROPOSAL PROFORMA**

**THIS FORM IS TO BE COMPLETED BY THE ORGANISER AND HANDED TO THE PRINCIPAL AT LEAST 4 WEEKS PRIOR TO THE ACTIVITY (8 weeks for camps)**

|  |  |
| --- | --- |
| **Teacher Responsible for the Activity:**  **……………………………………………………………………….…** | **GRADES INVOLVED**  **Grades** *No. of Children*  \_\_\_\_\_\_\_ ..……………  \_\_\_\_\_\_\_ ……………..  **\_\_\_\_\_\_\_** …..…………  **\_\_\_\_\_\_\_** …..…………  **\_\_\_\_\_\_\_**  .……………  TOTAL NUMBER  OF CHILDREN  **Arrangements for children not attending:** |
| **Destination - Name, Address, Phone number and name of Contact Person:**  **………………………………………………………………………….**  **………………………………………………………………………….**  **………………………………………………………………………….** |
| **Purpose of Activity:(How does it relate to the curriculum?)**  **………………………………………………………………………**  **…………………………………………………………………………**  **…………………………………………………………………………**  **……………………………………………………………………….** |
| **When:**  **……… ……/……/..…. ………………. ….…………..**  *Day Date Depart Return* |
| **Transport:**  **…………………………………………………………………….**  **(if by private car please refer to DEECD guidelines)**  **Staff Attending:**  **…………………………………………………………………………**  **……………………………………………………………………….…**  **………………………………………………………………………….** |

**Cost per Child (as approved by Business Manager): $ \_\_\_\_\_\_\_\_\_\_**

**Unit Coordinator: …………………………………………………………………………..……………………**

**Approved and Endorsed by Principal: …………………………………………………………………………...…**

**Appendix B2**

**EXCURSION / INCURSION/ CAMP COSTING CALCULATION FORM**

**Prepared by:** ……………………………………………………………………… **for**

**EXCURSION**: …………………………………………………… to be held ……/ ……/ ……

Cost per student (GST exclusive) of:

Excursion entry fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or

Incursion cost per student $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAMP:** ……………….................................................................... to be held ……/ ……/ ……

Camp accommodation $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camp food $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GST on food component of camp $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camp extra activities $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL (A) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL COST (GST exclusive) TO BE ENTERED:**

Bus cost (if applicable) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue hire $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of rewards/lollies $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of photos $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of CRT (if necessary) –School Employed $ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of accompanying adults (Aides/Parents at camp) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL (B) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL number of students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Estimated number of students to attend (for camps use 90% of total

number of students eligible to attend)

**Add** **TOTAL** **(A & B)** + $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students ÷ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost per student Total Cost ÷ No. st = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROUND UP TO NEAREST DOLLAR (CAMP TO $5.00)** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUSINESS MANAGER APPROVAL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_/\_\_\_\_\_/\_\_\_

**Appendix B3**

**Creswick Primary School**

**Excursion / Incursion / Camp**

**Details Notice**

**This is to be emailed or handed to the office so a CASES21 note can be printed for each student attending the excursion.**

**Excursion Name:**

**Date of Excursion/Incursion/Camp:**

**Details of Excursion/Incursion/Camp:**

**Venue:**

**Grade/Class:**

**Special Needs:**

**Transport Method:**

**Cost:**

**Staff Responsible:**

**Payment Due Date:**

**Appendix B4**

**EXCURSION PLANNER CHECK LIST**

**Name of Excursion: ………………………………………….……………………………..… Year Level: …………..**

* Discussed excursion with PLT.
* Complete and sign Proposal and Quotation form
* Entered on Staffroom Calender.
* Venue booked.
* Transport booked – seat belt bus if possible.
* Order / s written for all costs incurred i.e. Bus, venue, performers etc
* Camps – School Council approval required 8 weeks prior.
* SAL indicator completed 3 weeks prior to activity https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
* WWCC required for parents attending camps.
* Incursion – ensure room is free. Allow for set up / pack up time. If gym required, speak with before and after school care and hall users.
* Staff / Student ratio met.
* Excursion / Activity notice including payment requirements – sent to Office 2 days prior to distribution.
* Yard Duty Swaps organised.
* Education Support organised.
* First Aid organised.
* Arrangements made for medications if applicable.
* Parent assistance arranged.(make sure they have WWCC)
* Arrangements made for students not attending.
* Medical Forms collected it applicable.
* Bus lists and emergency contact numbers collated.

All involved staff notified:

* Principal and Assistant Principal
* Specialists
* Classroom Helpers
* Education Support Staff
* Visiting Professionals ie Speech
* CRE Instructors Canteen Mentors

**One Week Prior:**

* Signed permission notes and payments received.
* Arrangements for non-participants.
* Yard duty swaps arranged – time tabler notified.
* Parent helpers notified of arrangements.
* Tax Invoice to Business Manager if cheque needed on day.
* Name tags checked, new ones made if necessary.

**Day Prior:**

* All students have paid.
* Confirm bookings.
* Confirm arrangements for non participants.
* Groupings arranged.
* Helpers confirmed and checked WWCC Folder
* All permission notes in hand.
* Travel sickness containers and First Aid kits in hand.
* Names and contact details of parent helpers and teachers on emergency list.
* Clothing recommendations for the day eg. Sunscreen.

**On The Day:**

* Parent helpers sign in at office and receive ID badge.
* Teachers sign out at office.

**Day After:**

* Return all school items to their rightful location.
* Completed excursion refund request form for students who did not attend and all permission slips returned to office.

✂

Appendix C: Excursion/Incursion/Camp Risk Management Assessment Form

This form is to be completed as part of the planning process for all camps/excursions.

|  |  |  |
| --- | --- | --- |
| Class Group: | Date: | Supervising Teacher: |

**Section 1 –Environment Emergency Management Assessment**

**Venue Assessed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for **month** of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highlight each of the following hazards and any others you think relevant and complete charts below:

|  |  |  |
| --- | --- | --- |
| * Bushfires * Severe storms and flooding * Earthquake * School Bus Accident/Vehicle Incident | * Missing Student * Medical Emergencies * Incidents * Aggressive student behaviour | * Intruders * Internal fires and smoke * Snakes and other wildlife * Other relevant to camp area |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Very High** |  |  |  |  |
| **High** |  |  |  |  |
| **Moderate** |  |  |  |  |
| **Low** |  |  |  |  |
|  | **Low** | **Moderate** | **High** | **Very High** |
|  | **Impact** | | | | |

**General Excursion Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Risk/Hazard** | **Level of Risk** | **Risk Management Strategies** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |