



CAMPS AND EXCURSION/ INCURSION POLICY

BASIC BELIEFS

Camps and excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

GUIDELINES FOR ACTION

- The Principal or Assistant Principal for School Operations must approve all excursions.
- Staff wishing to organise an in/excursion or camp must complete an in/excursion and camp proposal form and lodge this for approval. All in/excursions and camps must be approved prior to running. Where an in/excursion or camp proposal has not been submitted, the event will not run, unless special circumstances are pending. The Principal or Assistant Principal will make this decision. The Principal or Assistant Principal will consider the educational outcome of the event as well as the impact on the school for the proposed date.
- The Principal or Assistant Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [DEECD Excursion Policy](#)
- Once the event has been approved, all relevant documentation must be completed and submitted to the Camps and Excursions Administrator. This is available from the Camps and Excursions Administrator the Camps and Excursions Administrator will complete the 'Student Activity Locator', SAL, at least three weeks prior to the excursion departure date.

- College Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or term breaks
 - Adventure activities

- The Principal and/or Assistant Principal is responsible for the approval of all single-day excursions other than those that must be approved by College Council as mentioned above.

EXPECTATIONS

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The Principal and the Assistant Principal will ensure that full records are maintained regarding the camp/excursion.

The Principal and Assistant Principal will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions. The college may choose to subsidise some excursions or some student's expenses

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. 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. Please refer to the Parent Payment Policy.

Prior to conducting a camp or excursion, the approval of the College Council or the Principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Only children who have displayed appropriate values and behaviours at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to, and incorporate all camps and excursions.

All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The Principal and the Assistant Principal will ensure that full records are submitted to College Council regarding the camp or in/excursion, needing its approval, well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the College Council and Principal will be obtained. In approving a camp or in/excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or in/excursion may be placed in another class, where applicable, and have an appropriate learning program provided by the staff who have arranged the camp or excursion/incursion or the staff directly involved. This must be also be approved by the Assistant Principal.

Prior to the camp or in/excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for Payments

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment **finalisation dates**. Children whose payments have not been finalised **at least 7*** working days prior to the departure date of an excursion, and **at least 14** working days prior to the departure date of a camp, will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager. *Incursions and Local Excursions with a low cost attached will require **3 clear days** before departure or event.
- Office staff will be responsible for managing and monitoring the payments made by parents/carers and will provide organising teachers with detailed records on a regular basis.

Teacher Responsibilities

- A designated "Teacher in Charge" will coordinate each in/excursion and or camp.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the Camp, In/Excursions Board.
- In the case where a camp or in/excursion involves a particular class or year level group, the organising teacher/s will **ensure*** that there is an alternative program available for those students not attending the in/excursion and appropriate supervision arrangements have been made prior to the date. ***Ensure**, for this purpose means consulting with teachers who may provide the alternative program where it is impracticable for the organiser to do so.
- All students **must have** returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The college will provide a First Aid Kit for each excursion. The Teacher in Charge is responsible for collecting these prior to leaving. Any additional medical requirements for individual students will also be collected from the First Aid Officer.
- The Teacher in Charge will communicate the anticipated return time with the General Office in the case where excursions are returning out of school hours.

- For students in Years 11 and 12, **it is required** that the Teacher in Charge will consult with the Senior School Leadership Team before planning to minimise the impact on other classes.
- Only students who have displayed appropriate values and behaviours at school will be permitted to participate in school camps and in/excursions. Parents/carers will be notified if their child is at risk of losing the privilege to participate in a camp or in/excursion due to inappropriate behaviours at school. The decision to exclude a student will be made by the Principal, and 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 in/excursion.
- Disciplinary measures apply to students on camps and in/excursions consistent with the college's Wellbeing Policy. In extreme cases the camp or in/excursion staff, following consultation with, and the approval of, the Principal or Assistant Principal, may determine that a student should return to school or home during a camp or in/excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student to school or home
- of the time when the parents/carers may collect their child from the camp or in/excursion
- of the anticipated time that the student will arrive at school or home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

The College's Emergency Procedures include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or Total Fire Ban, the Principal or Assistant Principal may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

Excursion groups must be equipped with mobile telephones and First Aid Kits to be used in emergencies.

Date Implemented	27 June, 2019
Author	Aylin Gökmen
Approved By	College Council
Approval Authority (Signature & Date)	
Date Reviewed	6 th June, 2019
Responsible for Review	Aylin Gökmen, Assistant Principal
Review Date	27 th June, 2020*
References	DEECD Camps and Excursion Policy Duty of Care Child Safe Standards

EVALUATION

***This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.**