

CAMPS, EXCURSIONS AND INCURSIONS POLICY

PURPOSE

To explain to our school community the processes and procedures Carrum Downs Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Carrum Downs Secondary College. This policy also applies to adventure activities organised by Carrum Downs Secondary College, 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. Carrum Downs Secondary College 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;

Incursions are activities brought into the College that would not be part of the normal day to day program.

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>

Note: workplace learning activities such as work experience are not considered school excursions.

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.

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. Carrum Downs Secondary

College'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.

Carrum Downs Secondary College 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

Carrum Downs Secondary College 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

Carrum Downs Secondary College 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, Carrum Downs Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Carrum Downs Secondary College uses Compass 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.

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 Business Manager 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 Business Manager determines exceptional circumstances apply.

Carrum Downs Secondary College 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. The Business Manager 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.

Students diagnosed with Anaphylaxis will be required to take their personal epi-pen on all camps and excursions a current Anaphylaxis Action plan will need to be provided by parents/carers. Students who have been diagnosed with Asthma are required to carry their own Ventolin and spacer if used. A current Asthma Action plan will need to be provided by parents/carers.

A current Allergy Action plan will need to be provided if a student has been diagnosed with allergies.

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 Student Code of Conduct 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 Teacher in Charge. The Teacher in Charge 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.

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, Carrum Downs Secondary College 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.

Carrum Downs Secondary College Implementation – Camps

- A camp is defined as any activity involving at least one night's accommodation.
- The College Council will ensure that all college camps are maintained at a reasonable and affordable cost, and comply with DEECD requirements.
- Camps will be budgeted for, and accurate costing presented to the Business Manager before the beginning of the school year. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager on a case-by case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices 4 weeks before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 10 school days before the departure date will not be allowed to attend unless alternative arrangements have been organised with the Business Manager.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide Pastoral teachers with detailed records on a regular basis.
- The designated Teacher-in-Charge of each camp will
 - Ensure that all camp, bus arrangements and camp activities comply with DEECD guidelines
 - Complete the "Notification of School Activity" form and forwarded it to DEECD three weeks prior to the camp departure date. Alternatively, application can be submitted online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
 - If the camp is over the DFAT must be notified
- Ensure that there is a mobile phone on camp that can be used to maintain contact with the College.
- All students will be required to provide written permission from their parents to attend the camp, as well as a completed "Confidential Medical Information Form"
- The College will provide a trained first-aid teacher and a First-Aid kit on each camp.
- A senior staff member will be in attendance at school while the children are returning from camp.

- The Teacher-in-Charge will communicate with this person in regards the anticipated return time.
- Volunteers may be invited to assist in the delivery of school camps. When deciding which volunteers will attend, the Leadership team/Camps committee will take into account:
 - Any valuable skills the volunteers have to offer, eg. bus licence, first-aid
 - The need to include both male and female volunteers to assist with the special needs of particular students
 - Volunteers selected to assist with the camps program will be required to undertake a police records check
- Only students who have displayed sensible, reliable behaviour at school will be invited to participate in the camps program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the student will then be excluded from the camp. The decision to exclude a student will be made by the House Leader in consultation with the Principal.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher- in -Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- All camps require College Council approval. This approval is to be sought at a scheduled College Council meeting at least 2 Terms prior to the camp departure date. Information to be presented will include:
 - The educational aims/objectives of the camp
 - The names of the adults attending, and their expertise and experience
 - Travel arrangements and costs
 - Venue details and an itinerary of events
 - Procedures to be followed to ensure the safety of the students, including risk assessments
 - Details on the number of students excluded from the camp
 - Alternative program arrangements for students not attending the camp
 - The names of students financially supported by the College Council to attend the Camp

Carrum Downs Secondary College Implementation – Excursions and Incursions

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as an activity brought into the College that would not be part of the normal day to day program.
- The College Leadership Team will ensure that all excursions and incursions are maintained at a reasonable and affordable cost and comply with all DEECD requirements.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion or incursion will be required to discuss their individual situation with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager on a case by case basis.
- All families will be given sufficient time to make payments for excursions. Parents will receive notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 48 hours before the departure date will not be allowed to attend unless alternate payment arrangements have been previously organised with the Business Manager.
- Office staff will be re-se possible for managing and monitoring the payments made by parents and will provide teacher with detailed records on a regular basis.

- For excursion and incursion to go ahead, a minimum of 80% of students need to have paid within 2 days prior to the excursion.
- A designated Teacher-in-Charge will coordinate each excursion or incursion. The Teacher-in-Charge of the excursion will ensure that:
 - The Application for excursion form is filled out appropriately
 - That all of the transport arrangements and excursion activities comply with DEECD guidelines.
 - Appropriate arrangements have been made for students not attending the excursion or incursion.
 - A member of staff can be contacted by mobile phone at all times during the excursion.
- The College will provide a first-aid kit for all excursions.
- Copies of completed Permission forms, and signed 'Confidential Medical Information' forms must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The teacher in charge will communicate with this person with regards the anticipated return time.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in College excursions and incursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the House Leader in consultation with the pastoral teacher and the Teacher-in-Charge.
- All excursions require approval from the Leadership Team. Information presented will include:
 - The educational aims/objectives of the excursion/incursion
 - The names of all adults attending
 - Travel arrangements and costs
 - Venue details and an itinerary of events
 - A contact phone number
 - Procedures followed to ensure the safety of the children including risk assessment where necessary

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 Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

REVIEW CYCLE AND EVALUATION

Evaluation: This policy will be reviewed as part of the College's review cycle

School Policy Advisory Guide: <https://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

College Policies: <https://cdsc.vic.edu.au/welcome/college-policies/>

This policy was last updated in March 2021 and is scheduled for review in March 2024