



## 1. Rationale

The provision of direct experiences in stimulating environments is an essential part of the learning process. Camps and Excursions assist in the academic development of students and also offer opportunities for growth in the areas of cooperation, independence and responsibility. At Bolinda Primary School we aim to reinforce, complement and extend the learning opportunities beyond the classroom and help to develop an understanding that learning is not limited to within school grounds.

In this policy, the term '*camp*' refers to an activity organised by a school during which students leave the school grounds to engage in educational activities (it may include students staying overnight). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not). The term '*excursion*' refers to an activity organised by a school during which students leave the school grounds to engage in educational activities.

## 2. Planning and approvals

The planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- venue selection:
  - the suitability of the environment and/or venue for the excursion
- safety, emergency and risk management:
  - assessment of excursion risks. This assessment will consider the risk of bushfires (Note: the proprietor of the camp or excursion activity may provide an existing bushfire risk assessment specific to their site).
- procedures in the event of an emergency
- arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
- completion of a 'Request for Approval of Excursion/Incursion' of school activity form four weeks prior to the activity (NOTE: See EXCURSION and INCURSIONS GUIDELINES)
- first aid requirements
- any other measures necessary for student and staff safety and welfare.
- staffing and supervision:
  - there are sufficient staff to provide appropriate and effective supervision
- the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable)
- there are appropriate levels of supervision in view of the activities undertaken and students involved.
- informed consent from parents or carers
- adequate student and staff medical information

- student preparation and behaviour
- requirements for any adventure activities  
transportation requirements, noting that: public transport can be used if practicable
- communication requirements
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- requirements for interstate or overseas excursions
- that the excursion meets the requirements of any school-level policy or procedures.

**Important:** When undertaking excursion planning, principals, teachers, school councillors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

#### **4. Broad Guidelines**

- 4.1 This program will engage all students in purposeful, firsthand experiences to assist in their development and understanding of the world around them.
- 4.2 Camps and Excursions will be related to the curriculum and enhance the classroom programs, adding an extra dimension to the school's educational syllabus.
- 4.3 Each Camp or Excursion will be coordinated by a 'Teacher In Charge' who will be responsible for all arrangements and is supported by a team of people.
- 4.4 The DET's requirements and guidelines relating to preparation, safety and duty of care must be observed in the conduct of all Camps and Excursions. Whenever a student – teacher relationship exists, the teacher has a special 'duty of care'. As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (those that the teacher should have reasonably foreseen) and against which preventative measures could be taken (refer to the Duty Of Care policy).
- 4.5 Parents, guardians and/or pre-service teachers may be invited to participate in camps and excursions to assist staff with supervision and may be included in the student supervision ratio and will act under the direction of the 'Teacher in charge'. All 'helpers' are required to hold a current Working With Children Check (refer to the Working With Children's Check policy) and will be invited based on the following considerations:
  - Any valuable skills the parents may have to offer
  - The need to include male and female adults
  - The special needs of particular students

#### **4. Implementation**

- 4.1 Staff are required to work through a 'planning checklist' in the **Guidelines For Planning Camps & Excursions** document when planning all Camps. This will include the educational aims and objectives of the excursion/incursion, the venue details and planned itinerary, the number of staff/adults attending, travel arrangements, supervision details, risk assessments and costs.
- 4.2 Approval must be given by the Principal and School Council for all camps and excursions, ensuring that they are conducted within the Department of Education Victoria Guidelines. All

*\* This policy is written in consultation with DET Guidelines.*

camps and excursions must be approved by the Principal. When presenting a proposal to the Principal, the 'Planning Checklist' found in **Guidelines For Planning Camps & Excursions** must be provided.

- 4.3 Staff planning camps and excursions are required to register these after approval from the Principal/Assistant Principal. Three weeks prior to camp or excursion the activity must be submitted via the **Student Activity Locator** online form (secure website - user name PIN and password required)  
<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx>  
(NOTE: This can only be uploaded by the Principal or approved staff members)
- 4.4 The 'Teacher In Charge' must ensure that Camps and Excursions are carefully planned and costed to cover all expenses in conjunction with the Business Manager.
- 4.5 Parents will be informed about Camps and the associated costs at least two terms prior to the event.
- 4.6 Prior to each camp, parents will be provided with additional information at a 'Camp Information Session' that will clearly communicate the camp program and student requirements. Parents will be asked to complete an 'expression of interest' for their child to attend camp.
- 4.7 The 'Teacher In Charge' must give the Business Manager a copy of the excursion/incursion notice one week prior to it being sent home to families, allowing sufficient time for office payment processes to be established prior to payments beginning.
- 4.8 Payment and permission forms for excursions will be provided prior to the event in order to finalise arrangements, bookings and payments. Students whose payments and permission forms have not been finalized by the due date will not be allowed to attend unless authorised by the Principal.
- 4.9 Due to the need to pre-book venues and buses, the school has a 'no refund' policy, which will be clearly stated on all camp forms. (NOTE: Under extreme circumstances the Principal can authorize refunds – this may require a medical certificate or similar).
- 4.10 Families experiencing financial difficulty will have the opportunity to discuss their situation with the Principal, who will decide on alternative payment arrangements on a case-by-case basis.
- 4.11 Any student attending a camp requires written parental permission, medical information and emergency contact details.
- 4.12 Copies of completed permission forms must be carried by excursion staff at all times.
- 4.13 All staff attending the excursion must carry their mobile phone at all times with contact details of other staff and the school easily accessible.
- 4.14 An 'Excursion Information Booklet' listing students and adults participating in excursions, staff mobile numbers, venue details, travel information and arrangements for any students not attending must be given to all attending staff and left at the Office prior to departure. The template in the **Guidelines For Planning Camps & Excursions** document should be used to record this information.
- 4.15 The 'Teacher In Charge' must allocate and communicate responsibilities to attending staff, including the coordination of appropriate First aid supplies, student medical plans and medications

for the excursion. Prior to camp, all staff attending the camp must attend an information session about staff expectations and responsibilities.

- 4.16 Any student not wearing correct school uniform/or expected attire may be prohibited from attending a camp.
- 4.17 Students will be expected to display sensible and reliable behaviour at school to ensure their participation in Camps.
- 4.18 It is preferred that buses be booked for travel to any excursion and must have seatbelts installed for all travelers.

It is not preferred that 'Personal Vehicles' be used to transport students to events. If 'Personal Vehicles' are to be used it must meet the Department of Education Policy -

(<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/privatecar.aspx>)

Schools must:

- not direct staff members to transport other staff, students, or equipment
- ensure private vehicles used meet requirements for insurance and registration
- avoid use of private vehicles (including volunteer workers, parents etc) whenever possible
- ensure the following requirements apply when use of private vehicles is unavoidable.
- ensure the staff application form to use a private vehicle on official duty is completed, <http://www.education.vic.gov.au/hrweb/Documents/Reimbursement-of-travel-and-personal-expenses-teaching-service.pdf>
- The Principal must view the current and valid:
  1. registration certificate for the vehicle
  2. driver's licence of the driver.
  3. ensure compliance with child seat belt/restraint laws
  4. sight the vehicle's comprehensive insurance policy that includes: liability at law by way of damages no less than \$20 million
  5. approve the vehicle for use on duty by signing the approval form -

When transporting a small number of students to a school activity in a private vehicle is unavoidable the principal must ensure that:

- if the driver is a staff member they are a member of the supervising staff
  - if the driver is not a staff member:
  - that the above process are adhered to
  - ensure that the volunteer checks policy is applied and the have an up-to-date Working With Children's Check
  - parents/guardians are advised that their child will be transported in a private vehicle and by whom
  - the school keeps accurate records of the students travelling in each vehicle, in case of an accident occurring.
- 4.19 Teachers have ultimate 'duty of care' over students at school and offsite. External providers cannot be left to supervise individuals or groups of students at any time.
  - 4.20 Photos and video footage should be taken in line with the Media Permission and Acceptable Use Policies.
  - 4.21 No electronic devices/cameras are to be taken by students on camp (unless authorized by the Principal).

#### 4.22 CAMP PROGRAM

Year Level	Activity
Grade Prep/1/2	A day camp/excursion (i.e. 8am – 6pm)
Grade 3/4/5/6	3 days and 2 nights Camp

4.23 In the event of a joint excursion/camp with other neighbouring schools, all of the above must be completed in consultation with 'Teacher in charge' at other school location.

#### 5. Evaluation

This policy will be evaluated as part of the school's cyclic review program.

#### 6. References

##### **Safety Guidelines for Education Outdoors -**

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/privatecar.aspx>

<http://www.education.vic.gov.au/hrweb/Documents/Reimbursement-of-travel-and-personal-expenses-teaching-service.pdf>

**This policy was ratified by School Council on Thursday June 21st 2018**

## Excursions and Camps – Financial Planning/Profit & Loss Form



Details of Planned Event	
Staff Member/s Co-ordinating event	
Date/s of Planned Event	
Number of Students expected to attend (Allow for 10% of students in cohort not to attend the event, unless activity charged per student in which case this allowance will not be required)	
Date Activity approved by School Council (as applicable)	

### Details of Costs to be incurred by the school

Details of Expense	School Purchase Order No	Total Cost inc GST	Total Cost Ex GST	GST	No of students attending	Cost per student
Activity Provider			\$0.00	\$0.00		#DIV/0!
Transport			\$0.00	\$0.00		#DIV/0!
Accommodation			\$0.00	\$0.00		#DIV/0!
Food			\$0.00	\$0.00		#DIV/0!
Entry Fees			\$0.00	\$0.00		#DIV/0!
Any additional costs (detail)			\$0.00	\$0.00		#DIV/0!
Any additional costs (detail)			\$0.00	\$0.00		#DIV/0!
Any additional costs (detail)			\$0.00	\$0.00		#DIV/0!

**Total Cost Per Student**                      #DIV/0!

Checked by \_\_\_\_\_

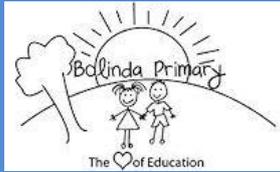
Date \_\_\_\_\_

## Cases 21 Finance Details

Fee Code/s used:

Sub Program used for processing of transactions:

### Excursions and Camps – Financial Planning/Profit & Loss Form



#### Excursions and Camps - Profit and Loss Statement

Name of Activity: \_\_\_\_\_

Transactions processed using Sub Program \_\_\_\_\_

#### Revenue:

Family Invoices	Batch No:	\$0.00
<b>Total</b>		<b>\$0.00</b>

#### Expenditure:

<b>Total</b>		<b>\$0.00</b>

**Net Profit / Loss**

**\$0.00**

	Name	Date
Completed by		

Any loss pre-approved by School Council at meeting on

	(Date)
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Loss to be transferred to sub program:

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