



WARRAGUL NORTH PRIMARY SCHOOL

Camps and Excursions Policy

PURPOSE

To explain to our school community the processes and procedures Warragul North Primary School will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps, excursions and adventure activities organised by Warragul North Primary School, both on and off the school site.

This policy does not replace but 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. Warragul North 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, both onsite and offsite
- 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>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

POLICY

Camps and excursions can provide a valuable 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.

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. Warragul North 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 terminated, cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Warragul North 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.

All camps (including sleepovers) must be approved by School Council as per the *Pro-forma for School Approval for all Camps. (See appendices)*

Supervision

Warragul North Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps. All ratios will be followed as per the Department's guidelines.

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. Parents will be notified of a request for volunteers for camps and excursions. When deciding which parents/carers will attend, the organising teacher and principal 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

Warragul North 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, Warragul North Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Warragul North Primary School uses Compass to 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.

For local excursions, Warragul North 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. Warragul North Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Warragul North 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 Warragul North 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 and exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited, but not required, to make a voluntary contribution. Students will not be excluded on the grounds of non-payment.

Financial Help for Families

Warragul North 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 Office Manager at the direction of the principal. The Business Manager and Office Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF). 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 and positive 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*, *Bullying Prevention Policy* and *Child Safety 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 Wellbeing and Engagement* 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, Warragul North 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
- 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 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

Appendices which are connected with this policy are:

- Appendix A: Pro-forma for School Approval for all Camps
- Appendix B: Guidelines for teachers planning a camp

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Council Consultative Committee School Staff
Approved by	Principal
Next scheduled review date	2026

Appendix A

Pro-forma for School Approval for all Camps

**This proposal form must be completed and handed to the Principal five days before School Council. If possible, School Council approval is required TWO normal meetings before the camp date. For interstate and overseas trips School Council needs to approve the trip in the November of the preceding year. It is suggested that a teacher-in-charge attend's the School Council meeting if possible.*

1. **Camp Location / Phone**

Name of Camp:

Name of nearest town:

Address of Camp:

Postcode:

Telephone of Camp:

In the event of an emergency, requiring emergency services, staff will contact 000.

Type of Camp Accommodation:

Canvas	<input type="checkbox"/>	Bunkhouse	<input type="checkbox"/>	Chalet	<input type="checkbox"/>
Motel	<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Other	<input type="checkbox"/>

If *other*, please give details:

2. **Dates / Times**

Leave School at _____ am/pm on _____ (day/month/year)

Arrive back at School _____ am/pm on _____ (day/month/year)

No. of days of Camp:

Is this Camp in: School time only? YES NO

Holidays time only? YES NO

School time and holidays/weekends time? YES NO

Does this camp clash with any major school activities on the School calendar? YES NO

If YES, list these activities:

3. Staff included

Teacher(s)-in-charge:

No. of extra staff required to meet safety ratios:

Male: _____ Female: _____ Totals: _____

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios. Please check the DET website.

Has the teacher-in-charge checked these ratios? YES NO

Can these ratios be met with the above staff requested? YES NO

4. Student Numbers / Age/Cost

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: _____ Girls: _____ Totals: _____

Age range of most students: to _____

Cost of camp per student: _____

5. Method of Travel / Route

Travel to the Camp:

Travel back to School:

Travel while at Camp:

Have any staff members driving private vehicles completed the "[Application to use private vehicle on official duty](#)" form?

If "Yes", please attach a copy. YES No

NOTE: All staff cars must be covered by comprehensive insurance policies with indemnity to the crown.

Are staff member's driving buses? YES No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

NAME OF STAFF	LICENCE NUMBER	EXPIRY DATE

NOTE: If a BUS is hired (self-drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats if possible.

Route

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

6. Activities on this Camp

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

ACTIVITY	STAFF RATIO	SPECIAL STAFF ON SITE QUALIFICATIONS	STUDENT EQUIPMENT

7. Camp Insurance (Public Liability)

A member of staff needs to SIGHT a copy of the Camp’s Insurance Policy and note details below for School Council.

INSURANCE COMPANY	POLICY No.	TYPE OF INSURANCE	LIMIT OF COVER

8. Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities above.

Signed:
Date:

9. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Principal and Business Manager to ensure the following procedures are carried out before the camp:

- (i) Complete the Student Activity Locator (SAL)
- (ii) Ensure students/parents receive information outlining the following:
 - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
 - (b) Permission form and a behaviour agreement – this form must be signed by both the student and parent.
 - (c) Confidential medical report for School camps.
 - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal and office
- (iv) The teacher-in-charge should work with the Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) First aid kit/s must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp deposit/cost is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.

Appendix B

Guidelines for teachers planning a camp and excursion



****Please note: Excursions do not have to go to School Council however detailed information for a proposed excursion should be provided to the Principal for approval prior to booking.***

Introduction

A camp is defined as any activity that involves at least one night's accommodation. Camps need to be planned well in advance and all documentation is to be kept together and given to the office for archiving after the camp has concluded.

1. Before any plans for a camp can be communicated with families, approval from School Council must be obtained. Please fill out the Pro-forma for School Approval for all Camps and provide it to the Principal prior to School Council as documented.

School Council is responsible for the approval of:

- overnight excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving camp, consideration by the principal and/or School Council needs to include:

- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

The Proforma for School Approval for all Camps must include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- arrangements for covering camp staff classes while they are away from school

2. An event must be created and completed on Compass. This date must be made visible on the School Community tab (orange) as well as the event. The event must include all information for parents and carers, including costs, transport, equipment list, dates and times. The event must

include all added information for school documentation purposes including attendees, staffing, risk assessments, costing and any additional resources before it will be approved by the Business Manager and Principal.

Students and their parents should be provided with information about the camp's objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

A parent must provide consent for their child to take part in a camp. If a parent does not have access to Compass a paper consent form must be signed. Parents asked to sign consent forms must be given information about the nature of the proposed activities on camp and supervision (adults attending camp).

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be able to be accessed on the camp by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent list and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

Other preparation and documentation to be included in the event before approval may include, but is not limited to:

- quotes for transport
- confirmed booking of transport
- confirmation time for departure and return
- informing staff involved and specialist teachers
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school payment
- informed first aid to ensure first aid kits can be organised and ready for the event
- medical information, precautions and First Aid kit/s

3. Teacher in Charge is to communicate with all staff of the camp/excursion.

It is the responsibility of the teacher in charge to communicate the date of the camp/excursion to the WNPS staff. This includes, but is not limited to:

- Adding the date on Compass to be visible for all staff and families on the School Community tab (orange)
- Emailing staff impacted, including specialist teachers
- Ensuring the date is on the term whiteboard calendar

4. The teacher in charge is to facilitate and oversee the pre-departure organisation.

- Ensuring classroom teachers (and specialist teachers if applicable) follow up on camp consent and payment prior to the consent/payment due date
- Plans made for students not attending (including providing work to be completed)
- Communicate all plans with staff and parent helpers attending
- Provide all volunteers with the Volunteers Booklet and ensure they have signed and returned the back page
- Confirm all numbers and dietary requirements with camp
- Ensure Event Handbooks are printed for staff members
- Ensure yard duty is swapped (for excursions) or cover is organised with Assistant Principal or daily organisation (a week prior minimum)
- Communicate nominee who is responsible for first aid, including distribution of first aid kit/s

5. All completed rolls, confirmed event information and up to date itinerary must be provided to the office on departure.

- All camp documentation must be collected and given to the office at the completion of a camp
- It is a responsibility for all schools to keep records from camps and excursions for 65 years.