



# CAMPS & EXCURSIONS POLICY

ROSANNA  
PRIMARY SCHOOL

POLICIES

**Date written:** June 2015  
**School Council Ratified:** Feb 2023

**Date reviewed:** Feb 2023  
**Next review:** 2025

Reviewed in line with DET Template



## Help for non-English speakers

If you need help to understand this policy, please contact Rosanna Primary School on 94572592 or email the school: [rosanna.ps@education.vic.gov.au](mailto:rosanna.ps@education.vic.gov.au)

## PURPOSE

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

We recognize that it is beneficial to develop a broad and deep understanding of curriculum through direct experiences.

Camps & excursions support the development of skills in personal development, social interaction and environmental studies. These activities may have a cultural, environmental, social or outdoor emphasis and are an important aspect of the educational program at our school.

## POLICY STATEMENT

### We endeavor to:

- Provide real-life experiences across learning areas, extending learning beyond the classroom.
- Provide the opportunity for all children to access the camping program regardless of gender identity, socio-economic, or cultural backgrounds.
- Broaden students' experiences and develop a sense of group cohesiveness in a fun and safe environment.

## SCOPE

This policy applies to all camps, school sleep-overs and excursions, including adventure activities organised by Rosanna Primary School, 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. Rosanna Primary School will follow both the Rosanna Primary School policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

## **DEFINITION**

### **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, 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 generally 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>

## **IMPLEMENTATION**

### **School Council Approval**

- School Council must approve all overnight activities and those that involve attendance outside of normal school hours using the DET approval pro forma.
- The principal must approve all single-day excursions.
- Written parental consent and full payment is required for all camps and excursions prior to student attendance. Consent forms must remain at school and a copy be taken on the excursion by the teacher in charge.
- Parents are to be provided with adequate advance notice of all camps & excursions. This advance notice is to provide sufficient detail to allow parents to make an informed decision about their child's attendance at the planned activity. Advance notice shall include an approximate cost for the activity.
- Activities will be spaced as evenly as possible throughout the year to help families to budget for these events.
- All adults attending overnight camps must be first approved by School Council and have undertaken a Working with Children Check.

### **Planning process for camps and excursions**

All camps and excursions will comply with Department planning requirements. DET must be informed of all camps and excursions through the Notification of School Activity register. This is the responsibility of the teacher in charge and must be done at least three weeks prior to the event.

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. Rosanna 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, including natural disaster and pandemics.

Rosanna 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.

## **Venue Selection**

- Camp and excursion venues will be selected for their quality, the educational opportunities they provide to support the school's program and their cost.
- A planned program of excursions is conducted each year with classes undertaking excursions as and when relevant to classroom learning.
- The school will develop and implement a sequential, progressive camping program with Year 2 sleepover, Year 3/4 biennial 2-night camp and culminating in an annual, Year 5/6 2 or 3 night camp.
- Upon arrival at the camp, the teacher in charge must conduct an inspection to assess apparent dangers and hazards.

## **Supervision**

Rosanna 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.

All camps will meet the DET guidelines of a one to ten student/adult ratio for overnight stays and a one to twenty ratio for excursions.

Students who choose not to attend camps & excursions are expected to attend school and will be provided with supervision and appropriate learning activities at school.

## **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**

Rosanna 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, Rosanna Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Rosanna Primary School uses Compass to inform parents about camps and excursions and to seek their consent **OR** informs parents about school camps and excursions by placing a note in student bags. The note confirms they consent to their child's participation by asking parents/carers to return the part of the note that asks for parents/carers signature. 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, Rosanna 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. Rosanna Primary School will also provide advance notice to parents/carers of an upcoming local excursion through a Compass notification. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Rosanna Primary School will notify parents once only prior to the commencement of the recurring event.

There may be occasion where a small number of students may need to be transported by private motor vehicles. Under these circumstances, parents of each student will be notified that their child will be transported in a private vehicle. The principal is responsible for ensuring that the vehicle is registered and that the driver holds a valid driver's licence and comprehensive insurance.

## **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.

Rosanna 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](#).

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, Rosanna Primary 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 as the First Aid Coordinator with responsibility for the health needs of the students for each camp/excursion. A trained First Aid Officer will attend all overnight camps. 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, first aid kits and a 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.

Rosanna Primary School will follow all government public health advice regarding communicable diseases including COVID-19.

## **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 at risk 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* or *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* 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**

Unless the activity requires students to bring their own packed lunch, students are not permitted to bring their own supply of food items to camps and excursions. If medically indicated and discussed with the Organising Teacher, students may provide some food items.

## **Emergency and Accident Management, 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, Rosanna 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.

First Aid Coordinator must be nominated for each event and made known to all attending staff.

## **Resources**

- First Aid kits, including student medication and detailed instructions for administration
- Infection control equipment e.g hand sanitiser, masks
- School Mobile Phone
- Identity Badge for excursions and bus travel (NO NAME on front of tag)
- Equipment to support activities as required.
- Completed medical forms for all children and adults attending the camp (a copy of these to be left at school).

## **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 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:

- [Student Wellbeing and Engagement Policy](#)
- [Volunteer Policy](#)
- [Inclusion and Diversity Policy](#)
- [Parent Payment Policy](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	February 2023
Consultation	Education Subcommittee 13/02/2023 School council
Approved by	Principal
Next scheduled review date	February 2025