PURPOSE

This policy is to provide guidelines for the planning and implementation of school excursions and school camps.

POLICY GUIDELINES

School excursions and camps provide engagement in educational activities, to extend student social competencies, to develop independence and self-confidence and to reinforce learning outcomes, reflect and extend classroom programs;

External venues and activities chosen for excursions provide opportunities for students to participate in richer learning experiences, not normally available in the day-to-day school-based program;

The camping program also aims to develop independence, responsibility, positive social skills to further enhance relationships, cooperation, personal organisation and resilience. It also will provide students with the opportunity to communicate and interact as part of an effective group in a different context;

Prior to an excursion or camp being conducted, approval must be obtained. Day excursions require approval by the Principal. Overnight excursions, camps or adventure activities require approval by School Council using the DET approval form.

Adequate pre-excursion planning and preparation must take place following checklist procedures and completion of Excursion Approval Forms and other relevant forms on the Staff Public/Camps and Excursions/Camp Forms

Staff-student ratios should provide adequate supervision and be appropriate for the age of the students and the activity being undertaken. The suggested minimum ratio for day excursions (not involving adventure activities) is one staff member per twenty students. The suggested minimum ratio required by the school for camps is one staff member for every ten students. Minimum staff-student ratios for specific adventure activities are outlined in the Safety Guidelines for Education Outdoors.

Staff is defined as teachers, nonteaching staff, parents, pre service teachers and other volunteer adults deemed appropriate by the principal. However, staff ratios must have a majority of teachers if outside the local area and a minimum of 2 teachers/non teachers on any excursion;

All parents will be required to sign a local walking excursion permission form each year in early Term 1. However, parents will be notified in a separate notice at the time of the walking excursion as to the purpose of the excursion and where students will be walking;
Local walking excursions are confined to the local area and may vary in distance but in
determining these excursions the age of students and weather conditions will be considered;

Buses booked for excursions and camps should, where possible, contain seat belts for all
students and staff;

DET requires an online Student Activity Locator (SAL) to be submitted to DET for School
Council approved camps or excursions which consist of adventure type activities, at last 3
weeks before the commencement of the activity, so as to provide information to both DEECD
and Emergency Services should an emergency arise;

If a whole-school excursion takes place, which leaves the school unoccupied, the regional office
should be notified;

Excursions may be cancelled at short notice where the Principal and/or Principal Nominee, in
consultation, with the excursion organiser, deems the weather conditions to be unsuitable for the
planned activity, or in other circumstances that have arisen which threaten the organisation of
the activity. Notification of cancellation of an excursion will be posted on Facebook no later than
8.45am on the morning of the excursion;

The school program will operate in Years P-6 Preps – extended day to 6 pm,
Grade 1 – extended day to 7 pm, Grade 2 – sleepover for one night,
Grade 3 & 4 – two-night, three day camp. Grade 5 & 6 – a three night, four day camp;

Camp venues will be selected with consideration to broadening the students’ exposure to
different geographical environments and activities, consistent with AusVELS outcomes. Camp
venues (school specific camp sites as opposed to general accommodation) must be accredited
through the Australian Campsite Accreditation Program;

In the case of where a new camp is being considered, at least 2 staff, including a team leader or
Leading teacher and camp coordinator must visit the camp site in the preceding year to
determine its suitability;

Under normal circumstances, all classroom teachers of the year level involved in excursions and
camps are expected to participate in the Camping Program;

A camp and excursion checklist will be provided to all team leaders and camp coordinators to
assist them with administration and planning required for excursions or camps;

A risk assessment analysis, including risk assessment for bushfire, will be undertaken for School
Council approved excursion and camps;

Emergency Management plans already in place at camp venues will be adhered to, and
students will be made aware of these on arrival at the campsite;

In the event of an emergency, an accident or injury on the camp or excursion, in addition to
taking emergency action, the Principal is to be notified. The Principal is to contact DEECD’s
Emergency and Security Management Branch as required;

First aid requirements for students with identified health care needs should be provided and
supported with up to date information explained in the Student Health Support Plan, Asthma
Management Plan or Anaphylaxis Management Plan;
When a private motor vehicle needs to be used to transport students, the parent/guardian of each student must be advised of the name of the driver and car registration, and a consent form will be signed as part of permission forms for camp or excursion prior to the activity. Any private vehicle used on official business must have a comprehensive insurance policy that includes liability at law by way of damages to an amount not less than $2 000,000 and an indemnity to the Crown. Prior to using a private motor vehicle for official duties, the ‘Application to Use a Private Vehicle on Official Duty’ form should be completed. Proof of the appropriate comprehensive insurance policy and a copy of the current vehicle registration certificate will be required;

A staff member’s private car should be available at any camp site except for interstate camps such as Canberra, where buses will be on site for the duration of the camp, for emergency transport of a student, if an ambulance is unavailable or deemed unnecessary. A staff member may accompany a student to hospital with the ambulance if circumstances deem this necessary such as an interstate camp;

In accordance with school council policy, annual Essential items payments must be made prior to camp and excursion payments

Documents In Support Of This Policy include:

- DET School Policy Advisory Guide;
- DET Circular S192-2012 ‘Student Activity Locator’ (SAL) Completion Requirements Prior to Camps and Excursions;
- DET Emergency Management Reporting requirements;
- DET Safety Guidelines for Education Outdoors; and
- DET Private Car Use Policy and form.

IMPLEMENTATION GUIDELINES

Camp coordinators are responsible to book camps at least 2 years prior to the camp date so as to secure a booking;

Parents/guardians will be provided with full details of excursions and camps in an excursion or camp notice and costs will be included in the term planner. Purpose, venue, date, costs and a medical permission form will be included in the camp/excursion notice. In addition, students will be given a list of items required for any camping activities; In the case of camps at least 1/3 deposit will be required at least one term in advance.

A parent or guardian should ensure all documentation related to excursions and camps is read thoroughly, must sign a consenting form to their child’s participation in any excursion or camp, give consent to emergency medical treatment if needed and alert the school to any medical conditions or allergies. All parent forms need to be returned by the due date on the notice;

Students will not be permitted to go on excursions or camps without a signed consent form prior to the activity. A separate consent form must be signed for every excursion, except for local walking excursions where one permission form is signed for the year;

Consent forms are to remain in the possession of the teacher in charge throughout the excursion or camp. A list of students attending an excursion or camp along with contact numbers will be taken by staff on the camp/excursion and a copy will also be left at the front office;
Parents or guardians must complete a department approved confidential medical information form for school council approved excursions. Parents or guardians are given the opportunity to vary any information previously given to the school but should provide updated information to the school during the year if there is a change;

All camps/excursions are to be planned and booked by a designated member at each year level with costs checked by the Principal/Leading Teacher or Business Manager prior to sending out parent notices;

The excursion organiser must place a copy of each form in the Excursion Folder kept in the Office. A copy of the notice sent home to parents/guardians must be attached;

Parents should ensure their children are adequately and suitably clothed for the nature of the excursion or camp, and that all requirements listed by staff are met;

A camp list and costing must be completed by the camp coordinator and this needs to be checked by the Principal or Business Manager

A camp checklist must be completed by the camp coordinator as part of the pre camp planning process;

In the case of camps, there must be a staff vehicle on site in case of emergencies;

For excursions held outside school hours, parents/carers should be advised of a telephone number for the camp venue for emergency purposes.

The teacher-in-charge must take the medical information forms on the excursion and ensure that these forms are available for other staff in emergency situations. Copies of the forms should be held at school;

The excursion or camp organiser must take a mobile phone to be used in emergency situations. Mobile phones may be taken on camp by teaching staff and volunteers;

A staff member holding Workplace Level 2 first aid training will be nominated as being in charge of first aid and medication for each excursion and camp. It is recommended that a qualified first aid person will attend each excursion where possible and will be responsible for ensuring a first aid kit, appropriate to the excursion and location, is taken and medication is given in accordance with school policy;

In the event of a serious accident or incident where urgent medical attention is required by a student, staff will ring for an ambulance. Parents will be contacted after an ambulance has been secured. However, in the event of accidents not requiring hospital attention, parents will be contacted so as to inform them of the injury and or incident if the teacher in charge deems it necessary at the time. In some cases, if a parent is rung they may be required to pick their child up if the illness or injury is of concern to staff or if the child is in discomfort. If a student sustains a knock to the head, eyes or teeth, parents will be contacted and if deemed necessary by the teacher in charge, parents will be asked to pick up their child;
If a student behaves in a manner which threatens the safety or well-being of the group, parents will be contacted and it is expected that they collect their child immediately;

It is expected that parents ensure that students arrive and depart at the designated times for excursions or camps;

On return to school from a camp/excursion, students remain in the teachers’ jurisdiction and must be marked off a roll before they are released to parents;

Regular contact is to be maintained with the school whilst on camp and updates are to be posted on the school website/Facebook.

EVALUATION

This policy will be reviewed as part of the school’s three year review cycle or earlier as required.