



Camps and Excursions Policy

Purpose

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

Scope

This policy applies to all camps and excursions organised by Rosanna Golf Links Primary School. This policy also applies to adventure activities organised by Rosanna Golf Links Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

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 Golf Links 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, 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 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>

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. Camps and excursions enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps and excursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.



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Camps are classified as an 'optional' educational item that is provided in addition to the standard curriculum program which is offered to all students. These optional extras are provided on a 'user pays' basis.

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](#).

Required Approvals

1. All camps must be approved by the Principal and School Council.
2. Staff wishing to organise a camp must seek approval by the Principal prior to the commencement of planning. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
3. The Principal or their nominee will seek in-principle approval for the planning of a camp in the November/December Council meeting in the preceding year.
4. All in-principle approved camps will then be presented to School Council with documentation for their approval. No camp will occur unless all the formal record keeping has been completed and approved by School Council.

Planning process for camps and excursions

- The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, excursions, transport arrangements, emergency procedures and student/staff ratios comply with DE&T guidelines.
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>
- The designated 'Teacher in Charge' of each camp or excursion will complete a risk analysis report.
- All camps and excursions must be logged on DE&T Student Locator by the 'Teacher in Charge' <https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp> at least three weeks prior to the planned event.
- All costs are non-refundable.

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 Golf Links 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 or camp 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.



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Rosanna Golf Links 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.

Supervision

Rosanna Golf Links 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.

Parent volunteers

Parents may be invited to assist with camps and excursions. 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 Golf Links 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

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, sleepover or excursion.

Local Excursions

As part of the enrolment process at Rosanna Golf Links Primary School, parents/carers are asked to provide consent for their child to attend local excursions within walking distance of the school. Dates, times and additional information about any local walking excursions is then provided to parents/carers via Compass.



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For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Rosanna Golf Links Primary School will notify parents once only prior to the commencement of the recurring event.

Excursions

Rosanna Golf Links Primary School provides information and details to parents/carers about all other school excursions via Compass. Parents/carers are asked to provide consent for their child to attend excursions (local excursions excluded) via Compass.

All aspects of any sleepover will be outlined to parents in writing, including cost, sleeping arrangements, activities, clothing and equipment lists, contact phone numbers, student management processes, permission and medical forms and clearly stated payment finalisation dates. Parents/carers will need to provide written consent, emergency contact information and complete required documents about medical and dietary requirements and return this to the school within the timeframe indicated.

School Camps

All aspects of any school camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates. Parents/carers will need to provide written consent, emergency contact information and complete required documents about medical and dietary requirements and return this to the school within the timeframe indicated.

The school will continue to use Compass to communicate with parents about camp information, deadlines and requirements, however consent and most camp documentation will need to be completed in writing by parents/carers.

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. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

Rosanna Golf Links 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/Organising Teacher. The Principal/Organising Teacher 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



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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, sleepover 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 currently qualified First Aid member of staff will be appointed with responsibility for the health needs of the students for each camp or 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, positive and educational experience for all students involved.

Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps and attend excursions. Parents will be notified if their child is in danger of losing the privilege to participate in a camp or excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal and/or Assistant Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp or excursion.

Parents will be requested to collect their child from camp or excursion if their child exhibits behaviour that is considered unacceptable or a danger to others. The 'Teacher in Charge', in consultation with a member of the leadership team, will make this decision. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.



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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*.

Camp Organisation

All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records via Compass on a regular basis.

The 'Teacher in Charge' will ensure that the event roll is marked on Compass on the day of departure for any camp or on commencement of a sleepover.

In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp.

Parents may be invited to assist in the delivery of school camps or sleepovers. When deciding which parents will attend the organising teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.

For high risk Outdoor Education activities the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.

A first-aid kit will be carried by the designated first-aider for all camps and excursions. The 'Teacher in Charge' will ensure that student medical forms are available at the site and all camp and school staff are aware of special medical issues or medication requirements of any student. One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).

Site Safety

All safety requirements must be considered and adequately resolved prior to any camp. Telephone numbers of all emergency services must be provided to the school, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

A designated 'Teacher in Charge' will coordinate each camp and ensure all students and adults attending the camp are aware of evacuation and emergency procedures following an



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onsite Camp Induction.

The 'Teacher in Charge' will communicate the anticipated return time with the office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

Any parents attending a camp or sleepover will be made aware that camps and sleepovers are alcohol-free and smoke-free environments.

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 sleepovers 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 sleepover.

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, Rosanna Golf Links 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.

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](#)



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The following school policies are also relevant to this Camps and Excursions Policy:

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

Review

This policy was last updated on [insert date] and is scheduled for review in March 2024.