

CAMPS AND EXCURSIONS

POLICY

Rationale:

Camps, excursions and incursions broaden the student's experiences by providing a balance of programs in educational, cultural, social, physical and aesthetic areas, with a particular emphasis on diversity and multi-cultural aspects.

Aims:

- Children will experience varied environments.
- Children will have the opportunity to develop appropriate social skills.
- Children will have the opportunity to participate in a range of overnight experiences.
- Children will have the opportunity to develop safe and healthy living concepts.
- Children will have the opportunity to acquire the skills and knowledge that may contribute to worthwhile recreation later in life.
- Children will foster an understanding of their dependence on and responsibility to the environment.
- Children will develop an increased independence and resilience in an outdoor environment.
- Children will develop their understanding of our school values.

Guidelines:

- All camps and excursions will be relevant to the Victorian Curriculum and classroom programs and provide increased opportunities for social interaction.
- Team leaders within the school will be the first point of consultation with regard to planning.
- Each grade will aim to have an average of four incursions and/or excursions during the school year.
- Camps and excursions planning will be done according to SGPS Camps and Excursions Guidelines. *See Appendix 1*
- All camps and excursions shall be conducted according to DET guidelines including adult/student ratios and emergency management procedures for all personnel involved.
- All camps and excursions will comply with Department planning requirements. 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. Spring Gully 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, or on the way to or from an 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.
- Camps and excursion notices are to be generated as an '**Event**', via Compass.
- Approval from School Council must be sought by the camp coordinator at least two months prior to the camp, using the *Compass Events* module.

- The Student Activity Locator will be completed by the organiser **three weeks prior** to any excursion or overnight camp.
- Eligible families may use the Camps, Sports and Excursions Fund (CSEF) to cover all or part of the cost of a camp or excursion. Judy will manage the individual student balances of CSEF and apply to each eligible student in Compass before events are approved.
- The cost of replacement teachers, where necessary, will be included in the cost of the camp.
- At least one supervisor of each gender must be involved in an overnight excursion.
- Working with Children Checks will be required for all designated parent helpers attending camps and excursions.
- During camps some school programs may be modified or suspended to enable appropriate pupil teacher ratios to be accommodated.
- Staff expertise will be utilised when planning camping programs.

Implementation:

- The following are to be used as a guide and may be subject to change:
 - Preps – major excursion (e.g. Ballarat Wildlife Park)
 - Grade 1 – major excursion (e.g. Melbourne Zoo)
 - Grade 2 – local experience, two days, one night sleepover (e.g. Discovery Centre).
 - Grade 3 – major excursion (e.g. Sovereign Hill)
 - Grade 4 – outdoor adventure experience (e.g. Camp Kookaburra, Corop)
 - Grade 5 –major excursion. (e.g. Melbourne Museum)
 - Grade 6 – urban experience, three days, two nights (e.g. Urban Camp, Melbourne).
- Designated parent helpers may be utilised to reduce supervision ratios and minimise the employment of replacement staff.
- Approximate costings will be provided to parents early in the year for major camps.
- Indicative excursion/incursion dates for the year will be communicated to parents by teaching teams at least one month before the event. For camps, 2 months before the event.
- All school staff will be familiarised with a *Camps and Excursions Guidelines*, which will include reference to the *DET Risk Assessment* document.
- A record of all camp and excursion information will remain on Compass as an ‘Event’ including attached relevant documentation. ‘Past Events’ can be accessed at any time.
- A designated camp/excursion coordinator is responsible for all organisational and communication aspects of the event. This is applicable before, during and after the event.
- Appropriate contact and medical details will be obtained from parents/guardian, and will be taken to camp by the teacher in charge.
- Current management plans for asthma, anaphylaxis, allergy, diabetes and other significant medical conditions are to be taken to camp by the teacher in charge.
- All adults responsible for student supervision on camp will have a first aid kit with them at all times.
- A school Epipen and asthma kit will be taken on all events that occur outside the school grounds.
- Students with a diagnosis of anaphylaxis must have their school Epipen and one additional Epipen provided by the parent/carer taken with them on all camps and excursions.
- A student behaviour contract may be issued to individual students prior to all camps and coordinators will communicate these to parents. If a student has displayed behaviour prior to a camp that may be deemed a risk to others on a camp, a parent meeting will be held to discuss the student behaviour contract.
- Teachers reserve the right to contact parents and send students home from camps if the student behaviour contract has been seriously broken.
- Camp co-ordinators will provide an information folder for all teachers attending camps. These folders will include student medical details, emergency contact details, teacher and venue contact phone numbers and risk assessment documentation.
- If concerns arise following an event, the Principal may raise this concern for discussion at School Council.

- Families facing financial difficulties in paying for a major camp may have a payment plan arranged in consultation with the Principal.

Resources:

- SGPS Camps/Excursions/Incursions Guidelines
- DET Guidelines and requirements for Camps and Excursions:
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- DET Risk Assessment Proforma
- SGPS Emergency Management Plan
- C.P.R. Chart
- Asthma Chart
- Anaphylaxis and Asthma Policies
- SGPS Food Policy.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

June 2019

Appendix 1

SGPS CAMPS AND EXCURSIONS GUIDELINES

This information is of high importance

This information is to clarify and make sure everyone is aware of the requirements when organising an excursion or camp. These guidelines **must** be followed by all staff when organising a camp or excursion.

CHECKLIST FOR ALL STAFF

1. **CALENDAR** - When planning a camp or excursion please check the calendar, so that clashes can be avoided. Please also be aware of the impact of your camp or excursion on others and take necessary respectful action. This includes timetable changes and yard duties.
2. **SCHOOL COUNCIL** - When planning a camp or excursion, it needs to be approved by School Council **before** the event takes place. Staff must submit an Event for approval via Compass as a formal way of seeking approval for an excursion, camp or other event.
3. **Compass Events for Camps and Excursions** – the Events proforma on Compass needs to be completed and submitted for School Council approval. All Events are firstly approved by Judy and then by Brett following School Council ratification.
4. **COSTS & BUDGETING** – must be discussed and confirmed with Judy before parents are notified. Please note that any staffing and tuition costs cannot now be charged to parents.
5. **RATIOS** – by law, these must be planned for and adhered to. This includes bus ratios. The ratios are:
 - **Day Excursions:** 1 adult to 20 students
 - **Adventure Activities:** 1 adult to 10 students (clarify the definition of this with Brett or Francis case-by-case)
 - **Camps in Residential Premises** – 1 adult to 10 students
 - **Bus Ratios:** **A minimum** of 2 adults per bus, then 1 adult to 20 students.

** ES Staff who attend in order to support the student they are supporting can not be counted in the ratio.*
6. **CALENDAR** - When approved, your camp or excursion needs to be put on the calendar.

7. **RISK ASSESSMENT TEMPLATE** – to be completed for all camps and any excursion that is considered to include factors of a medium to high risk.
8. **BUSHFIRE RISK** – are there any considerations with relation to risk of bushfire **at, to and/or from** the location? Refer to the Camps and Excursions policy for more details.
9. **STUDENT ACTIVITY LOCATOR** – to be completed by the organiser **BEFORE** the Event. A copy of the confirmation email is to be sent to Brett.
<https://partner.eduweb.vic.gov.au/sites/sal#/>
10. **WWCC** - If you are taking parent volunteers or other helpers, they must have a current **Working With Children Check**. This must be presented at the office and a copy made. Please check the WWCC folder at the office, or ask Judy to check for you, for parents with current WWCC.

10. **PRIVATE CAR USE** - use of **private cars** should be avoided where possible. If private cars are to be used for any transportation of students, then approval needs to be sought from the Principal/Assistant Principal before arrangements are made. The ‘Student Travel in Private Car Permission Form’ needs to be signed and returned for each student being transported in the car, before any travel takes place. Phone approval is not acceptable.

The following DET link can also be referred to:

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

Your support with all these requirements is appreciated and will ensure that the law and DET regulations are followed.