

Camps, Excursions and Tours Policy



Policy Statement

Camps and excursions are a valuable part of a student's educational program. As much of a student's learning occurs outside the classroom, camps and excursions are a means of using resources to enhance and enrich student learning. Camps and excursions will be planned to support the teaching and learning program.

The school aims to provide camp and excursion opportunities for students so that they may:

- Learn in and out of class/school situations
- Live and work in groups, outside of the home and school environment, over extended periods of time
- Further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- Further develop their problem solving and life survival skills
- Interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- Extend understanding of their physical and cultural environment
- Be involved in the decision making, planning, preparation and presentation processes associated with these opportunities

Note- For the purposes of this policy, an excursion is defined as an activity organised by a school (except work experience) where students leave the school grounds for the purpose of engaging in educational activities (including camps, adventure activities and sport).

Guidelines

- 1.1 The Department of Education and Training (DET) requirements and guidelines relating to preparation and safety must be observed in the conduct of all excursions.
- 1.2 The Principal or their nominee must ensure that full records are maintained regarding the excursion /camp
- 1.3 The Principal or her/his nominee must ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

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- 2.1 Prior to conducting a camp or excursion, the DET requirements and guidelines relating to excursions or camps, will be rigorously observed. Consideration in planning must include reference to DET SPAG (see link below).
- 2.2 The Principal or their nominee must ensure that full records are submitted to School Council regarding the excursion /camp well in advance of the starting date of the event and that no excursion/camp occurs unless all the formal record keeping has been completed and approved.
- 2.3 Prior to conducting any school excursion or camp, the formal approval of the School Council or the Principal (see 2.6) must be obtained. In approving a camp or excursion, consideration will include:
 - the contribution of the activity to the school curriculum
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by the DET
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities
 - emergency procedures and safety measures
 - staff-student ratios
 - student experience
 - special provisions for overseas travel

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Guidelines

- 1.4 Satisfactory arrangements must be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- 1.5 The Department of Education and Early Childhood Development will not be responsible for expense resulting from any student incident on an excursion or camp.
- 1.6 Prior to conducting a camp, adventure activity or excursion, the approval of the school council or the principal must be obtained.
- 1.7 The school Student Engagement and Behaviour Management Policies cover students on camps and excursions. They may be excluded from activities due to prior poor behaviour.
- 1.8 The emergency management process of the school will extend to and incorporate all camps and excursions.

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- 2.4 Students not attending a camp or excursion are to be placed in another class and have an appropriate learning program provided by the class teacher.
- 2.5 Prior to the excursion or camp parent/carers are to be made aware that the Department of Education and Early Childhood Development does not provide student accident cover and that they need to make their own arrangements for cover.
- 2.6.1 The Upwey High School Council is responsible for the approval of:
- *overnight excursions*
 - *camps/tours*
 - *interstate and international visits*
 - *excursions requiring sea or air travel*
 - *excursions involving weekends or vacations*
 - *adventure activities.*
- 2.6.2 The Principal or their nominee is responsible for the approval of all single-day excursions (other than those referred to above that must be approved by School Council).
- 2.7.1 If a student has not displayed sensible, reliable behaviour at school consistent with the Student Engagement and Behaviour Management Policies prior to the camp or excursion they will not be able to participate. Parents/carers will be notified if a child may be excluded due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the staff member in charge of the camp or excursion.
- 2.7.2 Disciplinary measures apply to students on camps and excursions consistent with the school's Behaviour Management Policy. In extreme cases the camp or excursion staff, following consultation with and the approval of the Principal or their nominee, may determine that a student should return home during a camp or excursion. In such circumstances, the parent/carer should be advised:
- *of the circumstance associated with the decision to send the student home*
 - *of the time when the parents/carers may collect their child from the camp or excursion*
 - *or the anticipated time that the student will arrive home.*
 - *Parents/carers will be advised that any costs associated with the student's return will be the responsibility of the parents/carers.*
- 2.8.1 The school's Emergency Procedures do include the effects of an emergency on student supervision in the event of excursion or camp staff being required to assist injured students or to go for help (refer our school's Emergency Management Plan for specific details).
- 2.8.2 All camp or excursion staff and, where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each camp or excursion. In particular,

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- 1.9 All Department of Education and Early Childhood Development requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) excursions/camps.

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emergency procedures pertaining to campsites will be explained as soon as practicable after arrival and a trial evacuation exercise will be carried out immediately to ensure that procedures are appropriate and to familiarise staff and students with the emergency evacuation protocols.

- 2.8.3 On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel a camp or excursion at short notice. Where a camp or excursion is not cancelled, special fire safety precautions will be implemented.
- 2.8.4 Camp groups and excursion groups will be provided with the relevant emergency and communication equipment.
- 2.8.5 Parents will be provided with a contact person and phone number–
- 2.9. When considering overseas excursions for approval the School Council will refer to DFAT recommendations with regard to student and staff safety and welfare.
- 2.9.2 The Principal and School Council when considering overseas excursions for approval will take into account special requirements for:
- Staff approval to travel overseas
 - Travel and medical insurance requirements
 - Emergency planning

Links

- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as required by developments in relevant legislation.

Policy drafted by:
Date ratified by School Council:
Policy reviewed by:
Date ratified by School Council:
Policy reviewed by:
Date ratified by School Council:

Assistant Principal Mick Sheehy
25 November 2009
Education Committee August 2014
August 2014
Education Committee Nov 2017
22 November 2017