

# Camps, Excursions and Tours Policy



## Policy Statement

Camps, tours and excursions are a valuable part of a student's educational program. As much of a student's learning occurs outside the classroom, these activities are a means of using resources to enhance and enrich student learning which may not be available within the classroom

Camps, tours and excursions will be planned to support and link to relevant teaching and learning program.

**The school aims to provide camp, tour 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

## Definitions

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 day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;

**Camps** are excursions involving at least one night's accommodation.

**Tours** are longer in duration than camps and may be within Australia or involve travel overseas.

**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>

Workplace learning activities (such as work experience) are not considered school excursions.

## 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 or tour
- 1.3 The Principal or their nominee must ensure that adequate pre-excursion, camp and tour planning

## Program

- 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 or tour well in advance of the starting date of the event and that no excursion, camp or tour occurs unless all the formal record keeping has been completed and approved.
- 2.3 Prior to conducting any school excursion, camp or tour, the formal approval of the School Council or the Principal (see

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and preparation, including the preparation of students, takes place.

- 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, camp or tour.
- 1.5 The Department of Education and Training will not be responsible for expense resulting from any student incident on an excursion, camp or tour.
- 1.6 Prior to conducting a camp, tour, activity or excursion, the approval of the School Council or the Principal must be obtained.
- 1.7 The school Student Wellbeing and Engagement Policy covers students on camps and excursions. They may be excluded from activities due to prior poor behaviour.

## Program

2.6) must be obtained. In approving a, excursion, camp or tour, 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 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*

- 2.4 Students not attending a camp, excursion or tour are to be placed in another class and have an appropriate learning program provided by the class teacher.
- 2.5 Prior to the excursion, camp or tour parent/carers are to be made aware that DET 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 which must be approved by School Council).
- 2.6.3 Mobile devices are not permitted on camps or tours unless an exemption is provided by the Principal.
- 2.7.1 If a student's behaviour poses a risk to the wellbeing or safety of other students and staff consistent with the Student Wellbeing and Engagement Policy, prior to the excursion, camp or tour 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

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- 1.8 The emergency management process of the school will extend to and incorporate all excursions, camps and tours.
- 1.9 All Department of Education and Training requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) excursions, camps and tours.

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Principal, in consultation with the classroom teacher and the staff member in charge of the excursion, camp or tour.

- 2.7.2 Disciplinary measures apply to students on excursions, camps and tours consistent with the school's Student Wellbeing and Engagement Policy. In extreme cases the excursion, camp or tour staff, following consultation with and the approval of the Principal or their nominee, may determine that a student should return home. 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, camp or tour 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 excursion, camp or tour staff and, and where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each activity. In particular, emergency procedures pertaining to camp sites and overseas venues 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 an excursion, camp or tour at short notice. Where an activity is not cancelled, special fire safety precautions will be implemented.
- 2.8.4 Excursion, camp and tour 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.
- 2.9.1 The Principal and School Council when considering overseas excursions for approval will take into account special requirements for:

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## Guidelines

## Program

- *Staff approval to travel overseas*
- *Travel and medical insurance requirements*
- *Emergency planning*

## Links

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

## 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:	Assistant Principal Mick Sheehy
Date ratified by School Council:	25 November 2009
Policy reviewed by:	Education Committee August 2014
Date ratified by School Council	August 2014
Policy reviewed by:	Education Committee Nov 2017
Date ratified by School Council:	22 November 2017
Policy reviewed by:	Education Committee Nov 2019
Date ratified by School Council:	27 November 2019