

Camps, Tours and Excursions



If you need help to understand the information in this policy, please contact the General Office.

PURPOSE

To explain to our school community the processes and procedures Upwey High School will use when planning and conducting camps, tours, excursions and adventure activities for students.

SCOPE

This policy applies to all camps, tours and excursions organised by Upwey High School. This policy also applies to adventure activities, regardless of whether or not they take place on or off school grounds.

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. Upwey High School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps, tours and excursions.

This policy does not apply to student workplace learning.

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: day excursions, 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 Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Workplace learning activities (such as Work Experience) are not considered school excursions

POLICY

Camps, tours 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. For all camps, tours and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#) (click to open link).

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Planning process for camps and excursions

All camp, tours 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, tour or excursion. Upwey High School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp, tour or excursion for any other reason.

Upwey High 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 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

Upwey High School follows the Department's guidelines in relation to supervision of students during excursions, tours and camps.

All excursion staff (including volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp, tour and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps, tours 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 tours. School staff will notify families of any costs associated with attending. School staff are in charge of Camps and Tours and volunteers are expected to follow teachers' instructions. When deciding which volunteers will attend, the Organising Teacher will take into account: any valuable skills the volunteers have to offer (eg. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Upwey High School requires all volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Family consent

For all camps, tours and excursions, Upwey High School will provide families with a specific consent form outlining the details of the proposed activity. Upwey High School uses Daymap to inform parents about camps, tours and excursions and to seek their consent. Families are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp, tour or excursion.

For local excursions, Upwey High School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Upwey High School will also provide advance notice to families of an upcoming local

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excursion through Daymap. For local excursions that occur on a recurring basis, Upwey High School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps, tours and excursions

Camps, tours and excursions provided by Upwey High School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps, tours and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Financial Help for Families

Upwey High 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 Finance Department they 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 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](#).

Refunds

If a camp, tour or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the activity, our school will consider requests for partial or full refunds of payments made by families on a case-by-case basis taking into account the individual circumstances. 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.

Student health

Families need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/tour/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, tours and excursions.

It is the responsibility of families to ensure their child/children are in good health when attending excursions, camps and tours. If a student becomes ill during a camp or tour and is not able to continue at the activity it is the family's responsibility to collect them and cover any associated costs.

Behaviour expectations

Students participating in camps, tours and excursions are required to cooperate and display appropriate behaviour to ensure the activity is a safe, positive, and educational experience for all students involved.

Families will be notified if their child is in danger of losing the privilege to participate due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*. The decision to exclude

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a student will be made by the Principal, in consultation with the Organising Teacher. Both the family and the student will be informed of this decision prior to the activity.

If on a camp, tour or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home. In these circumstances the family is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps, tours and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

Electronic Devices

Students will not be permitted to bring electronic devices on camps, tours or excursions except with prior approval from the Principal.

Food

Students are not permitted to bring their own supply of food items to camps, tours and excursions 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 activity.

Accident and Ambulance Cover

Any costs associated with student injury rest with the family unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Upwey High School and the Department do not provide student accident or ambulance cover. Families may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Reminders on SkoolBag and in camp, tour and excursion documentation
- Hard copy available from General Office upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

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

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

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

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POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation	Education Committee
Approved by	Principal
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