



PURPOSE

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

SCOPE

This policy applies to all camps and excursions organised by Forest Street Primary School. This policy also applies to adventure activities organised by Forest Street 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. Forest Street Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

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 Policy and Advisory Library, at the following link:

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

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

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library:

<https://www2.education.vic.gov.au/pal/excursions/policy>

Planning process for camps and excursions

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. Forest Street 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 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.

Forest Street 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

Forest Street Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff 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 excursions. School staff are in charge of excursions and parent/carer volunteers are expected to follow teachers' instructions.

Volunteer and external provider checks

Forest Street Primary School requires all parent or carer excursion volunteers and all external providers working directly with our students to be inducted this includes providing a current Working with Children Check card and proof of COVID19 vaccination.

Parent/carer consent

For all camps and excursions, other than local excursions, Forest Street Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. 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 or excursion.

For local excursions, Forest Street Primary School will provide parents and carers with an annual Local Excursions consent form upon enrolment. Forest Street Primary School will also provide advance notice to parents/carers of an upcoming local excursion.

Cost of camps and excursions, refunds and support

Forest Street Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Financial Support for Families

Forest Street Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund
- State School Relief
- Payment Plans

Refunds

Where a family account is in credit, or an excursion is cancelled/ a student does not attend - refunds will be worked out on a case to case basis. Swimming is costed by the number of students enrolled and cannot be refunded once the program has commenced. Please contact the school to discuss a refund, where applicable. When students transfer schools CSEF credit is transferred to the new school.

Student health

Parents and carers 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/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.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's Student Wellbeing and Engagement Policy. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp 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 during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Sometimes a student's disability may manifest in challenging behaviour. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues. Please contact the Legal Division for advice if you are considering excluding a student for failing to comply with behavioural standards, if their disability presents with challenging behaviour.

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.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers.

Unless otherwise indicated, Forest Street 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.

COMMUNICATION

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

- Available publicly on our school's
- Discussed at staff PLC meetings as required
- Discussed at parent information sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	Principal: Jillian Burt
Next scheduled review date	November 2024