



CAMPS & EXCURSIONS POLICY

Purpose

To explain to our school community the processes and procedures Manchester 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 Manchester Primary School. This policy also applies to adventure activities organised by Manchester Primary School, 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. Manchester Primary School will follow 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;

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.

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. Manchester 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.

Manchester 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

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

All excursion staff (including parent volunteers) 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 camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Manchester Primary School requires all parents and carers, camp or excursion volunteers as well as all external providers working directly with our students to have a current Working with Children Check card. Manchester Primary also has an expectation that all volunteers will follow guidelines from our Volunteer Policy and Working with Children Check Policy:-

- all volunteers must have passed a WWC check before commencement, a copy is required to be submitted to the administration staff and a copy kept securely at the school.
- Volunteers must notify the office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence.
- apply for a new WWC check before their card expires.
- Volunteers will not disclose any personal information that they may have accessed in their role as a volunteer.
- Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion
- If in doubt about the handling of personal information, see advice from the principal.

Parent/carer consent

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

Manchester Primary School uses *SkoolBag* to inform parents about camps and excursions and seeks consent by asking parents/carers to return the part of the note that asks for a signature. This confirms consent for their child's participation. This can be provided as a take home note or printed directly from *Skoolbag*.

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, Manchester Primary 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. Manchester Primary School will also provide advance notice to parents/carers of an upcoming local excursion through *SkoolBag* and via the school newsletter and calendar events on *SkoolBag*. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Manchester Primary School will notify parents once only prior to the commencement of the recurring event.

Cost of camps and excursions, refunds and support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms or notification via *SkoolBag* will clearly state payment amounts and payment finalisation dates.

Students whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager and exceptional circumstances apply.

Manchester Primary 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 Business Manager. The Business Manager 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](#).

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally 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. Where possible, we will provide information about refunds to parents/carers at the time of payment.



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 school 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 our school's Student Wellbeing and Engagement Policy, the Student Code of Conduct, Bullying Prevention 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.

[NOTE: Sometimes a student's disability may manifest in challenging behaviour. Examples of disabilities that can present with challenging behaviour include Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues. Please contact 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]

Disciplinary measures apply to students on camps 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 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.

Food

Students are not permitted to bring their own supply of food items to camps 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 camp or excursion.

Accident and Ambulance Cover

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

Unless otherwise indicated, Manchester 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.

Further Information and Resources

School operations - Excursions - Including camps and adventure activities

Further forms and planning guides can be located on PAL - Policy and Advisory Library <https://www2.education.vic.gov.au/pal/excursions/resources>

Further helpful information can be found under the **Resources** tab, and templates for administration staff relating to:-

Forms

<ul style="list-style-type: none"> • Template Local Excursion Annual Consent Form • Sample Local Excursions Notification • Template Parent Consent Form 	<ul style="list-style-type: none"> • Confidential Medical Information for non-local Excursions • Confidential Medical History Form for Introductory Scuba Experience
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Planning Documentation

<ul style="list-style-type: none">• Summary of Excursion Documentation• Excursion – Principal Approval Form• Excursions and Camps Planning Checklist• Pre-Activity Check• Documentation of participant preparation, prerequisite skills/knowledge	<ul style="list-style-type: none">• Documentation of Staff Qualifications and Experience• Clothing and equipment list (general)• Sample Emergency Response Procedures• Communications Plan Template
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Risk Management Tools

<ul style="list-style-type: none">• Template Risk Assessment for Local and Day Excursions• Risk register and Emergency Management Plan template• Sample Excursion or Camp Risk Register• Sample Overseas Travel Risk Register	<ul style="list-style-type: none">• Risk analysis tools• Department Risk Management Framework• Risk Management in Schools
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Activity Specific Risk Registers

<ul style="list-style-type: none">• abseiling• artificial climbing and abseiling walls• bush walking• camping• canoeing and kayaking• challenge ropes courses• cycling• horse riding• orienteering• rafting	<ul style="list-style-type: none">• rock climbing• sailing• SCUBA diving• sea kayaking• snorkelling• snow activities• surfing and paddle boarding• swimming activities• water skiing• windsurfing
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External information resources

<ul style="list-style-type: none"> • Ambulance Victoria • Asthma Australia • Australian Adventure Activity Standards • Bureau of Meteorology Telephone Weather Services Directory • Bus Association of Victoria • Council of Professional Teaching Associations of Victoria • Country Fire Authority • Department of Environment, Land, Water and Planning • Equip Wilderness First Aid Institute • Marine and Ocean for coastal waters forecast and observations • MetEye 	<ul style="list-style-type: none"> • Metropolitan Fire Brigade • Outdoors Victoria • Parks Victoria • Red Cross • St Johns Ambulance (Victoria) • State Emergency Service • SunSmart • Transport Safety Victoria – Maritime Safety • VicEmergency • VicRoads • Victoria Police • Victorian Curriculum and Assessment Authority • Victorian Institute of Teaching • WorkSafe (Victoria)
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School operations – Risk Management Planning

Further forms and planning guides can be located on PAL - Policy and Advisory Library
<https://www2.education.vic.gov.au/pal/excursions/guidance/risk-management-planning>

<ul style="list-style-type: none"> • Risk Assessment for Local and Day Excursions 	<ul style="list-style-type: none"> • Risk Register and Emergency Management Plan template
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School operations – Camps, Sports & Excursions (CSEF)

Further forms and planning guides can be located on PAL - Policy and Advisory Library
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Contact

CSEF Team

CSEF Helpdesk 1800 060 970

CSEF System support for schools: Contact the Service Desk 1800 641 943

csef@edumail.vic.gov.au

Application form

Schools must provide application forms to families wishing to apply for assistance from the CSEF:



- Camps, Sports and Excursions Fund application form (Word)

- Camps, Sports and Excursions Fund application form (PDF)

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

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

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
- Medication Policy
- WWCC Policy

Camps & Excursions Policy Review

This amended policy was updated on:

Date: February 2021

Evaluation and Review: February 2023

Consultation with School Council:

Meeting # 491

Principal Signature

School Council President Signature