



# Bungaree Primary School Excursions and Camps Policy

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## Rationale

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect, of the educational programs offered at the school. An excursion is defined as any activity that is undertaken outside of the school grounds.

## Implementation

While the degree of planning involved will depend on the risks involved, the conduct of any excursion or activity should take into account the following considerations.

- the educational purpose of the excursion and its contribution to the curriculum;
- DET approval requirements for excursions and staff travel;
- maintenance of full records, including documentation of the planning process;
- location and venue selection:
  - the suitability of the environment and/or venue for the excursion;
- emergency and risk management:
  - assessment of excursion risks;
  - procedures in the event of an emergency;
  - arrangements are in place if the excursion needs to be cancelled, recalled, or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice, or students returning early due to illness/serious misbehaviour);
  - completion of an online notification of school activity form three weeks prior to the activity using the Student Activity Locator;
  - first aid requirements;
- minimising disruptions or costs to parents/carers in the event of cancellations or alterations:
  - the Principal will inform parents and carers that any costs associated with the student returning from an excursion early due to illness or serious misbehaviour are the responsibility of the parent/carer;
  - ensure parents and carers are advised of the possibility of cancellations or alterations and of any cancellation fees imposed on the parents/carers by third parties;
  - with respect to arrangements between the school and third parties, the Principal will:
    - carefully negotiate terms and conditions with third parties (e.g. travel agents, travel insurance companies, camp providers, specialist instructors, expedition providers) prior to accepting arrangements;
    - ensure the terms of any travel insurance offered to the school by the third party are satisfactory;
- staffing and supervision:
  - there are sufficient staff to provide appropriate and effective supervision;
  - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable);
  - there are appropriate levels of supervision in view of the activities undertaken and students involved;
- informed consent from parents or carers;
- adequate student and staff medical information;
- student preparation and behaviour;

- requirements for any adventure activities (these involve greater than normal risk - there are additional considerations associated with these activities);
- transportation requirements, noting that:
  - public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided;
  - excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs;
- communication requirement;
- that staff and students have appropriate clothing and personal equipment;
- that group or technical equipment is in good condition and suitable for the activities undertaken;
- any information which has been provided by specialists in the activities proposed;
- requirements for interstate or overseas excursions;
- where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students, as the duty of care of the school staff to students cannot be delegated to a third party;
- that the excursion meets the requirements of any school-level policy or procedures.

### *Camps and Excursions*

- All Department of Education and Training guidelines and regulations must be adhered to in all camp and excursion organisation.  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- For all excursions and all camping programs, an online DET Notification of School Activity form must be completed by the teacher in charge.  
<https://www.eduweb.vic.gov.au/forms/school/sal/EnterActivity.asp>
- All costs for CRT replacement and extra resources are to be included in the cost per child for participation in the camp or excursion.
- As part of the curriculum all children are expected to attend, however only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps and excursions. Parents/Carers will be notified if their child is in danger of losing the privilege to participate in a camp or excursion due to poor behaviour at school. These students will be required to sign a contract agreeing to abide by all school and camp/excursion rules prior to attending.
- The decision to exclude a student will be made by the Principal and classroom teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.
- Adequate staffing will be provided representing appropriate gender balance where possible.
- Parents and Carers may be invited to assist in the delivery of school camps and excursions. When deciding which parents will attend the Principal will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- Parents/volunteers attending camps/excursions or Pre-Service Teachers will be required to have a Working With Children Check prior to attending.
- Teachers and the Principal are to determine venues/dates for camps/excursion well in advance and publicise in the school newsletter.
- Costs are to be kept to a minimum and parents given adequate notice for payment, and where possible, form part of the yearly Camps, Sports and Excursions Fund for each student, and payments can be made in instalments. School camp is a separate cost, but can also be paid in instalments.
- All permission forms with emergency contact numbers and medical forms where applicable, must be taken on all excursions and camps by the teacher in charge and returned to the office for filing in a reasonable timeframe. QR-Coded Lanyards for each student (and staff) are the preferred method for emergency information and should be worn at all times practicable.
- Preference will be given to buses fitted with seatbelts where possible and within budget.

### *Excursions*

- A permission form will be sent home to families for all excursions, providing reasonable time for return to the school.
- Teachers taking classes for local walks must adhere to DET guidelines regarding adult to student ratios.  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- Where possible, families will be notified at the beginning of each term of planned excursions.
- QR-Coded Lanyards for each student (and staff) are the preferred method for emergency information and should be worn at all times practicable.

## *Camps*

- The camping program is related to the classroom programs with pre and post curriculum content.
- The school camping program is age and stage appropriate. It is dependent on a proviso of adequate numbers to proceed.
- Prep students will have the opportunity to attend one day of an organised school camp.
- Years 1-6, two year cycle comprising of a seaside camp rotating with a bush camp.
- The teacher in charge of the camp organisation must seek Principal and School Council approval prior to departure, indicating the nature of activities to be undertaken; personnel attending (staff and students) and contact details.
- The school will use Department of Education and Training accredited camps only.
- At the campsite at least one person must have a current First Aid Certificate.
- If required on the camp, volunteers need to have approval by School Council and a Working With Children card before they are able to attend camp.
- Parents/Carers will be required to collect their child from the camp immediately if their child exhibits behaviour that is considered unacceptable or a danger to others/or themselves. The Principal, in consultation with the classroom teacher, will make this decision. Costs incurred will be the responsibility of the parent or carer.
- Parents are required to pay for each child's camp costs in full two weeks prior to the departure date in order for the child to attend.
- Parents are encouraged to meet the camp costs by instalments throughout the year.
- Camp Coordinators must submit a fully detailed camp program including staffing and emergency procedures to the Principal and office one week before the camp date.
- Classroom teachers are expected to attend camps, however in extenuating circumstances where a teacher cannot attend, local arrangements will be made to replace them.
- All costs including staffing will be included in the total camp budget.
- The school may make internal organisational arrangements that recognises the additional workload placed on staff when attending camps e.g.: specialist programs cancelled/late start the following day for returning staff and students.

## **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

Reference:

DET School Policy and Advisory Guide <http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>