



# CAMPS AND EXCURSIONS POLICY



## PURPOSE

To explain to our school community the processes and procedures Heany Park 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 Heany Park Primary School. This policy also applies to adventure activities organised by Heany Park 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. Heany Park Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps, excursions and adventure activities.

This policy does not apply to student workplace learning or intercampus travel.

## 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 sleepovers).

**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>

## GUIDELINES FOR IMPLEMENTATION

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

### Planning process for camps, excursions and adventure activities

- All camps and excursions will comply with Department planning requirements.
- Part of the planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Heany Park 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.
- Adequate pre-camp/excursion planning and preparation must take place and where possible, and activities should be chosen on recommendation and after thorough investigation.  
(See: Appendix 1A - Camps Procedure Checklist/Appendix 1B – Excursions/Incursions Checklist)
- Heany Park 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.
- The Department's online *Student Activity Locator* (<https://partner.eduweb.vic.gov.au/sites/sal/Pages/about.aspx>) must be completed at least three weeks prior to the camp or excursion. This proforma can be found in the eduGate Emergency Management portal.
- The Camp or Excursion Request Approval Form must be forwarded to the Principal/Assistant Principal, and endorsed by School Council, at least 3 weeks prior to the event. (See: Appendix 2A – Request for School Camp Approval Form/Appendix 2B – Request for School Excursions/Incurion Approval Form)
- A copy of the signed Request for School Camp/Excursion Approval Form must be forwarded to the office for future reference.
- Dates for camps and excursions should be carefully planned so as not to clash with other activities entered on the yearly PYP planner and school events calendar. Advance notice will be given via the level newsletter/Compass.
- The cancellation of any program will be organised by the teacher in charge of the camp, in consultation with the Principal/Assistant Principal.
- Any specialist lessons that occur on camp or excursion days, will be forfeited, unless administration approved arrangements can be organised.
- Staff attending camps and excursions need to ensure appropriate arrangements are in place to cover yard duty and supervision commitments. These arrangements must be communicated to the office and the Principal team.
- Relevant documentation to be held by the office staff includes the:
  - exact location of the camp or excursion and related activities, (at all times where possible)
  - name and phone contact of the bus company and camp or excursion venue
  - phone numbers through which camp or excursion staff may be contacted in an emergency
  - names and emergency contacts for all participating students
  - names and emergency contacts/next of kin for all accompanying volunteers
  - names of students, staff and volunteers in each vehicle
  - the original administration signed parent consent forms
- The Year Level Team Leader or relevant area co-ordinator is ultimately responsible for overseeing the camp or excursion, with appropriate team support.
- Camp or excursion organisers need to account for and document, all possible expenses when setting the cost. (See: Appendix 4 – Camp Expense Form/Appendix Form)

## Supervision

- Heany Park Primary School follows the Department's guidelines in relation to supervision of students during camps and excursions.
- 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 (including adventure activities), regardless of whether or not external providers are managing the activity.
- School Council must approve all adventure activities, as per DET's *Policy and Advisory Library Guidelines*.
- Camps and excursions must be under the direct control of DET or School Council employed teacher/s, in keeping with the required ratio of adults to students, as specifically listed in the Department's *Policy and Advisory Library Guidelines*: <https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>
- Camps and excursions staff may include other adults on a volunteer basis, providing that they comply with DET *Working With Children* regulations. (Refer: *Policy and Advisory Library Guidelines*).

## Parent Volunteers

- Heany Park Primary School requires all parent or carer / volunteers, and all external providers working directly with our students, to have a current Working with Children Check card.
- Participating parents, carers or volunteers will be required to read, sign and abide by the school's *Child Safety Code of Conduct Form* (see Appendix 1: Child Safety Policy)
- Parents may be invited to assist with camps and excursions. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions and abide by the school's *Volunteer Guidelines and Confidentiality Agreement*.  
(See: Appendix 6 – Volunteer Guidelines & Confidentiality Form)
- 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. first aid etc.) and the special needs of particular students.
- Requests for adult volunteers will be in writing. All volunteers shall be notified by the organiser, of whether they are or are not required to assist.  
(See: Appendix 3 – Expressions of Interest Parents: Camp Form)
- Additional support from volunteers will be at the Team Leader's discretion, after consultation with the Principal. Any costs for extra adults will be covered by the respective team budget.  
Other children are not permitted.

### **Parent / Carer Consent**

- For all camps and excursions, Heany park Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Heany park Primary School uses Compass to inform parents about camps and excursions, and to seek their consent
- 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.
- Camps or excursions notices must initially be forwarded to the Principal/Assistant Principal for approval, to ensure that standard protocols are maintained.
- The office staff should be advised of the forthcoming:
  - i) camp as soon as possible following the booking of the camp, and a copy of the approved camp notice must be forwarded to the office for uploading to Compass.
  - ii) excursion at least 3 weeks in advance, and a copy of the approved excursion notice must be forwarded to the office for uploading to Compass.

### **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 or excursion. All staff on the camp must be made aware of the specific needs of any participating students. Volunteers on the camp will be informed on a needs basis.  
(See: Appendix 5 – Student Medical Report Form)
- Teachers will administer any medication provided according to the school's *Administration of Medications* policy and the student's signed *Medication Authority Form* (see Appendix 1 *Administration of Medication Policy*)
- 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. If more than one bus is to be used, a mobile phone and first aid kit must be carried on each bus.
- It is the responsibility of parents and carers to ensure their child / children are in good health when attending camps and excursions. If a student becomes ill and is not able to continue, it is the parent / carer's responsibility to collect them and cover any associated costs.
- In the event of an emergency, staff will promptly notify the Principal / Assistant Principal or school administration.

### **Behaviour Expectations**

- Students participating in camps and excursions are required to co-operate 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 a camp or excursion, due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy* and *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, 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. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.
- Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Statement of Values and Philosophy* and *Bullying Prevention Policy*.

### **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 will have clearly stated payment amounts and payment finalisation dates.
- Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.
- Heany Park 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 Principal. The Business Manager/Principal 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 facilitated by the school and are open to families holding a valid means-tested concession card or temporary foster parents. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).
- 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, 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 the school 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, the school will provide information about refunds to parents/carers at the time of payment.
- If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

### **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, Heany Park 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.

## Transportation

- Appropriate transport, as per DET Guidelines, must be provided for all people attending. It is the school's preference that buses with seat belts be used wherever possible.
- Private vehicles should only be used where necessary, in accordance with guidelines provided in DET's *Policy and Advisory Library Guide*.
- When a private vehicle is used:
  - parents must be advised of the name of the driver, and must sign a consent form for their child to travel in a vehicle driven by the named driver
  - the vehicle must have current registration, a comprehensive insurance policy
  - the driver must hold a valid driver's licence, as detailed by the driver on the 'Private Vehicle Form' and a current *Working With Children Check*
  - the driver's licence, comprehensive insurance policy and the *Working With Children Check* must be sighted by the school's office staff for verification purposes
  - accurate records must be kept of the names of students travelling in each vehicle
  - the number of passengers must not exceed the number of working seat belts
  - booster car-seats must be provided by parents if the students are under the age of 8  
(Note: legally, it is required till the child is over 145cm in height)
- It is expected that students return to school with their school group, at the conclusion of a camp.
  - Where students are collected by their parent/carer at the camp venue:
    - i) verification of the parent/carer's identity must be confirmed by the supervising teacher
    - ii) the parent/carer, must communicate with the supervising teacher of their decision to collect their child from the camp venue and not have their child return to school with the group.
  - Where students are collected from school at the conclusion of their camp, but prior to the end of the school day, the parent/carer will be required to sign their child/ren out at the office.

## General

- The procedures and information contained in the Camps and Excursions Policy will be communicated to staff, as part of the school's induction process and be accessible via the online HPPS Electronic Policy Manual. This policy will also be placed on the school's website and included as an annual newsletter item.
- This policy should be read in conjunction with the following Department policies and guidelines:
  - School Policy and Advisory Guide:
    - i) [Excursions and Activities](#)
    - ii) [Emergency and Risk Management](#)
  - [Safety Guidelines for Education Outdoors](#)
  - [Camps, Sports and Excursions Fund](#)
  - [Code Red Days](#)
- The following school policies are also relevant to this Camps and Excursions Policy:
  - Student Wellbeing and Engagement Policy
  - Duty of Care Policy
  - Inclusion and Diversity Policy
  - Visitors to Schools Policy
  - Working with Children
  - Parent Payment Policy
  - Information Privacy

## EVALUATION

Evaluation of this policy will be carried out by the Principal Team as part of the Education and Policy Committee's cyclic review process, in four years' time, or beforehand if a significant issue arises.

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**Approval Date:** 21 July 2021

**Review Date:** July 2025

**Signed:**

Janet Evison  
(*Principal*)

Alan McKinlay  
(*School Council President*)