



Policy Name:	<b>Camps, Excursions &amp; Incursions</b>
Date Adopted:	September 2016
Review Date:	September 2018
Referred Documents:	<b>Safety Guidelines for Education Outdoors -</b> <a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx</a> <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx</a>

**RATIONALE:**

The provision of direct experiences in stimulating environments is an essential part of the learning process. Camps, Excursions and Incursions assist in the academic development of students and also offer opportunities for growth in the areas of cooperation, independence and responsibility. At Wedge Park Primary School we aim to reinforce, complement and extend the learning opportunities beyond the classroom and help to develop an understanding that learning is not limited to within school grounds.

In this policy, the term ‘*camp*’ refers to an activity organised by a school during which students leave the school grounds to engage in educational activities (it may include students staying overnight). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not). The term ‘*excursion*’ refers to an activity organised by a school during which students leave the school grounds to engage in educational activities. The term ‘*incursion*’ refers to an educational activity in which an artist, educator, etc visit the school to give a demonstration.

**Planning and Approvals**

The planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- venue selection: the suitability of the environment and/or venue for the excursion
- safety, emergency and risk management: assessment of excursion risks
- procedures in the event of an emergency
- arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
- completion of an online notification of school activity form three weeks prior to the activity
- first aid requirements
- any other measures necessary for student and staff safety and welfare
- 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
- transportation requirements, noting that: public transport can be used if practicable
- communication requirements
- 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
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- requirements for interstate or overseas excursions
- that the excursion meets the requirements of any school-level policy or procedures.

**Important:** When undertaking excursion planning, principals, teachers, school councillors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

**GOAL:**

This program will engage all students in purposeful, firsthand experiences to assist in their development and understanding of the world around them.

Camps, Excursions and incursions will be related to the curriculum and enhance the classroom programs, adding an extra dimension to the school’s educational syllabus.

Each Camp, Excursion or Incursion will be coordinated by a ‘Teacher in Charge’ who will be responsible for all arrangements and is supported by a team of people.

The DET’s requirements and guidelines relating to preparation, safety and duty of care must be observed in the conduct of all Camps and Excursions. Whenever a student – teacher relationship exists, the teacher has a special ‘duty of care’. As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (those that the teacher should have reasonably foreseen) and against which preventative measures could be taken (refer to the Duty of Care policy).

Parents, guardians and/or pre-service teachers may be invited to participate in camps, excursions and incursions to assist staff with supervision and may be included in the student supervision ratio and will act under the direction of the ‘Teacher in charge’. All ‘helpers’ are required to hold a current Working With Children Check (refer to the Working With Children’s Check policy) and will be invited based on the following considerations:

- Any valuable skills the parents may have to offer
- The need to include male and female adults
- The special needs of particular students

### **IMPLEMENTATION:**

Staff are required to work through a 'planning checklist' document when planning all activities. This will include the educational aims and objectives of the excursion/incursion, the venue details and planned itinerary, the number of staff/adults attending, travel arrangements, supervision details, risk assessments and costs.

Approval must be given by the Principal and School Council for all camps and excursions, ensuring that they are conducted within the Department of Education Victoria Guidelines. All camps and excursions must be approved by the Principal/Assistant Principal. When presenting a proposal to the Principal/Assistant Principal, the 'Planning Checklist' must be provided.

Staff planning camps and excursions are required to register these after approval from the Principal/Assistant Principal. Three weeks prior to camp or excursion the activity must be submitted via the **Student Activity Locator** online form (secure website - user name PIN and password required).

<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx>

- The 'Teacher in Charge' must ensure that Camps and Excursions are carefully planned and costed to cover all expenses in conjunction with the Business Manager.
- Parents will be informed about Camps and the associated costs at least two terms prior to the event.
- For camps: the 'Teacher In Charge' and the Administration staff will prepare a copy of the camp notice being sent home to families, allowing sufficient time for office payment processes to be established prior to payments beginning (this will be done in term 1 or early term 2).
- For excursions: the 'Teacher In Charge' will prepare the excursion/incursion notice being sent home to families, allowing sufficient time for office payment processes to be established prior to payments beginning.
- Payment and permission forms for excursions will be provided prior to the event in order to finalise arrangements, bookings and payments. Students whose payments and permission forms have not been finalized by the due date will not be allowed to attend.
- Due to the need to pre-book venues and buses, the school has a 'no refund' policy, which will be clearly stated on all camp forms. (NOTE: Under extreme circumstances the Principal can authorise refunds – this may require a medical certificate or similar).
- Families experiencing financial difficulty will have the opportunity to discuss their situation with the Principal/Business Manager, who will decide on alternative payment arrangements on a case-by-case basis.
- Any student attending a camp requires written parental permission, medical information and emergency contact details.
- Copies of completed permission forms must be carried by excursion staff at all times.
- All staff attending the excursion must carry their mobile phone at all times with contact details of other staff and the school easily accessible.
- An 'Excursion Information Booklet' listing students and adults participating in excursions, staff mobile numbers, venue details, travel information and arrangements for any students not attending must be given to all attending staff and left at the Administration Office prior to departure. The template in the document should be used to record this information.
- The 'Teacher in Charge' must allocate and communicate responsibilities to attending staff, including the coordination of appropriate First aid supplies, student medical plans and medications for the excursion. Prior to camp, all staff attending the camp must attend an information session about staff expectations and responsibilities.
- Any student not wearing correct school uniform/or expected attire may be prohibited from attending a camp, excursion or incursion.

- Students will be expected to display the school values and appropriate behavior at school to ensure their participation in Camps.
- Buses booked for travel to any camp or excursion must have seatbelts installed for all travelers.
- Teachers have ultimate 'duty of care' over students at school and offsite. External providers cannot be left to supervise individuals or groups of students at any time.
- Photos and video footage should be taken in line with the Media Permission and Acceptable Use Policies.
- No electronic devices/cameras are to be taken by students on camp (unless authorised by the Principal).

**POLICY EVALUATION:**

This policy will be reviewed as part of the school's review cycle

\* This policy is written in consultation with DET Guidelines.