



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 95443231.

## PURPOSE

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

## SCOPE

This policy applies to all camps and excursions organised by Clarinda Primary School. This policy also applies to adventure activities organised by Clarinda Primary School, regardless of whether or not they take place on or off school grounds, and to school sleepovers.

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. Clarinda Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

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 examples, a camp, day excursion, school sports);
- Undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school sleepovers on school grounds

**Camps** are excursions involving at least one night's accommodation (including school sleepovers).

**Local excursions** are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

**Adventure activities** are excursions with 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.

Our camps encompass;

- Year 2 -overnight at school
- Year 3&4 - Three day/two nights in cabin accommodation
- Year 5&6 - Three day/two nights in cabin accommodation

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

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

### **Planning Process for camps and excursions**

All camps and excursions will comply with Department planning and 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. Clarinda 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 affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Clarinda 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. This does not apply to the Year 2 sleepover at school.

### **Staffing**

- Staff with students attending camp will be given first preference to attend, with a strong expectation that they will attend
- When students with diverse needs attend camp, Educational Support Staff are encouraged to attend
- Expressions of interest will be sought from all staff prior to the final staffing list being confirmed

### **Supervision**

Clarinda 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. *Please refer to our Volunteers Policy.*

<https://www.clarindaps.vic.edu.au/about-us/documents/>

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 deciding which parents/carers will attend, the Organising Teacher will take into account any valuable skills the parents/carers have to offer (eg: bus licence, first aid etc) and the diverse needs of particular children.

## **Volunteer and external provider checks**

Clarinda Primary School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

## **Parent/Carer Consent**

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

For local excursions, Clarinda 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 student enrol during the school year. Clarinda Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Class Dojo and/or COMPASS. For local excursions that occur on a recurring basis (for example weekly outings to the local sports lessons), Clarinda 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 will have clearly stated payment amounts, payment options and payment finalisation dates. All deposits for camp are non refundable.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

Clarinda 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/Organising Teacher 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](#).

- Arrange for one vehicle to be available in case of emergency and for transporting personal items for staff. This vehicle should be currently registered and comprehensively insured.
- A meeting should be held between the Principal and teachers who attend the camp during the week following the camp to review all aspects of the camp and to assist future planning.
- Confirm arrangements with camp personnel and check if they are on site at night.
- In the case of a new campsite the camp coordinator will visit prior to the students attending.

- All details of the camp and emergency evacuation procedures need to be set out in the camp information pro forma and left with the business manager.
- The School will set aside a budget each year to cover the cost of replacing teachers attending camp.
- The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the Principal and present him/her with all documentation, including the completed School Council approval proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online **STUDENT ACTIVITY LOCATOR (SAL)** form then be submitted three weeks prior to the activity.
- The teacher in charge must complete the School Excursion and Camp approval form three weeks prior to the date of departure

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 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.

### **Medication**

- Parents and carers must complete a general medical form and a separate asthma and or anaphylaxis management plan prior to camp and/or sleepover/ excursions
- Medical forms will be available at all times during the camp and/or sleepover/ excursions
- All current student medication to be collected on the morning of the camp, ensuring medication is clearly labelled with dosage requirements.
- First aid kit and supplementary first aid kits for group rotations must be taken to camp and/or sleepover/ excursions
- Include staff members with First Aid Qualifications where possible.
- Ventolin puffers/spacers to be carried at all times by students with a valid asthma plan.
- EpiPen or Anapen to be carried by the teacher in charge of the group where a student is anaphylactic.

### **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 and the Bullying Prevention Policy*.

<https://www.clarindaps.vic.edu.au/about-us/documents/>

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.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy* 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, Clarinda 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**

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:

- Child Safe Standards
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy

- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

Proposed amendments to this policy will be discussed with [include consultation i.e. student representative groups, parents groups, school council]

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2024
Consultation	Principal and Education Sub committee
Approved by	Principal
Next scheduled review date	September 2027-28 review cycle is 3-4 years