



PARK ORCHARDS PRIMARY SCHOOL

Policy and Procedures: Camps and Excursions

1. PURPOSE

To explain to our school community the processes and procedures Park Orchards Primary School (P.O.P.S) will use when planning and conducting camps, excursions and adventure activities for students.

2. SCOPE

This policy applies to all camps and excursions organised by P.O.P.S. This policy also applies to adventure activities organised by P.O.P.S 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. P.O.P.S 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.

3. 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.

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 website under Adventure Activities, at the following link:

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

Parents: A parent is a primary caregiver of a student, this includes biological parents, adoptive parents, legal guardians or caregivers

4. 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.
- a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

5. IMPLEMENTATION

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. P.O.P.S' risk assessment will include consideration of arrangements for the 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.

P.O.P.S 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 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.

Supervision: P.O.P.S 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 of any costs associated with attending. School staff are in charge of camps and excursions and parent volunteers are expected to follow teacher instructions and adhere to the Roles and Responsibilities for Camp and Excursion Volunteers (**Appendix 1**).

When deciding which parents will attend, the organising teacher will ensure that:

- parents are informed via a Compass post of an upcoming excursion/incursion
- parents communicate to the teacher that they are available and would like to volunteer to assist on the excursion
- teachers compile a list of available volunteers and depending on level of interest, if number of parents exceed the numbers required a ballot will be conducted (lucky dip)
- the names of parents who have assisted on excursions is recorded in a document in Google Drive
- consideration is made regarding any valuable skills the parents have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students
- parents of Special Needs (SN) students may be an additional person on the excursion and a regular attendee
- if a parent (other than parents of SN students) has been on a previous excursion in a year level, another parent on the list is considered
- parents who are selected to assist with the excursion will be notified prior to the date of the excursion

Volunteer and external provider checks: P.O.P.S requires all camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/ consent: For all camps and excursions, other than local excursions, P.O.P.S will provide parents with a specific consent form outlining the details of the proposed activity. P.O.P.S uses Compass to inform parents about

camps and excursions and to seek their consent. Parents 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, P.O.P.S 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. P.O.P.S will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), P.O.P.S 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 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. Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

P.O.P.S 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 and Principal. The Business Manager and 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 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](#).

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 at the time of payment.

Student health: Parents 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 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 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*, *Student Code of Conduct* or *Bullying Prevention Policies and Procedures*. 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 organising teacher 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, Student Code of Conduct* and *Bullying Prevention Policy and Procedures*.

Electronic Devices: Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) during camps that involve travelling long distances, but these may only be used during times set by the organising teacher. Students are responsible for the care of any personal electronic device brought to a camp or excursion and the school will not be responsible for lost or damaged devices.

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 unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, P.O.P.S and the Department do not provide student accident or ambulance cover. Parents 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:

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#).
- [Code Red Days](#)

This Policy and Procedures are underpinned by the following policies:

- Behaviour Management
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement
- Volunteer
- Duty of Care
- Inclusion and Diversity
- Parent Payment

6. EVALUATION

- This policy and procedures will be reviewed as part of the school's four-year review cycle and following significant incidents.

This policy was ratified by School Council	August 2019	next review...	2023
--	-------------	----------------	------



PARK ORCHARDS PRIMARY SCHOOL

ROLES AND RESPONSIBILITIES: CAMP AND EXCURSION VOLUNTEERS

Park Orchards Primary School is committed to ensuring that all students are safe in all school environments. We have zero tolerance to any form of child abuse.

These guidelines are provided to ensure that parents and staff have a clear understanding of their roles and responsibilities when attending school excursions and/or assisting with school activities e.g. sport, cooking and gardening. The guidelines are to be read in conjunction with the POPS Child Safety Policy and Procedures, Child Safety Statement of Commitment and Camps and Excursion Policy and Procedures. The primary aim of these guidelines is to ensure student safety and wellbeing

GUIDELINES:

1. Assist with supervision of students throughout the duration of the excursion/school activities as follows:
 - Supervise groups
 - Assist teachers with activities
 - Assist with individual students
2. Be willing to assist where deemed appropriate by the **organising teacher**
3. Abide by school rules and the **Child Safety Code of Conduct** when volunteering
4. Report any issues/concerns regarding student safety and wellbeing to the organising teacher as soon as possible
5. Be aware that some information about students could be sensitive and confidential and should be used only to protect the welfare of students **in accordance with Duty of Care**
6. Uphold **privacy regulations** and ensure photos and videos are not shared without prior permission from the child's parent or the teacher in charge (as per the School's Digital Technology User Agreement)
7. The **organising teacher** of the camp is solely responsible for any communication to students' parents if deemed necessary. Parent volunteers are not to communicate with other parents during the camp or excursion.

Please Note:

- That smokers are required to refrain from smoking in the vicinity of students at all times.
- It is a DET (Department of Education and Training) regulation that parents who attend school excursions are required to have a Working with Children Check.
- All DET employees are required to follow a ***Code of Conduct when using social media*** in an educational setting. **This also includes all** contractors and parent volunteers engaged by the Department, school councils, schools, regional offices or district offices.