

PURPOSE

To explain to our school community the processes and procedures Yarrawonga College P-12 will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Yarrawonga College P-12. This policy also applies to adventure activities organised by Yarrawonga College P-12, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department of Education's policy and guidelines on [excursions, camps and adventure](#) activities which all Victorian government schools are required to follow.

This policy does not apply to student workplace learning or intercampus travel which are not considered school excursions.

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;
- Attend school 'sleep-overs' on school grounds

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

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 (eg swimming, canoeing, rock climbing, hiking etc). Further information, including examples of adventure activities and specific guidelines for each type of adventure activity, is available on the Department of Education's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

BASIC BELIEFS

Camps and excursions provide valuable educational experiences 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. Camps and excursions are seen as an integral part of the College curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps and excursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at Yarrawonga College P-12.

AIMS

- To provide students with the opportunity to participate in an excursion and camping program that is linked to social and educational outcomes for students.
- To provide shared class and year level experiences, opportunities for team building and a sense of group cohesiveness.
- To reinforce, complement and extend classroom learning.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To offer a program that provides opportunities to develop skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To abide by the [Child Safe Standards](#).

POLICY

For all camps and excursions, including adventure activities, will comply with Department of Education planning requirements, as outlined in the [Excursions](#) policy.

Planning process for camps and excursions

School staff with primary responsibility for organising a school camp and/or water-based excursion activity **must** have completed the mandatory Excursions e-learning module, which should be completed annually. Staff responsible for organising excursions of any other type are also encouraged to complete the module. The module is located in [eduPay](#).

Staff wishing to organise an excursion or camp **must** first submit an Excursion Proposal form (Appendix 1) to their Campus Principal for initial approval. The Excursion Proposal is then sent to the College Principal for final approval. Excursion Proposals should be submitted to the College Principal at least 5 weeks prior to the planned excursion (where possible) or at least 10 weeks prior to a planned camp.

The College Principal must approve all camps and excursions.

Through the approval process, the College Principal, in consultation with Campus Principals, will ensure:

- a sequential, relevant schedule of excursions and camps throughout the College,
- that all excursions and camps are maintained at a reasonable and affordable cost,
- that all excursions and camps comply with all Department of Education requirements.

Once an excursion/camp has been approved the Teacher in Charge (the staff member with primary responsibility for organising the camp/excursion) **must**:

- provide all confirmed details of the camp/excursion to their Campus Principal, indicating staffing and including any requirement for CRTs
- complete all necessary documentation as listed in the Excursions Checklist (Appendix 2). All documentation is available on Staff Common (T:)\Camps and Excursions\AAA FORMS. Documentation must be completed and submitted to the College Principal and OH&S and

Facilities Coordinator at least 4 weeks* prior to the planned excursion/camp. **For last minute excursions such as Regional Sporting events paperwork should be completed as soon as possible.*

- inform parents of excursion/camp dates, indicating costs, as early as practicable.

Once the documentation has been completed and submitted, an 'Event' will be made on Compass by a member of the administration team, this will include entering the event onto the [Student Activity Locator \(SAL\)](#). The Event will be opened to parents for consent, medical questions and payment.

Part of the planning process for camps and excursions includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Yarrowonga College P-12's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled by the College Principal, or delegate, as per the Department of Education's [Weather and Emergency Warnings](#) guidance. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Yarrowonga College P-12 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. It is the responsibility of the Teacher in Charge to consider the needs of all students and liaise with the Campus Principal, other relevant staff and parents to determine any necessary adjustments to allow all students to participate in the camp or excursion.

In cases where a camp or excursion involves a particular class or year level group, the Teacher in Charge will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

Yarrowonga College P-12 follows the [Department of Education's supervision guidelines](#) and [minimum ratio requirements](#) in relation to the supervision of students during excursions and camps.

A designated Teacher in Charge will coordinate, and attend, each excursion and camp. Classroom teachers will be given the first option to attend excursions/camps involving their grade/year level.

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.

The Teacher in Charge will ensure that all school staff are 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. See Department of Education, Excursions [Staffing and Responsibilities](#) for further information.

Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parent volunteers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carers' volunteers are expected to follow teachers' instructions. When deciding which

parents/carers will attend, the Teacher in Charge will take into account any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Yarrawonga College P-12 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

Parents will be provided with excursion and camp dates, as well as exact costs, as early as is practical.

For all camps and excursions, including local excursions, Yarrawonga College P-12 uses the Compass program to inform parents and provide details about camps and excursions and to seek their consent.

Parents/carers must provide consent and complete any necessary medical questions as listed on Compass. Parents can request hard copy consent and medical information forms from the office.

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.

Parent Payments for camps and excursions

Most camps and excursions provided by Yarrawonga College P-12 enhance and broaden the schooling experience of our students, but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department of Education's [Parent Payments Policy](#).

Information provided to parents around planned camps and excursions will have clearly stated payment amounts and finalisation dates, and families will be given sufficient time to make payments.

Administration staff will be responsible for managing and monitoring the payments made by parents and will provide the Teacher in Charge with detailed records on a regular basis.

Students of families who have not finalised payment, or arranged agreed alternative payment plan, by the required date for camps and excursions provided on a user pays basis may not be able to attend, unless the College Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution, but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Yarrawonga College P-12 will make all efforts to ensure that students are not excluded from camps or excursions for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager or seek support via the Primary Welfare Officer. Final decisions relating to alternative payment arrangements will be made by the College Principal on a case by case basis.

The Business Manager and Office Administration staff can also discuss family eligibility for the Department of Education'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](#).

Refunds

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 with current First Aid Level 2 training 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 *Administration of Medication* policy and the student's signed *Medication Authority Form*. A first aid kit, including a generic EpiPen, 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 College Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic).

Unless otherwise indicated, Yarrowonga College P-12 and the Department of Education 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.

Dietary Requirements

Consideration needs to be given to students with special dietary requirements. Parents should notify the staff in writing regarding special dietary requirements. It is the responsibility of the Teacher in Charge to liaise with camp providers to ensure students' dietary requirements are catered for.

Food

Students are **not** permitted to bring their own supply of food items to camps and excursions unless:

- the item is for a particular food allergy/intolerance and has been discussed with the Teacher in Charge,
- it is included as an item on the clothing and equipment list for that camp or excursion.

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 set out in the school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* or *Bullying Prevention Policy*. The decision to exclude a student will be made by the College Principal in consultation with the Campus Principal. 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 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.

Behavioural management procedures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* 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 or Campus Principal. The Principal or Campus 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.

General

- A Compass handbook of completed permission forms and medical questionnaires must be carried by the Teacher in Charge at all times.
- A senior staff member will be in attendance at school if students are returning from an excursion/camp after regular school hours. The Teacher in Charge will communicate with this person in regards to the anticipated return time. The expected return time will be communicated to parents by the senior staff member.
- It is the responsibility of the designated Teacher in Charge of each excursion/camp to ensure that all excursions, camps, transport arrangements and excursion/camp activities comply with the [DE excursion policy](#).
- It is the responsibility of the Teacher in Charge of each excursion/camp to ensure that all students, parents and staff are aware of the evacuation and emergency procedures at the excursion or camp venue.

Camps and Excursions Policy

- It is the responsibility of the Teacher in Charge to complete a [pre activity check](#) if the excursion/camp involves any [adventure activities](#).

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department of Education policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Cams and Excursions Policy:

- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Bullying Prevention Policy
- Administration of Medication Policy

POLICY APPROVAL

Policy last reviewed	June 2023
Approved by	Principal – Damien Keel
Next scheduled review date	June 2027

APPENDIX 1

EXCURSION PROPOSAL Staff Common (T:)\Camps and Excursions\AAA FORMS

Please complete and submit to your campus Principal for approval prior to organising your excursion.

Organising staff	
Proposed Excursion	
Venue	
Date	
Purpose	
Student Group (s)	
Transport	
COSTS	
Transport cost	
Other cost	
TOTAL COST	

ADMIN USE ONLY

- ☐ Your application for this Excursion on this date has been approved
- ☐ Your application for this Excursion has not been approved for the following reasons:
- (This may include alternative suggested date)**

The following tasks need to occur upon approval:

- ☐ Go to Staff Common (T:) Camps and Excursions/ AAAForms
- ☐ Complete the relevant forms according to the checklist

APPENDIX 2

EXCURSION DOCUMENTATION - CHECKLIST

Form 1 Staff Common (T):\\Camps and Excursions\\AAA FORMS

Below is a summary of the minimum requirements for documentation for each type of excursion.

	Local Excursion	Day Excursion	Overnight Excursion	Interstate	Overseas	Adventure Activities
Local Excursions Annual Consent Form	X					
Form 1A Notification of Local Excursions	X	X				
Form 2 Excursions/Camps Principal Approval (Day Excursion only if this involves Adventure Activity)		X	X	X	X	X
Consent Form Via Compass	X	X	X	X	X	X
Reminder to updated medical information	X	X	X			
Medical Information Form - Day Excursions or Via Compass Questions		X				
Medical Information Form - Camps and Overseas Excursions			X	X	X	X
Form 3 Camps & Excursion Checklist	X	X	X	X	X	X
Form 4 Pre-Activity Check						X
Form 5 Documentation of participant preparation, prerequisite skills/ knowledge						X
Form 6 Emergency Management Plan			X	X	X	X
Form 8 Communication Plan			Depending on Location	Depending on Location	X	Depending on Location
Form 9 Risk Register-Local Excursion	X					
Form 10 Evidence of Risk Assessment-day-camp-adventure activity		X	X	X	X	X
Staff Travel Application				X	X	
Documentation of staff qualifications and experience						X