



CAMPS AND EXCURSIONS POLICY

PURPOSE

To explain to our school community the processes and procedures Westmeadows 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 Westmeadows Primary School. This policy also applies to adventure activities organised by Westmeadows Primary School, 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's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Westmeadows 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 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. 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>

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.

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](#).

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. Westmeadows 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.

Westmeadows 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.

Supervision

Westmeadows 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.

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 excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of excursions and parent/carer volunteers are expected to follow teachers' instructions. 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. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Westmeadows 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 and to have completed the Classroom Helpers Program.

Parent/carer consent

For all camps and excursions, other than local excursions, Westmeadows Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Westmeadows Primary School informs parents about school camps and excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. 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, Westmeadows 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 students enrol during the school year. Westmeadows Primary School will also provide advance notice to parents/carers of an upcoming local excursion through SchoolBag App or a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings or Inter School Sport to the local oval for sports lessons), Westmeadows 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 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.

Westmeadows 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 Business Manager. The Business Manager 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/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.

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 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 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*, *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. 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, Westmeadows 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:

- 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](#)

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

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

REVIEW CYCLE

This policy was last updated on 17/02/2020 and is scheduled for review on February 2024.

WESTMEADOWS PRIMARY SCHOOL

EXCURSION / INCURSION GUIDELINES



1. The Teacher in Charge of the excursion is to complete the 'Excursion/Incursion Activity Authority Form' and hand it into the principal by the second last Monday of the term prior (if multiple excursion/incursions are required then they are to be collated and handed in together as a team). Ensure that you have booked the bus (if required) and received confirmation, then write up your booking in the Bus Booking Book. The Business Manager will then upload charges onto CASES21 by Monday of the last week of term. The Busar will send a notification via the School Bag Ap with the anticipated costs for the following term. Term Planners will be sent out along with statements on the first day of term. They must also
2. Check dates are placed onto school Yearly Planner in the Staffroom.
3. Supervisor/pupil ratio must be at least 1:20. In some cases it may be lower. E.g Camps 1:10 and Surf Excursion 1:5.
4. Families **WILL** be given a minimum of two weeks notice prior to **FINAL DATE OF PAYMENT**.
5. **Late payments are only accepted due to extended pupil illness or absence due to family holiday.**
6. An online notification of school activity form is completed at least three weeks prior to the activity using the [Student Activity Locator \(SAL\)](#)
7. If a cheque is needed for expenses on the day, it is the responsibility of the Co-ordinator to request a cheque from the Business Manager, **at least 3 school days prior to the excursion / incursion.**
8. Teachers must keep their own "checklist" of students who have paid and are attending the excursion / incursion. Office staff must inform class teachers of any payments made through the office on the evening of the due date.
9. If there is inclement weather, excursions must be cancelled by the person in charge by 8.00am. This includes notifying the bus company.
10. Children must be counted on to buses at the beginning and the end of the excursion.

11. Permission notices/envelopes and a list of emergency phone numbers must be taken by all teachers. A First Aid Kit, any other medication such as asthma puffers and epi pens and a mobile phone must also be taken on excursions.
12. Final lists of children NOT ATTENDING and the class to which they have been allocated, must be given to the Principal / Assistant Principal and Busar before the excursion leaves school.
(Note: indicate clearly those children who are absent on the day). Students attending the excursion are to be marked absent on GradeXpert using the appropriate code 604.
13. Teachers going on excursions are responsible for the placement of any children not attending and for the provision of appropriate class work.

14. **Refunds :**

- a. **If the school pre-pays prior to the day of an excursion / incursion activity no refund will be given.**
- b. **If the school pays on the day or after the activity refunds will be issued covering the cost of the activity but not the committed transport cost if a medical certificate is provided.**

Refunds are issued in the form of credits towards future excursions / incursion.

15. The checklist of children who **do not** attend the excursion / in school activity (Include paid and unpaid) must be given to the office the day after the activity so that Accounts Receivable can be updated.

Note; If a pupil is absent on the day payment is due, common sense applies. Late payment would be acceptable in such a situation. It is suggested that contact be made with the parent to ensure prompt payment following the due date.

WESTMEADOWS PRIMARY SCHOOL

EXCURSION / INCURSION AUTHORITY FORM



This form must be completed when planning an excursion / in house activity by the second last Monday of each term.

Excursion / In House Activity: _____

Educational Purpose of the Program: _____

Organising Teacher: _____

Ratio required: _____

Dates: _____ Grades Involved: _____

Mode of Transport: _____ Bus Company: _____ Ph.: _____

Cost per student: Entry / Session Fee: \$ _____

Transport: \$ _____

Incidental Expenses \$ _____

Total cost per student: \$ _____

Venue: (include Address / Phone No.- include rooms required if at school)

Departure from school: _____ Arrival at school: _____

Session Times if at school: _____

Staff attending: _____

- ☐ Referred to and checked Safety Guidelines for Education Outdoors if applicable.
- ☐ It has been written up in the Bus Booking Book
- ☐ Have entered it on Student Activity Locator

Authorised by: _____
(Principal or Assistant Principal only)

Date: _____

NB. If a cheque is required to be taken as payment on the day of the activity, a Cheque Requisition indicating all relevant details, is to be given to the Business Manager no later than 3 school days before this activity or arrange, at the time of booking, for an invoice to be issued.