

## Purpose

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

## Scope

This policy applies to all camps and excursions organised by Bannockburn P-12 College. This policy also applies to adventure activities organised by Bannockburn P-12 College, regardless of whether or not they take place on or off College 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. Bannockburn P-12 College 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 College where the students:

- are taken out of the College grounds (for example, a camp, day excursion, College sports);
- undertake adventure activities, regardless of whether or not they occur outside the College grounds;

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

*Local excursions:* are excursions to locations within walking distance of the College 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>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

## 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 College will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring College

council approval, the College 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. Bannockburn P-12 College 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.

Bannockburn P-12 College 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**

Bannockburn P-12 College 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 College 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 by Principal/ Leadership class to assist with camps and excursions. College staff will notify parents/carers of any costs associated with attending. College staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Leading 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**

Bannockburn P-12 College requires all parent/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, Bannockburn P-12 College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Bannockburn P-12 College uses Compass to inform parents about camps and excursions and to seek their consent to

their child's participation. Parents/carers are encouraged to contact the College to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Bannockburn P-12 College will provide parents and carers with an annual Local Excursions consent form (which is incorporated in our Additional Enrolment Information for Students Form), which will be given upon enrolment of Students. Bannockburn P-12 College 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), Bannockburn P-12 College 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 and/or Finance Officer determines exceptional circumstances apply.

Bannockburn P-12 College 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 Finance Officer, Principal and/or Wellbeing Leader. The Finance Officer can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend College 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 College. 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 College, or a student is no longer able to attend part or all of the camp or excursion, our College will consider requests for partial or full credit/refund 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 College. Where possible, we will provide information about refunds to parents/carers at the time of payment. Further information about refunds is available in the College [Refund Policy](#).

### **Student health**

Parents/carers need to ensure the College 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 College's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions (the teacher is responsible for collecting these prior to leaving).

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 College's *Student Wellbeing and Engagement Policy*, and *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Teacher in charge and Wellbeing Officer. 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 College *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, Bannockburn P-12 College 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](#)
- [Staffing and Supervision](#) (Ratio Requirements)

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

- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy
- Refund Policy
- Appendix A: Incursions Procedures
- Appendix B: Excursion Procedures
- Annexure: required forms

Any further forms used can be requested from the front office, please note that event information is now filled out electronically and recorded via compass.

## **Review cycle**

This policy was last ratified by College Council consultation in June 2020 and is scheduled for review in June 2023.

## Appendix A- Incursion Procedures

### Guidelines for Actions:

- Staff wishing to organise an incursion must create an event on Compass and submit the event for approval. Where possible, events should be submitted for approval at least **three weeks** prior to running to allow time for the organisation, approval and communication of the event to the College community.
- Compass events 'pending approval' are reviewed weekly via the Event Management Team. The event organiser is notified via Compass once the event has been approved.
- Proposed incursions should complement the curriculum and comply with all DET requirements.
- All incursions will be attended by relevant College staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge/office staff will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the staff will follow first aid and emergency policies as set out by the College.
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Office Manager or the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for incursions via the Compass Parent Portal. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will liaise with organising teachers.
- A designated "Teacher in Charge" will coordinate each incursion.
- Students not attending the incursion will be provided with suitable alternative learning activities.
- Only students that have displayed sensible, reliable behaviour at College will be permitted to participate in College incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at College. The decision to exclude a student will be made by the Principal or Assistant Principal in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion.

### Excursions

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that incursions require the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that excursions require the teacher to ensure that the venue adheres to DET guidelines.
- Be aware that College policy is for students to be counted on a regular basis whilst participating in excursions.

Arrangements can be made for students not attending the excursion to continue their normal program at College under supervision of another classroom teacher.

## Appendix B- Excursions Procedures

### Guidelines for Actions:

- All excursions must be approved by a member of Leadership.
- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval via the Events Management Team. All excursions must be **approved at least 6 weeks prior** to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or the Principal's nominee(s) will consider the educational outcome of the excursion as well as the impact on the college for the proposed date.
- The Principal or the Principal's nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This information will be available from the Events Coordinator. The Events coordinator will complete the 'Notification of College Activity' at: [www.eduweb.vic.gov.au/forms/college/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/college/sal/enteractivity.asp) prior to the excursion departure date, and will ensure relevant details are entered on the daily planner.
- College Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Events Management Team (Which is inclusive of two members from the Leadership Team) are responsible for the approval of all single-day excursions other than those that must be approved by College Council as mentioned above.

### Teacher Responsibilities:

- A designated "Teacher in Charge" will coordinate each excursion.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- The College must receive consent from a parent/guardian prior to the departure of an excursion.
- If the excursion requires payment, payment must be received before the students.
- A copy of the Event Handbook must be printed and carried by excursion staff for the entire duration of the excursion. This contains Student Emergency Contact Details, Medical Conditions, Attendance Rolls, Staff Contact numbers, Attending Staff & Consent & Payment Information.
- The College will provide a first aid kit/s for each excursion. The teacher in charge is responsible for collecting the First Aid Kit/s prior to leaving and must return them back to the Sick Bay when they return.

- The teacher in charge will communicate the anticipated return time with the general office if students are returning outside of college hours. The general office will communicate the ETA via Compass to parents/guardians and will continuously keep parents/guardians up to date if there are any.
- Parents may be invited to assist with Camps/Excursions.
- Only students that have displayed sensible, reliable behaviour at college will be permitted to participate in college excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at college. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the College's Well Being and Engagement policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval.**