



Camps and Excursions Policy

2022 - 2026

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Help for non-English speakers

If you need help to understand the information in this policy please contact the school office

PURPOSE

To explain to our school community the processes and procedures Example 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 Example School. This policy also applies to adventure activities organised by Example School, 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. Example 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'.



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Adventure activities are 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.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

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. St Albans Heights' 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.

St Albans Heights 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

St Albans Heights 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 camps and 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

St Albans Heights 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, St Albans Heights will provide parents/carers with a specific consent form outlining the details of the proposed activity. St Albans Heights 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, St Albans Heights 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. St Albans Heights 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), St Albans Heights will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by St Albans Heights 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's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.



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Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the 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

St Albans Heights 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 school. The Business Manager or 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](#).

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 or credits 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.



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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*, *Student Code of Conduct* and *Bullying Prevention 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.

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).



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Unless otherwise indicated, St Albans Heights 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.

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 and on our Internal Google Site for staff
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	Friday 11 November, 2022
Approved by	Principal



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Next scheduled review date

Friday 11 November, 2026



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St. Albans Heights Primary School

Activities Risk Assessment

SAHPS Activities Policy Appendix B

Risk Register

School: St. Albans Heights Primary School

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Rating		Treatment
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					Treatment Priority ¹	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> ● What will be done? ● Who is accountable? ● When will it happen?
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.



		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

Risk Analysis Tools

DEECD Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support



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Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals
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DEECD Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).



DEECD Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DEECD Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.



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(with continual Management review)	
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.



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St. Albans Heights Primary School Activities Checklist

SAHPS Activities Policy Appendix C

PRIOR TO THE EVENT

DONE

Check school calendar to avoid clashes.	
Ensure staff to student ratio 1:20 and confirm attending staff.	
Get a minimum of 2 quotes for buses (if required)	
Have the costings checked by the Business Manager and check if CSEF can be used.	
Complete Event Template on COMPASS (Click here to access COMPASS Events)	
Ensure you have planned the event with enough time so that notes are sent home at least 3 weeks prior to the excursion.	
Leadership Team will review all pending events and you will be notified of the outcome	
Once your event has been approved or requires changes...	
Complete details on eSchools online for the bus and the venue (if required)	



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Enter activity on the School Outlook Calendar	
<p>Payments close 7 days prior to the activity date. Follow up with students who have not paid.</p> <p>Once the closing date for payments on Compass Events has passed it cannot be changed. Teachers must remind their students daily.</p>	
A list of CSEF students is provided in your Communication Folder	
Refer to Compass for all payments & consent	
Complete the Student Activity Locator: https://www.eduweb.vic.gov.au/forms/school/sal/	
Complete the Risk Assessment using the approved template (linked on Compass Events)	
Store the Risk Assessment in the Excursion/Incursion/Camp Folder (linked here)	
Inform the team of the timetable for the day's event	
Record all yard duty swaps made and inform the Daily Organiser	
Check your Charge by Charge report for any outstanding payments	
Check consent forms for parent contact details	



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Make arrangements for students not attending.	
Speak to First Aid Officer to organise First Aid Kit.	

ON EXCURSION/EVENT DAY	
Provide all staff attending excursion with the Compass Event Handbook (printable via Compass Events, includes roll, event and student details)	
Place witches hats on the road outside the school gate for bus parking (if required)	
Mark the roll via Compass (Event Specific Roll)	
Leave a copy of SAHPS COMPASS Event Handbook at the office	
Take permission notes on the excursion	
Take class list to use as a roll for students getting on and off the bus	
Take First Aid Kit	
Collect Epipens and Asthma equipment	
Submit this form to the Assistant Principal or Daily Organiser	
After the Excursion/Event	
Return First Aid Kits, Epipens and Asthma equipment to sick bay	
Provide the Office with all event handbooks and permission notes (this will be then securely stored)	

Signed: _____ (Organising teacher) Date: _____

Signed: _____ (Assistant Principal)

Date: _____