



No. 5218

Sunbury & Macedon Ranges Specialist School

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CAMPS AND EXCURSIONS POLICY

PURPOSE:

To explain to our school community the processes and procedures Sunbury and Macedon Ranges Specialist 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 Sunbury and Macedon Ranges Specialist School. This policy also applies to adventure activities organised by Sunbury and Macedon Ranges Specialist 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. Sunbury and Macedon Ranges Specialist 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;

Camps are excursions involving at least one night's accommodation (including school sleepovers).

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

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 school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#).

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. Sunbury and Macedon Ranges Specialist School'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. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Sunbury and Macedon Ranges Specialist School is committed to ensuring all students are provided with a camp and excursion program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities. Students must have a minimum of 50% attendance at school to attend an interstate trip.

In cases where a camp or excursion involves a particular class or year level, 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

Sunbury and Macedon Ranges Specialist 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 camps and 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 and the special needs of particular students.

Volunteer and external provider checks

Sunbury and Macedon Ranges Specialist 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.

Parent/carer consent

For all camps and excursions, other than local excursions, Sunbury and Macedon Ranges Specialist School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Sunbury and Macedon Ranges Specialist School informs parents about school camps and excursions via permission form -asking parents/carers to return part of the form , which provides a space 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, Sunbury and Macedon Ranges Specialist School will provide parents and carers with a Local Excursions consent form upon enrolment. If students enrol during the school year. Sunbury and Macedon Ranges Specialist School will also provide advance notice to parents/carers of an upcoming local excursion through a note home in the student's bag. For local excursions that occur on recurring basis e.g. weekly outings to the local oval for sports lessons, Sunbury and Macedon Ranges Specialist 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.

Sunbury and Macedon Ranges Specialist 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 or Principal. 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](#).

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 full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances.

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*, *Student Code of Conduct* and *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal/Assistant Principal, or Campus 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

The camp experience offers an opportunity for students to take a break from electronic devices for personal use such as (iPads, iPods, mobile phones) with the exception electronic devices required for alternative communication.

Approval for these items to be taken and utilised on camp will be determined by the leadership team during the initial planning of the camp. Please note that the school will not be responsible for lost or damaged devices.

Camp contact details will be provided

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 Sunbury and Macedon Ranges Specialist 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.

Staff

- All teachers will be required to complete the excursions e-learning module on Edupay. The module aims to:
 - *increase awareness and understanding of the excursions policy and guidelines to ensure safety of students*
 - *set out obligations for schools in managing excursions to ensure that they are aware of what steps they need to take*
 - *establish awareness and understanding of the mandatory requirements for school excursions, including how to carry out risk assessments*
- All teachers will typically be expected to support the Outdoor Education program based on the work dimensions/roles and responsibilities of teachers within the graduate, accomplished and expert classifications.
- Education Support Staff will typically be expected to support the Outdoor Education program based on the work dimensions applying to ES.
- Teachers and ES attending camp will be provided with time in lieu as agreed to by the Consultative Committee as below
- Details of the camp, risk assessments and accurate costs need to be presented to the Principal prior to camp permission forms and itinerary being sent home to families.

- Teachers organising the camp will be required to place all information regarding their camp on the public server (For example, risk assessments (including principal approval, notes issued, Itinerary, Emergency List.)
- Emergency lists will be given to the Campus Principal or Assistant Principal and the office prior to leaving for camp. This list will include staff/student details, emergency contact, permission forms and itinerary and a copy of all documents is also to be handed to the Camp administrator on arrival at the camp.
- All students will be required to provide written permission from their parents to attend the camp, as well as a completed “Confidential Medical Information from School Council Approved Excursions” form. Failure to return these forms prior to departure for camp may result in the student being excluded from attending camp.
- A senior staff member will attend school when the students are returning from camp. The teacher in charge will communicate with this person in regards to the anticipated return time.

Camp Coordinator

- The camp coordinator will ensure the approved proforma for excursions and activities requiring School Council approval and the Risk Register are completed and forwarded to the Principal for School Council approval
- The camp coordinator is responsible for booking camps.
- The coordinator will ensure that any relevant forms or information can be found on the school server under “Camps”.
- The coordinator will ensure that teachers have placed all information regarding their camp on the server under their class name prior to attending camp. For example, Notes issued, Itinerary, Emergency List.
- The coordinator will be available to assist any teacher who has difficulty with; planning, budgeting, staffing, locating information etc.
- The camp coordinator will be responsible for ensuring the camp sites the school attends are appropriate for students and meet the DOE guidelines.
- The camp coordinator will be familiar with and plan camps within the “Safety Guidelines for Education Outdoors”
- Early in Term 1, the dates of the school camps will be presented to staff and school council.
- The coordinator will be responsible for staff allocation, liaising with bus coordinators to arrange transport and confirming dates of camp.

Parents

- Parents will provide written consent for students to be involved in outdoor adventure activities. In providing such consent parents will be provided with sufficient details regarding the nature of the activity, the risks involved, and the degree of supervision.

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
- Discussed at staff briefings/meetings as required
- Discussed at SSG meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request
- . This will ensure if changes are made to the DE form that your school is using the current version. The principal is also responsible for the approval of the operational requirements, including the risk register, for all excursions (i.e. school council approval is not required)

RESOURCES:

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

- Principal Approval Form on PAL: [Excursions: Approvals | education.vic.gov.au](https://www.education.vic.gov.au/excursions/Approvals)
- Excursions
- Camps, Sports and Excursions Fund
- [Parent Payments Policy](#)

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

- SMRSS Student Engagement and Wellbeing Policy
- SMRSS Student Code of Conduct
- SMRSS Volunteer Policy
- SMRSS Duty of Care Policy
- SMRSS Inclusion and Diversity Policy
- SMRSS Parent Payment Policy
- SMRSS First Aid policy
- Outdoor Education Schools
- PROTECT website
- Reporting and Managing School Incidents (including emergencies)
- Risk Management – Schools

EVALUATION:

Created date	2023
Consultation	School council School website
Endorsed by	Principal: Joanne Nolan School Council President: Amanda Solarino
Endorsed on	August 2023
Next review date	Four - year cycle August 2027