



## CAMPS, INCURSIONS AND EXCURSIONS POLICY

### PURPOSE

To explain to our school community the processes and procedures Willow Grove Primary School will use when planning and conducting camps, incursions, excursions and adventure activities for students.

### SCOPE

This policy applies to all camps, incursions and excursions organised by Willow Grove Primary School. This policy also applies to adventure activities organised by Willow Grove 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. Willow Grove Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps, incursions and excursions.

This policy does not apply to student workplace learning or intercampus travel.

### DEFINITIONS

#### **Incursions:**

Are an activity organised by the school, whereby an outside body is employed to come into the school to run an educational activity for the students (excluding adventure activities).

#### **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, do not involve 'Adventure Activities', and there is not fee charged to families.

**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, incursions 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. Camps and excursions can also broaden student's life experiences by exposing them to situations that they may not encounter in normal family life, while still in a safe and supportive school environment, shared with their school friends and adult supervisors.

For all camps, incursions 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, incursions and excursions**

#### Incursions

- All incursions must be approved by the Principal.
- External education providers must have appropriate certification.
- It is the responsibility of the Principal and/or the Organising Teacher to ensure that any providers running incursions comply with Department guidelines and our schools policies.

#### 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. Willow Grove 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.
- Willow Grove 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, incursion or excursion involves a particular class or year level group, the Principal and/or the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp, incursion or excursion.

### **Supervision for camps, incursions and excursions**

#### Incursions

- All incursions will be attended by school staff to ensure appropriate supervision of students at all times.

#### Camps and Excursions

- Willow Grove 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, incursions and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

### **Parent volunteers for camps and excursions**

Willow Grove Primary School actively seeks parent involvement in our school as outlined in our *Parent Participation Policy*. As such, 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:

- Best practice of including excursion staff of at least one person of each sex. (**Note:** It is not compulsory to have excursion staff of at least one person of each sex. At Willow Grove Primary School this may not be possible where staff of each sex are not available and there is a lack of parent/carer volunteers of each sex.)
- Any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.)
- The special needs of particular students.

In addition to the above requirements, Willow Grove Primary School also has the following expectation of parent/carer volunteers:

- Before advising the school you are available to volunteer, that you have considered your ability to attend for the duration of the camp or excursion (including overnight where required) without preschool children.
- While volunteering on a camp or excursion you will maintain student and staff privacy as outlined in our *Volunteers and Privacy in the School Community Policy*.
- During the camp or excursion you will follow teacher direction and assist the teacher-in charge at all times.
- It is important to emphasise that parent volunteers are not on an excursion to give their child preferential treatment. The school requests that all parents who attend camps and excursions comply with the excursion guidelines and treat all children including their own equally and without favouritism.

### **Volunteer and external provider checks**

Willow Grove 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.

### **Parent/carer consent**

For all camps and excursions, other than local excursions, Willow Grove Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Willow Grove 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, Willow Grove Primary School will provide parents and carers with a single 'once-off' Local Excursions consent form upon enrolment of their child. Willow Grove Primary School will also provide advance notice to parents/carers of an upcoming local excursion through email, or by sending a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local tennis court for sports lessons), Willow Grove Primary School will notify parents once only prior to the commencement of the recurring event.

For Incursions, Willow Grove Primary School will only seek parent/carer consent where there is a cost associated with the Incursion. A specific consent form would be sent home in this instance as per camps and excursions. Where no cost is associated with the Incursion, parent/carer consent is not required. In this instance parents/carers will receive advance notice of the incursion through email, or by sending a note home with the student as per local excursions.

### **Cost of camps, incursions and excursions, refunds and support**

The cost of all camps, incursions and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the event. 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.

Willow Grove 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 or Principal. 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, incursion or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp, incursion 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 expended where those funds have already been transferred or committed to a third party and no refund is available to the school.

### **Behaviour expectations for camps, incursions and excursions**

Students participating in camps, incursions and excursions are required to cooperate and display appropriate behaviour to ensure the camp, incursion 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 incursion, excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Engagement & Wellbeing Policy*, *Behaviour Management Policy* and *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp, incursion 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, incursions and excursions consistent with our school's *Student Engagement & Wellbeing Policy*, *Behaviour Management Policy* and *Bullying Prevention Policy*.

### **Student health for camps and excursions**

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 *First Aid & Medications* 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.

### **Electronic Devices on camps and excursions**

Students will not be permitted to bring electronic devices (such as iPads, iPods, mobile phones) 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 on camps and excursions**

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 'what to bring' list for that camp or excursion (e.g. water bottle, snack & lunch for day one of camp).

### **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, Willow Grove 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 Vision and Values
- Student Engagement and Wellbeing Policy
- Behaviour Management Policy
- Bullying Prevention Policy
- Volunteers and Privacy in the School Community Policy
- Working with Children Check Policy
- Parent Participation Policy
- Duty of Care Policy
- Yard Duty and Supervision Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

## **REVIEW CYCLE**

This policy was last updated on 12<sup>th</sup> May 2020 and is scheduled for review in 2023.