

CAMPS AND EXCURSIONS

PURPOSE

Saltwater College's camps and excursions program enables students to further develop their learning and social skills in a non-school setting, focused on building upon knowledge gained through each year level's Units of Inquiry. The program may have an academic, cultural, environmental and/or outdoor emphasis and is an important aspect of the educational program offered at Saltwater College.

SCOPE

This policy applies to all camps and excursions organised by Saltwater College. This policy also applies to adventure activities organised by Saltwater College, 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. Saltwater 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.

Commented [SG1]: Do we have a policy for this?

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school and aligned to the Victorian Curriculum and IB PYP 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 Policy and Advisory Library, at the following link:

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

POLICY

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. 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.

Saltwater 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

Saltwater 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 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. Teaching staff retain duty of care 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

Saltwater College requires that all parent or carer volunteers attending camps or excursions, as well as all external providers working directly with students, must hold a current Working with Children Check (WWCC), and complete a Saltwater College induction, which includes training on the Child Safe Standards and outlines expectations for working safely with children.

This ensures that all adults engaging with students understand their legal obligations and responsibilities in maintaining a safe, inclusive, and supportive school environment.

Parent/carer consent

For all camps and excursions, other than local excursions, Saltwater College will provide parents/carers with a specific consent form outlining the details of the proposed activity.

Saltwater College uses Xuno 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, Saltwater College will provide parents and carers with an annual Local Excursions consent form at the start of each school year on Xuno or upon enrolment if students enrol during the school year.

Parent Payments for camps and excursions

Most camps and excursions provided by Saltwater College 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.

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

Saltwater 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 Business Manager/Principal/Organising Teacher. The Business Manager/Principal/Organising Teacher 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 parent 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 to parents/carers at the time of payment. Further information about the refund policy is available at Refund Policy.

Commented [SG2]: Check with Rosie

Student Health

Parents and carers must ensure that the school has up-to-date health information for their child prior to any camp or excursion. This includes providing a current Asthma Action Plan, where applicable, in accordance with the Department of Education's *Asthma* and *Excursions* policies.

A designated staff member will be responsible for managing student health needs during camps and excursions. All medications must be provided with a completed and signed Medication Authority Form and will be administered in line with the school's Medication Policy.

To support student safety, a first aid kit and mobile phone will be taken on all camps and excursions.

Parents and carers are responsible for ensuring their child is in good health prior to attending. If a student becomes unwell during a camp and is unable to continue, it is the parent/carer's responsibility to arrange for their collection and cover any associated costs.

In the event that the Principal approves a student joining a camp late, transport to the venue must be arranged and covered by the parent or carer.

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 the ***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 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 food to camps or excursions unless it is required for medical reasons (e.g. allergies or dietary needs) and has been discussed and approved by the Organising Teacher in advance.

All food requirements for camps and excursions, including any items students need to bring, will be clearly outlined on the official clothing and equipment list or in the event information shared prior to departure.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is found liable in negligence (liability is not automatic).

Unless otherwise indicated, Saltwater 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.

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition, enrolment packs, and parent briefings
- Discussed at parent information nights/sessions
- 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](#)
- [Refund Policy](#)

The following school 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 23 2025
Approved by	Principal
Next scheduled review date	May 23 2029