



Camps and Excursions Policy

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.

AIMS:

- To build upon shared classroom experiences and develop a sense of group cohesiveness.
- To provide a program that promotes self-esteem, cooperation, resourcefulness, independence, leadership and resilience.
- To provide a program that delivers skills and knowledge that promote a respect of the natural environment and that may lead to a lifelong involvement in fulfilling leisure pursuits.
- To be accessible to all families in order to maximise participation of students.
- School camps are planned and approved in accordance with DET policy Guideline

DEFINITIONS:

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the usual school environment (for example a camp, day excursion); and/or
- are in the care of the school overnight, on school grounds (for example a school 'sleep-over'); and/or
- 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 sleep-overs)

Local excursions are excursions outside of school grounds within walking distance of the school.

Adventure activities are activities organised by our school that involve a greater than normal risk. Further information and examples of what constitutes an adventure activity is available on the Department's website at the following link:

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>



IMPLEMENTATION:

- The camps and excursions program should offer a variety of environments and experiences from year to year. It should be an integral aspect of the curriculum and expand and develop skills already learnt. It should cater for differing abilities. Students with special needs will be provided with an inclusive program.
- Camps and excursions will be selected with due consideration to the impact of cost and distance on the participation of students.
- The cost of all camps and excursions are to be paid by parents. However, family financial problems should not preclude attendance, and, at the Principal's discretion, families may be provided with financial assistance. If necessary, additional financial help may be sought from local support/ welfare organisations.
- It is the responsibility of parents/guardians to ensure their child/ren are in good health when attending excursions and camps (i.e. they do not have an acute infection or exacerbation of a long-term condition). Children who recover from an illness/injury that prevents them from attending a camp may join a camp later, however transport to the camp is a parental responsibility. If a student becomes ill during a camp and is not able to continue at camp it is the parent's responsibility to collect them and cover costs of this.
- It is the parent/guardian's responsibility to provide teachers with specific student medical aides/medications and instructions regarding the use and/or administration for particular medical conditions (e.g. anaphylaxis, diabetes, asthma) prior to camps or excursions. Each camp/excursion will appoint a member of staff who is responsible for the health needs of the students. First Aid trained staff members will administer any medication provided. A first aid kit and mobile phone will be taken by teachers on all camps and excursions in the event of an emergency.
- The school will follow the anaphylaxis policy guidelines for management of children with anaphylaxis on school camps and excursions.
- Students not attending camp or excursions will be expected to attend school.
- Students participating in camps/excursions are required to undertake a commitment to cooperate and display appropriate behaviour in the interest of their own, and the group's safety and wellbeing. Prior to a camp or excursion, parents/guardians will be notified if it is likely a student will not be permitted to attend, due to behaviour that does not meet required standards at school. If on a camp/excursion the teacher in charge considers an individual student's behaviour does not meet required standards, then the student may not be able to continue on the camp/excursion. In these circumstances, it is the parent's responsibility for the collection of the student and any costs associated with this.
- Buses that have lap sash seat belts will be used for camps and excursions.
- All camps/excursions will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location.

CAMPS:

- The Principal is responsible for the conduct of all camps and must oversee and ensure that the designated 'teacher in charge' of each camp has ensured that all camp destinations, travel arrangements, camp activities, staff-student ratios, and staff qualifications (including first aid)



comply with all the relevant DET guidelines. In particular adventure activities will comply with requirements outlined in the DET Safety Guidelines for that activity.

- The Student Activity Locator form submitted to the Emergency and Security Management Branch of DET three weeks prior to camp departure date.
- All students will be required to provide written permission from their parents to attend camp, and a completed 'Confidential Medical Information for School Council Approved Excursions' form.
- All camps (i.e. any overnight excursions, including school sleep overs) require School Council Approval. The 'teacher in charge' is responsible for submitting to the Principal the 'Approved Proforma for all Excursions and Activities Requiring School Council Approval' form in time for inclusion in the School Council's meeting agenda. The Principal is required to submit this proforma to School Council for approval of the camp. It is recommended that in approving the camp, School Council complete the School Council Checklist (the most current version can be downloaded from DET website).
- School Council requires that the Principal provide a report back to School Council after each camp, evaluating the camp, in particular any mishaps or areas for future improvement.
- Classroom teachers will be given the option to attend camps.
- Parents may be invited to assist in the program at school camp. When deciding on which parents will attend, teachers will take into account: any valuable skills parents have to offer, the need to include both male and female parents, and the special needs of particular students. The 'teacher in charge' will notify parents of any associated cost with attending the camp.
- Parents attending school camp will be required to have a current Working with Children Check, that must be submitted to the office for filing, prior to the commencement of camp.
- Teachers, parents and supervisors participating in camp are to be informed of their roles and responsibilities. Teachers have the responsibility of managing the camp and parents are required to follow their directions.
- On camp, a vehicle will be available for emergency use. A copy of the full details of children's names, medical information and contact details will be kept with the teachers on camp at all times and copies of this information will also remain at school.
- Students are not allowed to bring electronic devices (such as iPads, iPods, mobile phones) or their own supply of food items (unless medically indicated and discussed with the 'teacher in charge').

EXCURSIONS:

- The Principal is responsible for the conduct of all excursions and must ensure teachers follow all the relevant DET guidelines in their planning and running of excursions, including that the required staff-student ratio and staff qualifications (including first aid training requirements) are met.
- An excursion information note will be distributed to parents outlining means of transport, date and time of activity. It will include a consent form, consent for medical attention, any payment requirements and emergency contact details. Teachers will take these forms with them on the excursion.
- Failure to return the signed consent forms and payment by the requested due date may result in a student not being permitted to attend the excursion.



- Parents may be invited to assist with excursions. Teachers will notify parents of any costs associated with attending an excursion. Teachers are in charge of excursion and parents are to follow teachers' instructions. Teachers and parents should be aware of their roles and responsibilities.
- School uniform is to be worn on all excursions.

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](#)
- [Approval pro forma](#)

Links to schools internal policies

- Duty of Care
- Volunteer
- Child Safe Standards
- Emergency Management

EVALUATION:

This policy was last updated on May 2021 and is scheduled for review in May 2024.