



# POLICY 5

## *Camps and Excursions*

### **PURPOSE:**

- To enrich the curriculum by providing opportunities that are linked to units of curriculum.
- To provide opportunities for learning that utilise the surroundings and communities outside the classroom.
- To provide opportunities to develop problem solving and personal development skills.
- To provide safe and secure learning experiences for all students.
- Excursions/ camps in their various forms are seen as an integral part of the school curriculum. They enable students to explore, extend and enrich their learning and their social skills in school and non-school settings.

### **IMPLEMENTATION:**

- All camps/ excursions must be planned & approved using the forms based on Department of Education and Training (DET) website.
- All camps/ excursions will be planned following the timeline and processes that have been communicated to all staff and been developed by the school.
- This timeline will include giving parents six weeks' notice for day camps/ excursions and incursions and at least eight weeks' notice for overnight camps/ excursions.
- The Business manager will complete the 'Notification of School Activity' on the DET website three weeks prior to the camp/ excursion departure date, and ensure relevant details are entered on the daily planner.
- All single day camps/ excursion must be approved by the Principal.
- The School Council is responsible for the approval of all overnight camps/ excursions , school camps, interstate visits, camps/ excursions requiring sea or air travel or camps/ excursions involving weekends or vacations.
- The School Council is also responsible for the approval of camps/ excursions involving adventure activities as identified on the DET website.
- In order to be considered all excursions/ camps requiring School Council approval must have DET 'Approval Pro Forma' form along with other supporting documentation, submitted prior to the school council meeting.
- A designated 'Teacher in Charge' will coordinate each camp/ excursion. This will include ensuring first aid & emergency kits
- Prior to all camps/ excursions, all participating staff, parents/carers will attend a briefing around duty of care, child safety and first aid procedures.
- Parents/carers selected to assist with camps/ excursions will be required to have a current Working with Children Check.
- Students and their parents/carers will be made aware that acceptable standards of behavior will be expected on all camps/ excursions.
- Families who are experiencing financial difficulties MAY be offered assistance with payment. This is at the discretion of the Principal.

## Communication of Policies

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
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### REFERENCE:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/approvals.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions/campsafety.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx>

### EVALUATION:

This policy will be reviewed;

- as soon as possible after a serious incident, injury or illness occurs on an excursion,
- or as part of the school's three year review cycle.

**This policy was ratified by School Council on 11.8.21**