



Camp & Excursions Policy

October 2023

PURPOSE

Belle Vue Park Primary School's camping program enables students to further their learning and social skills development in a non-school setting. The camps may have a cultural, environmental or outdoor emphasis and are viewed as a valuable part of a student's educational program. Camps are a means of using different resources to enhance and enrich student learning.

SCOPE

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

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;
- 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 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>

GOALS

The school aims to provide camp and excursion opportunities for all students so that they may:

- develop social skills such as co-operation, tolerance, communication and individual and group interaction
- develop their problem solving, life survival and resilience skills
- extend their understanding of their physical and cultural environment
- develop an awareness and enjoyment of natural or cultural environments
- develop skills in various activities associated with outdoor education



Camp & Excursions Policy

October 2023

- be involved in the decision making, planning, preparation and presentation processes associated with these Opportunities

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 Policy and Advisory Library: [Excursions](#).

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. Belle Vue Park 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.

Belle Vue Park 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 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.

IMPLEMENTATION

The Principal and camp leader have a responsibility to:

- supervise the organisation of a camp
- ensure suitable arrangements and provisions are made for the safety of students and adults involved in the camp, especially those with food allergies/ anaphylaxis and/or other medical conditions such as asthma
- ensure that sufficient camp staff and teachers have valid and appropriate first aid training, including First Aid training in Anaphylaxis (22099VIC) and the Emergency Asthma Management (22024VIC EAM) course
- ensure camp organisers have completed the Emergency Asthma Management (EAM) course at least every three years
- ensure that parents/guardians complete the Asthma Foundation's School Camp Asthma Action Plan,



Camp & Excursions Policy

October 2023

Asthma Student Health Support Plan and the Department's

- Confidential Medical Information for School Council Approved School Excursions form
- ensure that the program is balanced and suitable for the age group
- ensure that Department of Education and Training (D.E.T) guidelines are met (see pages 3 and 4 for D.E.T policies)
- ensures that the chosen campsite meets acceptable safety standards & are not in bush fire prone areas in summer
- provide opportunities for time payment if requested by parents.

RESPONSIBILITIES OF TEACHERS:

The teacher-in-charge must:

- complete the Approval proforma
- submit the Approval proforma to the principal
- submit the Approval proforma to school council before the camp can proceed
- submit a Notification of School Activity form three weeks prior to the camp
- communicate with the camp staff at the time of confirmation and then at least 6 weeks prior to the date any information relating to medical conditions such as anaphylaxis and asthma
- liaise with camp organisers and parents of students with anaphylaxis in regards to suitable menus, ingredients and activities.
- liaise with camp organisers and parents of students with asthma in regards to triggers and other factors
- establish that camp staff are sufficiently trained to manage students with anaphylaxis and asthma
- ensure up-to-date medical information is provided by parents and adequate medication is provided
- ensure that parents that parents/guardians complete the Asthma Foundation's School Camp Asthma Action Plan, Asthma Student Health Support Plan and the Department's Confidential Medical Information
- ensure that all camp fees are received no less than 10 days prior to the event
- ensure that all medical information and medication is collected and available

Teachers have a responsibility to:

- provide opportunities for a wide range of educationally valuable outdoor experiences through camps
- ensure that a camp does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval
- notify parents of the intent, purpose, venue, date and requirements of camps to be held well in advance
- ensure D.E.T regulations and guidelines are followed
- ensure that when using private cars each child wears an approved seatbelt and the vehicle has Comprehensive insurance cover
- complete an evaluation of the camp/excursion



Camp & Excursions Policy

October 2023

RESPONSIBILITIES OF STUDENTS:

Students have a responsibility to:

- follow the direction of teachers and parent helpers
- observe school values and class rules
- act responsibly with other students teachers, and including camp staff
- act responsibly to care for other's property and rights
- be responsible for one's own belongings

RESPONSIBILITIES OF PARENTS:

Parents have a responsibility to:

- support the school's program by encouraging their child's participation in camps
- support the camp code of conduct
- provide medical information and any required medication for students with medical conditions

D.E.T POLICIES (reference: School Policy and Advisory Guide - Student Safety)

1. **Online Notification** schools are required to complete the online notification of school activity form for school camps. School approved camps must be entered into the Student Activity Locator (SAL) at least 3 weeks before the activity using the online notification at www.eduweb.vic.gov.au/forms/school/sal
2. **Planning and Approvals** all camps are planned and approved in accordance with Department policy and requirements. All camps requiring school council approval must meet the requirements of the Safety Guidelines for Education Outdoors.
3. **Staffing and Supervision** schools must ensure camps are appropriately staffed in relation to experience, qualifications, skills, size of the group, activities etc.
4. **Student Preparation and Behaviour** schools must ensure students are adequately prepared for camps and that the disciplinary measures are appropriate and consistent with the Effective Schools are Engaging Schools - Student Engagement Policy Guidelines and the school's own student engagement policy.
5. **Student Medical Information** a confidential medical form must be completed by parents or carers. The teacher in charge must take the forms on the camp and leave a copy of the forms at school.
6. **Safety, Emergency and Risk Management** Principals must ensure that appropriate emergency and risk management planning is undertaken for camps

D.E.T POLICIES (reference: School Policy and Advisory Guide -Student Health)

1. **Anaphylaxis Management in Schools** - The teacher-in-charge and parent of Anaphylactic student are to conduct a Risk Assessment and Minimisation Plan in regards to the camp activities 6 weeks before the camp, then the teacher-in-charge needs to communicate and discuss this plan with camp organisers.
2. **Asthma Management in Schools** - Parents/guardians are to complete the Asthma Foundation's School Camp Asthma Action Plan and Student Health Support Plan. Schools are to ensure those staff with a direct student wellbeing responsibility such as nurses, PE/sp01i teachers, first aid and camp organisers



Camp & Excursions Policy

October 2023

have completed the Emergency Asthma Management (EAM) course at least every three year. Schools are to provide equipment to manage an asthma emergency in their asthma first aid kits.

3. **Sun protection** - protect staff and students from harm caused by overexposure to ultraviolet (UV) radiation.

IMPLEMENTATION:

- Camps will usually be organised for students in Years 3 - 6
- Camps will be on a two- year rotation, so children do not attend the same camp twice.
- Locations for school camps can be decided on a yearly basis.
- The total cost of each camp should provide 'fair value' to families.
- An approximation of a camp's total cost will be provided as early as possible.
- A non-refundable deposit will be required by a specified date to guarantee a child's place on camp.
- Final payments will be required by a specified date prior to departure.
- Children are not permitted to leave camps to visit with family friends or relatives.
- Children will not be permitted mobile phones or money for phone calls unless prior permission has been given by the Camp Coordinator.
- All parental forms shall be checked by a staff member to ensure that all appropriate information, as well as all required signatures, has been provided.

STAFFING CAMPS:

Staff to student ratio is set as per Government guidelines (1:10) and water activities (1:5). Camp staff will be selected in the following order.

1. from members of the teaching staff
2. from teacher/integration aides
3. from student teachers attached to our school

SUPERVISION

Belle Vue Park 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 and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

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 (e.g. bus licence, first aid etc.) and the special needs of particular students.



Camp & Excursions Policy

October 2023

VOLUNTEER AND EXTERNAL PROVIDER CHECKS

Belle Vue Park 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, Belle Vue Park Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Belle Vue Park 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, Belle Vue Park Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Belle Vue Park Primary School will also provide advance notice to parents/carers of an upcoming local excursion through [insert applicable notification method: email/online parent communication tool/a note home in the student's bag].

For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Belle Vue Park Primary 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 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.

Belle Vue Park 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/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 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 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.



Camp & Excursions Policy

October 2023

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

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* [INSERT other policies relevant to behaviour such as the *Student Code of Conduct* or *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 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.



Camp & Excursions Policy

October 2023

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, Belle Vue Park 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:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

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

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

EVALUATION:

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| Policy reviewed | October 2023 |
| Reviewed by | Principal |
| Next review date (3-4 years) | October 2026 |