



## Excursion and Camp Policy

### Basic Beliefs

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school.

All excursion and camp planning and implementation will be compliant with the APS Child Safe Policy, and the Child Safe Standards.

### Definitions

'DET' means the Department of Education and Training.

An 'excursion' is an activity organised by a school during which students leave the school grounds to engage in educational activities, including camps and sport.

A 'camp' is defined as any activity that involves at least one night's accommodation.

An 'adventure activity' is an activity that involves greater than normal risk (See *Appendix A - Adventure Activities and Pupil/Teacher Ratios* for more information).

Any reference to the 'Principal' in this policy means the Principal or their nominee.

### 1.0 Aims

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- 1.1 To reinforce, complement and extend the learning opportunities beyond the classroom
- 1.2 To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- 1.3 To provide a safe, secure learning experience for students in a venue external to the school.
- 1.4 To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- 1.5 To further develop problem solving and life survival skills.
- 1.6 To extend understanding of students physical and cultural environment.

### 2.0 Guidelines for Action

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2.1 All excursions must be approved by the Principal. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.

2.2 The Principal will ensure that all excursions, transport arrangements, emergency procedures and

staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)

- 2.4 Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal. The Assistant Principal or organising teacher will complete the 'Student Activity Locator' online form at: <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx> at least three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- 2.5 In addition to the Principal, School Council is responsible for the approval of:
- Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities

### 3.0 Expectations

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- 3.1 The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- 3.2 The Principal will ensure that full records are maintained regarding the camp/excursion.
- 3.3 The Principal will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- 3.4 Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- 3.5 The DET will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- 3.6 Prior to conducting an excursion, the approval of the Principal will be sought. School Council must approve overnight or adventure activities (as per 2.5).
- 3.7 Only students who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- 3.8 The emergency management process of the school will extend to and incorporate all camps and excursions. Risk assessments will be completed for all excursions and camps.
- 3.9 All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

### 4.0 Program

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- 4.1 Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.
- 4.2 Consideration in planning should include:
- [Emergency and Risk Management](#)
  - [Excursions and Activities](#)
  - [Excursions and Activities: Adventure Activities](#)
  - [Excursions and Activities: Approvals](#)
  - [Excursions and Activities: Parent or Carer Consent](#)
  - [Excursions and Activities: Staffing and Supervision](#)
  - [Excursions and Activities: Student Medical Information](#)
  - [Excursions and Activities: Student Preparation and Behaviour](#)
  - [Excursions and Activities: Venue Selection](#)
  - [Safety Guidelines for Outdoor Education](#)
  - [Excursions and Outdoor Activities: Activities](#)
- 4.3 Excursion providers will meet the requirements of the External Providers policy.
- 4.4 The Principal will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.
- 4.5 Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:
- the contribution of the activity to the school curriculum
  - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
  - information provided by community groups and organisations that specialise in the activity proposed
  - appropriateness of the venue
  - the provisions made for the safety and welfare of students and staff
  - the experience and competence of staff relevant to the activities being undertaken
  - the adequacy of the student supervision
  - the high risk nature of some activities
  - emergency procedures and safety measures
  - staff-student ratios
  - student experience
- 4.6 Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

## 5.0 Parent or Carer Consent

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- 5.1 The school must obtain consent from parents or carers for school excursions, for the school to:
- take the student out of the school environment for a day excursion from the school grounds
  - have the student in its care after normal school hours on an overnight excursion
  - obtain parent or carer authorisation:
    - for the financial costs of the excursion
    - for any adventure activities that may be undertaken during the excursion
    - for students to be sent home from the excursion in the event of serious misbehaviour and for the cost of the student's return to the parent or carer's responsibility
  - enable the parent or carer to alert the school to any medical conditions or allergies
- 5.2 The school must:

- give parents or carers, who are to sign consent forms, sufficient information about the excursion to enable them to make an informed decision
- tell the parent or carer the:
  - nature of the proposed activity
  - degree of supervision
  - risks involved
- keep the consent forms on record (via Compass or school files)
- ensure that the teacher in charge of the excursion takes a hard copy of each consent form on the excursion (via Compass Handbook or copies physically signed by parents/guardians), for excursions requiring school council approval

## 6.0 Arrangements for payments

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- 6.1 All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis. See Parent Payments Policy.
- 6.2 All families will be given sufficient time to make payments for excursions and camps. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- 6.3 Payments for camps and excursions are taken via Compass, or directly in the office.
- 6.4 Further detail relating to payment arrangements can be found in the Parent Payments and Voluntary Contributions Policy.

## 7.0 Teacher Responsibilities

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- 7.1 A designated "Teacher in Charge" will coordinate each excursion. All camps will have a member of the leadership team in attendance where possible.
- 7.2 The classroom teacher must ensure that the event roll is marked online before departing for an excursion. The classroom teacher or teacher in charge must provide the school office with a list of students who are present at school but are not attending the excursion. Regular attendance checks should be conducted throughout the day, as well as on return to school.
- 7.3 All students must have consent and payment to be able to attend the excursion. Completed consent and medical information must be accessible by excursion staff at all times, via the Compass excursion handbook and/or paper consent forms.
- 7.4 The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving. Epipens and/or asthma puffers should be accounted for.
- 7.5 The teacher in charge will communicate the anticipated return time with the school office in the case where excursions are returning out of school hours. Compass will provide updates on return time should this differ from the original notification.
- 7.6 Parents with current Working with Children checks may be invited to assist in the delivery of excursions.

- 7.7 Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- 7.8 Disciplinary measures apply to students on camps and excursions consistent with the School's Student Management policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion. In such circumstances, the parent/carer will be advised:
- of the circumstance associated with the decision to send the student home
  - of the time when the parents/carers may collect their child from the camp or excursion
  - of the anticipated time that the student will arrive home
  - of any costs associated with the student's return which will be the responsibility of the parents/carers
- 7.9 The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.
- 7.10 All excursion staff and, where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each excursion, via the Risk Assessment
- 7.11 On days of extreme fire danger or total fire ban, the Principal may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
- 7.12 Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

## **Appendices**

APPENDIX A – Adventure Activities & Pupil/Teacher Ratio

### **Related Policies:**

APS Parent Payments & Voluntary Contributions policy

APS External Providers policy

APS International Sister School Policy

APS Working With Children Policy

APS Duty of Care Policy

## **EVALUATION**

This policy was last reviewed in September 2018 and will be reviewed annually or more often if necessary due to changes in regulations or circumstance.

## **Adventure Activities**

### Definition

An adventure activity is an activity that involves greater than normal risk, which may include:

- travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain
- confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life
- less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life
- exposure to the natural elements with less than the normal physical protection provided in day-to-day life
- activities listed in the Safety Guidelines for Education Outdoors such as:
  - abseiling
  - artificial climbing and abseiling walls
  - bush walking
  - canoeing/kayaking
  - challenge ropes courses
  - cross country skiing
  - cycling
  - downhill skiing and snowboarding
  - horse riding
  - orienteering
  - overnight camping
  - rafting
  - recreational swimming
  - rock climbing
  - sailing
  - scuba diving
  - sea kayaking
  - snorkelling
  - surfing
  - water skiing
  - windsurfing

### **Requirements for adventure activities**

For adventure activities which do not have specific guidelines listed in the Safety Guidelines for Education Outdoors, schools should refer to the Adventure Activity Standards (where relevant standards exist) and consider the greater duty of care that may be required for students.

Information provided by community groups and organisations that specialise in the relevant adventure activities should be taken into account.

All adventure activities:

- are to be treated as excursions regardless of whether they occur on school grounds or not
- require the approval of school council and the planning and guidelines relevant to school excursions apply
- must also be conducted in accordance with the requirements of the Safety Guidelines for Education Outdoors, which includes a planning and risk management process as well as specific activity guidelines.

### Pupil/Teacher Ratios

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting <b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Bass Camping</b></p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems <b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p><b>Snorkelling</b></p> <p>1:8 Closed water: pool 1:4 Open water <b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight 1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6 2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach 1:8 Surf <b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced <b>Riding School:</b> 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	