

Camps & Excursion Policy

Brighton Primary School

1542

PURPOSE

To explain to our school community the processes and procedures Brighton Primary School will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Brighton Primary School. This policy also applies to adventure activities organised by Brighton Primary School, 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. Brighton 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 'extended days' 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>

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. Additionally, camps and excursions provide shared experiences for students to develop their social skills in addition to other aspects of the IB learner profile.

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. A designated 'Teacher in Charge' will coordinate each camp or excursion, ensuring full records are maintained.

All excursions are approved by the Principal or their nominee. All camps must be approved by School Council and the 'Teacher in Charge' will submit an approval to school council 2 months before the camp.

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. Brighton 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. The 'Teacher in Charge' must notify the Department of any approved school excursion well before the date of departure via the notification of school activity/student activity locator online form.

Brighton 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.

Supervision

Brighton Primary School follows the up-to-date [Department 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. School staff are in charge of camps and excursions and parent/carers are expected to follow teachers' instructions. When deciding which parents/carers will attend a camp the parent applications will be selected according to the criteria listed below if there are more applications than places available:

1. First preference will be given to parent with students who have high needs
2. Second preference will be given to parents with appropriate first aid training and/or parents with additional and relevant experience in caring for or supervising children
3. Next preference will be given to parents whose application have been recommended by one or more teachers, or are otherwise well known to the school community. Where possible, there is to be an equal number of male and female parents.

Volunteer and external provider checks

Brighton 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/carers consent

For all camps and excursions, Brighton Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Brighton Primary School uses Compass 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. A student is unable to attend a camp or excursion without consent. To enable appropriate planning for excursions, consent is generally required 48 hours prior to the 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.

Brighton 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. The Business Manager/Principal 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](#).

Refunds will be in line with our [Refunds Policy](#)

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 [Administration of 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. All teachers are to carry the event handbook to camps and excursions as well as the medical alerts information to camp.

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 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 Engagement Policy](#). The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Teacher in Charge. 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 Engagement Policy](#).

Electronic Devices

Students will not be permitted to bring personal electronic devices to camps or excursions.

Food

Specific instructions around bringing food and drink to excursions and camps will be communicated in the permission notice to families.

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, Brighton 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:

- [Learning and Teaching Policy](#)
- [Student Engagement Policy](#)
- [Volunteer Policy](#)
- [Duty of Care Policy](#)
- [Parent Payment Policy](#)
- [Administration of Medication Policy](#)
- [Asthma Policy](#)
- [Anaphylaxis Policy](#)
- [Bus Policy](#)
- [Refunds Policy](#)

Teachers and school staff should refer to the school's Camps and Excursions Guide for more specific guidance.

REVIEW CYCLE

This policy was last ratified by School Council June 2021

To be reviewed 2024