



RESPECT, INCLUSION  
PRIDE, RESPONSIBILITY

# CAMPS AND EXCURSIONS POLICY

## Section – Safety

### Policy No – SAF004

#### Purpose

To explain to our school community the processes and procedures Chaffey Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

Camps provide adolescents with challenges and settings that enable them to further develop their social skills and provide additional educational experiences beyond the school environment. Camps also provide students with the opportunity to interact with and learn from positive adult role models. Camps may have a cultural, environmental, outdoor and/or adventure focus and are an important component in enrichment opportunities provided by the college.

#### Objective

- To provide a program that builds self-esteem, resourcefulness, independence, leadership, cooperation, relationship-building and decision-making.
- To provide all students the opportunity to participate in a sequential camping program.
- To provide a program that delivers skills and knowledge that may lead students to further involvement in leisure or adventure pursuits.
- To provide the opportunity for shared year level, class or interest group experiences and the opportunity to develop group cohesion and strengthen peer relationships.
- To reinforce and extend classroom learning opportunities.

#### Scope

This policy applies to all camps and excursions organised by Chaffey Secondary College. This policy also applies to adventure activities organised by Chaffey Secondary College, 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. Chaffey Secondary College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning (work experience).

#### 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;

**Camps** are excursions involving at least one night's accommodation.

**Local excursions** are excursions to locations within 50km 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 website under Adventure Activities, at the following link:

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

Work experience is not considered school excursions.

## Policy

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

### 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. Chaffey Secondary College'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.

Chaffey Secondary College 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.

All camps and excursions need to follow the relevant Chaffey Secondary College flow chart for that type of activity.

Consideration when planning camps and excursions must include:

- college calendar,
- purpose,
- environment of the activity,
- students activities,
- student and staff preparation,
- weather,
- transport,
- clothing and personal equipment, and
- first aid.

All overnight/interstate/adventure camps and excursions must be submitted to the Operations committee using Compass a minimum of 10 weeks prior to the event, with all associated documentation including risk register, relevant quotes and camp documentation.

All camps will be required to submit a draft budget to the business manager, with detailed and accurate costings submitted to the Business Manager a minimum of 12 weeks prior to the event. Parents will be notified of the exact costs and all relevant details of the camps/excursion detailed as soon as practicable. Camp/excursion costs should be kept to a minimum:

All overnight/interstate/adventure camps/excursions require college council approval prior to the event. Teacher-in-charge is responsible for ensuring all relevant documentation is submitted to and approved by the Operations committee at least the week prior to college council.

### Supervision

Chaffey Secondary College 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.

### 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/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.

### Volunteer and external provider checks

EG: Chaffey Secondary College 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, Chaffey Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Chaffey Secondary College uses Compass to inform parents about camps and excursions along with information notes. For Extended Camps, parents/carers are asked to return the part of the note that asks for parents/carers signature confirming their expression of interest in their child's participation. Parents/Carers are then required to complete the consent form alongside the confidential medical form to have their child participate. 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, Chaffey Secondary College 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. Chaffey Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through Compass, email, a note home, or social media. For local excursions that occur on a recurring basis (for example weekly outings to the Mildura Waves for swimming lessons), Chaffey Secondary College 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. Information notes and 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.

Chaffey Secondary College 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 and/or Principal in consultation with the 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.

### 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 hold and administer any medication provided. 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 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*. 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 be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

### 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.

### 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).

Chaffey Secondary College provides students with travel insurance for each overnight camps.

Chaffey Secondary College and the Department do not provide student accident or ambulance cover for local excursions. 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. Parents/carers are strongly

encouraged to have ambulance cover. Health Care Card ambulance cover does not include interstate ambulance costs, for example an ambulance needed in Adelaide would not be covered with a health care card.

## 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](#)

## Evaluation

This Policy will be reviewed in line with DET Guidelines and VRQA school registration requirements.

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<b>Approved By</b>	School Council May 2020
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	May 2024
<b>Review Cycle</b>	4 years
<b>References</b>	<ul style="list-style-type: none"> <li>• Chaffey Secondary College <i>Parent Payments</i> policy</li> <li>• Chaffey Secondary College <i>Student Representation</i> policy</li> <li>• Chaffey Secondary College <i>First Aid</i> policy</li> <li>• DET Adventure Activities: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx</a></li> <li>• DET Approvals: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/approvals.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/approvals.aspx</a></li> <li>• DET Student Preparation and Behaviour: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx</a></li> <li>• DET Emergency and Risk Management: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx</a></li> <li>• DET Venue Selection: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx</a></li> <li>• DET Parent or Carer Consent: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx</a></li> <li>• DET Staffing and Supervision: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx</a></li> <li>• DET Student Medical Information: <a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx</a></li> <li>• DET Excursions and Outdoor Education: <a href="http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx">http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx</a></li> </ul>