

OAKLEIGH SOUTH PRIMARY SCHOOL

CAMPS AND EXCURSIONS POLICY

INTRODUCTION

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

PLANNING

The principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide*

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>)

and the Safety Guidelines for education Outdoors

<https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx>

ensuring that:

- An online *Notification of School Activity* form is completed prior to the activity – <https://partner.eduweb.vic.gov.au/sites/sal#/> (link requires log in) 3 weeks prior to the activity date, and ensure details are entered in the calendar
- a planning and approvals process is undertaken
- a risk management assessment process is undertaken including location and bushfire activity
- the appropriate staff to student ratios are met
- all necessary medical information has been obtained, collated and stored
- consent information has been received, collated and stored
- and the additional needs of students are met to ensure inclusiveness.

APPROVALS

All excursions and camps must be approved before they can take place.

Staff wishing to organise an excursion or camp must complete an a **“Camp/Excursion Costing Sheet/Checklist”** and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

DUTY OF CARE

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed. Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

All staff are to be made aware of this policy during school induction processes and meetings prior to camp.

FIRST AID

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

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.

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, Oakleigh South 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.

STUDENTS WITH DISABILITIES

Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.

Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

OVERSEAS TRAVEL

The [Smartraveller](#) website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

Oakleigh South Primary School will ensure that they:

- comply with any DFAT travel advice current for the proposed location;
- subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas;
- review their risk assessment if there are any changes to the DFAT travel advice.

The cost of medical and hospital treatment is high in some countries; therefore Oakleigh South Primary School recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services, Oakleigh South Primary School will notify the:

- DET of any approved school camp or excursion at least three weeks beforehand using the online *Notification of School Activity* form <https://partner.eduweb.vic.gov.au/sites/sal#/>
- [Department of Foreign Affairs and Trade](#) (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:
staff on the excursion will:

- take emergency action as documented in the excursion and camp's emergency and risk management plan
- immediately notify the school Principal

- the principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

FIRE DANGER OR BAN

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Oakleigh South Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities.

RISK MANAGEMENT

An assessment of excursion risks will be undertaken in accordance with Department guidelines- [Emergency and Risk Management](#)

For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

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.

PARENT AND EXTERNAL PROVIDER CHECKS

Oakleigh South 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.

PAYMENTS

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 Principal.

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

Oakleigh South 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.

TEACHER RESPONSIBILITIES

Oakleigh South 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.

Teachers participating in an excursion and/or camps will:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program
- know who is the nominated member of staff who will provide first aid if required
- know the exact location of students they are responsible for at all times including during travel.

In addition, the nominated teacher-in-charge will:

- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number
- have a copy of the names of family contacts for all students and staff on the excursion
- have copies of the parental approval and medical advice forms for those students on the excursion
- have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion.
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PARENT OR CARER CONSENT

For all camps and excursions, other than local excursions, Oakleigh South Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Oakleigh South Primary School uses Flexibuzz and QKR to inform parents about camps and excursions and to seek consent for school camps and excursions by placing a note in student

bags and asking parents/carers to return their 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, Oakleigh South 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. Oakleigh South Primary School will also provide advance notice to parents/carers of an upcoming local excursion through classroom notes, newsletter items, QKR and Flexibuzz. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), the school will notify parents once only prior to the commencement of the recurring event.

STUDENT BEHAVIOUR

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion 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

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 or discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

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

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

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

LINKS AND APPENDICES

The Key Links which are connected with this policy are sourced through: [DET School Policy Advisory Guide - Excursion and Activities](#)

EVALUATION: This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

This policy was reviewed and updated on August 16, 2019.