



Camps and Excursions Policy

Purpose

To explain to our school community the processes and procedures Sydney Road Community 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 Sydney Road Community School . This policy also applies to adventure activities organised by Sydney Road Community School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs (main campus only).

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. Sydney Road Community School 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 or intercampus travel.

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>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.



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. Sydney Road Community 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.

Sydney Road Community 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.

Supervision

Sydney Road Community 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.

Parent volunteers

Parents at Sydney Road Community are not involved as volunteers at camps and excursions. School staff are in charge of camps and excursions.

Volunteer and external provider checks

Students at Sydney Road Community School are always supervised by school staff when participating in activities with external providers on excursions. As Sydney Road Community School arranges and delivers school camps, no external providers attends school camps.

An external provider (eg museum or local Council staff providing environment education) may be checked to identify whether they hold a current Working with Children Check card.



Parent/carer consent

For all camps and excursions, other than local excursions, Sydney Road Community School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Sydney Road Community 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, Sydney Road Community 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. Sydney Road Community School will also provide advance notice to parents/carers of an upcoming local excursion. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Sydney Road Community School will notify parents once only prior to the commencement of the recurring event.

Cost of camps and excursions, refunds and support

No contribution is sought from parents/carers by Sydney Road Community School towards the costs of camps and excursions.

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 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* and *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.



Students will be sent home under the following conditions:

1. *Drugs and alcohol possession or use while on camp*

Staff form a reasonable view that a student or students have possession or have consumed drugs and alcohol while on a camp or excursion. Staff will contact the Principal and discuss their concerns. The Principal will decide whether they are given the right to act as his/her agent and search the belongings of the student or students. The staff member will then perform a non-invasive search of belongings asking the student to show them inside their belongings without touching the student's property. If the student refuses the search they are to be sent home at the expense of their parents or carers at the next suitable time. If the student complies and they are found to have a banned substance the staff member will confiscate it and contact the parents or carers to arrange transport home. While transport is being organised the student must stay under the direct supervision of staff and not join in with the activities of the excursion or camp. Contact teachers will organise a meeting with the Principal, contact teacher, camp teacher and parents or carers at the earliest time before the student returns to school.

2. *Deterioration of behaviour while on camp*

Staff form a reasonable conclusion that a student's behaviour is of serious danger to themselves or others, and is beyond what can be managed while on a camp or excursion. Staff will contact the Principal and discuss their concerns, and a decision will be agreed upon. While transport is being organised the student must stay under the direct supervision of staff and not join in with the activities of the excursion or camp. Contact teachers will organise a meeting with the Principal, contact teacher, camp teacher and parents or carers at the earliest time before the student returns to school.

3. *Deterioration of mental health while on camp*

Staff form a reasonable conclusion that a student is unfit or unsafe to remain on the excursion or camp due to deteriorating mental health requiring continuous supervision, mental health assessment or hospitalisation. While transport is being organised the student must stay under the direct supervision of staff and not join in with the activities of the excursion or camp, unless deemed completely safe to do so. Contact teachers will follow up with parents or carers regarding the status of the returned student and organise a meeting with the Principal or Wellbeing Coordinator, contact person, camp teacher and parents or carers at the earliest time before the student returns to school.

4. *Deterioration of a medical condition while on camp*

Staff form a reasonable conclusion that a student is unfit or unsafe to remain on the excursion or camp due to deteriorating physical health requiring continuous supervision, medical assessment or hospitalisation. While transport is being organised the student must stay under the direct supervision of staff and not join in with the activities of the excursion or camp, unless deemed completely safe to do so. Contact teachers will follow up with parents or carers regarding the status of the returned student and organize a meeting with the Principal or Wellbeing coordinator, contact person, camp teacher and parents or guardians at the earliest time before the student returns to school.

Disciplinary measures applying to students on camps and excursions are 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).

Unless otherwise indicated, Sydney Road Community 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
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REVIEW CYCLE

Policy last reviewed	June 2021
Approved by	Irene Savakis, Co-Principal
School Council approval	Not required
Next scheduled review date	June 2024 (3-4 years)