



# Black Hill Primary School Camps and Excursions Policy

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*(Including Health and Physical Education, Outdoor Education Policy, Camps and Local Excursions and Incursions)*



## **Help for non-English speakers**

If you need help to understand the information in this policy please contact Black Hill Primary School on 53 324544

### **PURPOSE:**

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

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide outdoor education opportunities which have the ultimate goal of creating and maintaining healthy, positive, sustainable relationships between people and the natural environment.
- To link outdoor education, camps and excursions directly to curriculum.
- To ensure correct process for camps and excursions.

### **SCOPE:**

This policy applies to all camps and excursions organised by Black Hill Primary School. This policy also applies to adventure activities organised by Black Hill Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs

### **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 (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>

#### **AIMS:**

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.
- Students will be offered opportunities which will provide skills and knowledge that can lead the development of leisure pursuits, self-knowledge and the wider community.
- Opportunities will be provided for student decision making and reflection, the thinking skills, valuing and respecting others and a responsibility to group safety.
- Opportunities and access to different activities and environments will be provided, including local trips, visiting performances, first aid/health education, camps, life education, etc.
- The range of interests and needs in class groups will be recognised and addressed.
- Children will have to the opportunity to experience outdoor education programs through excursions, camps and in-school activities.

#### **IMPLEMENTATION:**

##### **Administration:**

- All out of school activities will require the permission of the principal or assistant principal and overnight stays will require prior school council approval.
- All camps and excursions will be planned using the school pro-formas and must follow and adhere to DE guidelines [http://www.eduweb.vic.gov.au/referenceguide/enviro/4\\_4.htm](http://www.eduweb.vic.gov.au/referenceguide/enviro/4_4.htm)  
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/>
- The online DET 'Notification of School Activity' information will be completed three weeks in advance of the event if required at :
  - [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- School Council must approve all camps. In doing so, School Council will ensure that all camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- School Council will determine an 'Excursions Levy' each year.
- All overnight camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
  - The educational aims and objectives of the excursion.
  - The names of all adults attending.
  - Travel arrangements and costs.
  - Venue details and an itinerary of events.
  - Risk analysis and procedures followed to ensure the safety of the children.

##### **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. Black Hill 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.

- Black Hill 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.
- 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**

- Black Hill 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.

### **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**

Black Hill 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. [For more information about when a WWC Clearance is required, see [Volunteers page](#) on the School Policy Templates Portal.]

### **Parent/carer consent**

For all camps and excursions, other than local excursions, Example School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Example School uses [insert software program] to inform parents about camps and excursions and to seek their consent **OR** 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, Black Hill 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. The school will also provide advance notice to parents/carers of an upcoming local excursion through Compass parent communication tool. 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.

### **Parent Payments for camps and excursions**

Most camps and excursions provided by the school enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy. Electronic consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis may not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

### **Financial Help for Families**

Black Hill 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 or Assistant principal. The school 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**

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 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/participation**

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 Student Code of Conduct*. 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 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 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, Black Hill 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.

### **Travel**

Buses with seatbelts are to be used at all times.

## **COMMUNICATION**

This policy will be communicated to our school community in the following way: Included in staff induction processes and staff training

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)
- [Excursions and Activities](#)
- [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund.](#)
- [Code Red Days](#)

This policy should be read in conjunction with the following Department policies and guidelines:

School Policy and Advisory Guide: 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

### Evaluation:

This policy is to be reviewed as part of the school's three-year review cycle or as required due to changes in the Acts and Laws.

## Approval and review

<b>Created date</b>	<b>August 2015</b>
<b>Consultation</b>	Staff, Parents, Black Hill Primary School Council Sub-Committee, Digital Technologies Team
<b>Endorsed by</b>	Black Hill Primary School Council and Principal
<b>Endorsed on</b>	August 2022
<b>Next review date</b>	August 2025

