



Black Hill Primary School Camps and Excursions Policy

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

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

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.

Definitions:

- An excursion is defined as any activity beyond the school grounds.
- Local excursions involving car/bus travel - Signed permission from parent/caregivers.
- Day/overnight excursions/camps - complete approval process and permissions as outlined below.

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 DET guidelines 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
- 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.

Participation

- Students who display responsible, safe behaviour at school will be invited to participate in school camps and excursions. All students are expected to participate in camps and excursions as they are linked to learning however:
 - Students who cannot participate will be accommodated in a classroom at school and provided with work by the classroom teacher.
 - Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to behaviour. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
 - Students may be excluded from excursions if their behaviour is such that it is deemed an unacceptable safety risk.

Travel:

- Buses with seatbelts are to be used at all times.

Communication and permission:

- Detailed information regarding overnight camping excursions will be communicated to parents. DET procedures will be followed.
- A schedule of excursions, including costs, will be distributed in a February edition of the school newsletter, and will be updated on a needs basis.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form and a signed "Confidential Medical Information for School Council Approved Excursions" form.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.

Costs and Payment

- All camp costs to include all sundries, staff/parent accommodation, sessional staff, CRT's and transport costs.

- Children are expected to wear school uniform on excursions (except camps) so they are readily recognisable when out of the school.
- Parents can bulk pay for the year's excursions or pay for individual excursions as they occur.
- The Camps, Sport and Excursion Funds (CSEF) is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps, sporting activities and sports uniforms.
- Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.

Parent/carer consent

- For all camps and excursions, Black Hill Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Black Hill Primary 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.

Staffing

- A designated 'Teacher in Charge' will coordinate each excursion.
- The designated Teacher in Charge of each excursion will either visit the venue prior to the event or view their website and complete a risk analysis report.
- The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with Department of Education and Training guidelines.
- Classroom teachers will be given the first option to attend excursions.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone and a first-aid kit for all excursions.
- Copies of completed Permission forms, signed "Confidential Medical Information and Emergency Contact Details for School Council Approved Excursions" forms must be carried by excursion staff at all times.
- Integration Aides/ Education Support Staff attending any overnight excursion/camp will be able to apply for 'Time in Lieu' in consultation with the Principal/Assistant Principal.

Volunteers

- When deciding on which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 - The need to include both male and female parents.
 - The special needs of particular students.
- Parent volunteers must have a current Working With children Check.
- Parents selected to assist with an excursion may be required to pay costs associated with the excursion at the Principal's discretion.

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.

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.

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

- 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.

This policy was last ratified by School Council in: 2015 Reviewed August 2019
Review to be scheduled for August 2022