

## Camps, Excursions and Special Events Policy

### 1. Purpose:

The purpose of this policy is to ensure that all staff and members of our school community understand the importance of Camps, Excursions and Special Events to enhance the learning experiences as a component of the delivery of a comprehensive, broadly based and inclusive curriculum.

### 2. Scope:

This policy relates to the Curriculum Framework Policy, Student Well-being and Engagement and Bullying Prevention Policy.

### 3. Rationale:

Camps, Excursions and Special Events (including incursions, fundraising events and school authorised out of hours activities) at Hastings Primary School enhance and support the delivery of the Victorian Curriculum. They are an important aspect of the educational programs offered at Hastings Primary School.

Camps and excursions enable the students to further their learning and social skills development in a non-school setting. They may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational experiences offered at Hastings Primary School.

Incursions enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

Students need to understand that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences, in other places.

### 4. Aims:

- School organised camps will be sequential and cater for all students at Year 2 – Year 6.
- Students in Year 5 and 6 will be given the opportunity to participate in 3 day camps, focussing on Social and Emotional Learning.
- Students in Year 3 and 4 will be given the opportunity to participate in 3 day camps, educational or adventure on a biennial basis
- Students in Year 2 will be given the opportunity to participate in the DET camp at Somers as an overnight camp.
- camps, excursions and special events will complement the school's inquiry units through participation in real-life experiences
- camps and excursions will provide learning opportunities outside the classroom
- camps, excursions and special events will benefit and support the Student Well Being Policy
- parental/volunteer involvement on camps and excursions will provide valuable support for the teachers and students
- camps, excursions and special events will provide enjoyable learning experiences for the students
- camps, excursions and special events will promote an appreciation of different learning environments and experiences
- camps, excursions and special events will allow students to practise appropriate behaviour in a variety of situations and settings
- camps, excursions and special events will provide opportunity for students to develop organisation, persistence, getting along, confidence and resilience skills.

### 3.1 Implementation of SPECIAL EVENTS (including incursions, fundraising events and school authorised out of hours activities)

- For the purpose of this policy, an incursion is an activity that involves school visitors who provide a performance or service for the students for a fee.
- A designated 'Teacher in Charge' will coordinate each incursion. The responsibilities of the 'Teacher in Charge' is to complete the Incursion/Excursion ACTIVITY APPROVAL forms, including costings, payment deadline, curriculum links and organisational considerations. These forms must be forwarded to the Principal and Business Manager for approval before planning is finalised.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, will be required to discuss their individual situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements, if appropriate.
- All families will be given sufficient time to make payments for incursions. Parents will be sent notices before the incursion date reminding them of the need to finalise payment. Children whose payments have not been finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- 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.
- Students who do not attend incursions will be provided with suitable alternative activities.
- Reports/reflections and photographs of students' experiences of incursions will be forwarded to the Principal/Assistant Principal by teachers for inclusion in the school newsletter and website.
- An evaluation of the activity (form available) will be completed by the Teacher in Charge after the activity for the Principal and School Council.

### 3.2 Implementation of EXCURSIONS:

- For the purpose of this policy, day excursions are defined as any organised and supervised school activities that require children to venture beyond the school boundary.
- The principal is responsible for the approval of all non-adventure single-day excursions other than those that must approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- A designated 'Teacher in Charge' will coordinate each day excursion. Prior to the commencement of any detailed planning relating to a proposed day excursion, the 'Teacher in Charge' must meet formally with the principal, to present the principal with an ACTIVITY APPROVAL form, to discuss the proposed activity, and to seek 'in principle' support for the event. The principal will ensure all information and planning is complete on the planning form. See accompanying documentation below.
- If the principal's approval is granted, detailed planning should commence using the Activity Approval checklist. This must include a [risk assessment](#), and site visit if deemed necessary. The risk assessment must include the supervision of students when engaged in off-site activities, and include 'the risk of bushfire' in the activity location.
- When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:-
  - What is the purpose of the excursion and its connection to student learning?
  - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?

- Is an appropriately trained member of staff able to provide [first aid](#) ?
  - Have supervisory adults who are not registered teachers completed a Working with Children Check?
  - Is the location of staff and students throughout the excursion including during travel known?
  - Is a record of telephone contacts for supervising excursion staff available?
  - Is a record of the names and family contacts for all students and staff available?
  - Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the excursion completed?  
(see accompanying documentation)
- If day excursions include adventure activities organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
  - If approved, the online [Notification of School Activity](#) form MUST be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
  - The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
  - All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day 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. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
  - 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.
  - The school will provide a first-aid kit for all day excursions, and a mobile phone must be available with at least one of the supervising adults.
  - Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times, and copies remain at school.
  - A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
  - While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
  - Parents/volunteers may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
    1. Any valuable skills the parents have to offer. eg. bus licence, first aid, etc
    2. The preference/need to include male and/or females.
    3. The special needs of particular students.
  - Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge. This is within the guidelines of the school's Code of Conduct.
  - Reports/reflections and photographs of students' experiences of excursions will be forwarded to the Principal/Assistant Principal by teachers for inclusion in the school newsletter and website.

- An evaluation of the activity (form available) will be completed by the Teacher in Charge after the activity for the Principal and School Council.
- The primary references that must be consulted when considering all excursions is the School Policy and Advisory Guide website:  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

### 3.3 Implementation of CAMPS:

#### Implementation:

- **A camp is defined as any activity involving at least one night's accommodation, including sleep overs at school.**
- The program will be developed sequentially throughout the school.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education and Training requirements.
- The December edition of the school newsletter will provide parents with approximate dates and costs associated with the following year's camps. Parents will be notified of the exact costs and other relevant details of individual camps at least 6 weeks, and at least 10 weeks for camps in excess of \$200.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, 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 individual camps. Children whose parents/carers have not
  - paid deposits by the due date
  - do not make full payment by the due date or
  - have not made alternative payment arrangements with the Principalwill not be eligible to attend.
- Any family who has not met the required alternative payment will be unable to participate in the camping program until the outstanding payment is finalised.
- School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for staff replacement may be borne by the participants.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- Prior to the commencement of any detailed planning relating to a proposed School Council approved camp, the Teacher in Charge and other key members must meet formally with the principal, to present the principal with a [planning summary](#), to discuss the camp, and to seek 'in principle' support for the event. The principal will complete the [Principal Checklist](#) to ensure all information and planning is in order.
- If the principal's approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. This must include a site visit and [risk assessment](#). The risk assessment must include the supervision of students when engaged in off-site activities, and include 'the risk of bushfire' in the activity location.



- The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the principal and present him/her with all documentation, including the completed School Council [approval](#) proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online [Notification of School Activity](#) form then be submitted three weeks prior to the activity.
- When presenting information to School Council, the Teacher in Charge must be aware that Council will consider the following:-
  - What is the purpose of the camp and its connection to student learning?
  - Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
  - Is an appropriately trained member of staff able to provide [first aid](#) ?
  - Have supervisory adults who are not registered teachers completed a Working with Children Check?
  - Is the location of staff and students throughout the camp including during travel known?
  - Is a record of telephone contacts for supervising staff accompanying the camp available?
  - Is a record of the names and family contacts for all students and staff available?
  - Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the excursion completed to be taken to the activity, with copies retained at school ?
  - Has a copy of the completed School Council approval proforma (including all attachments) been submitted and approved?
  - Will the online Notification of School Activity form be submitted three weeks prior to the camp?
- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements.
- [Emergency management plans](#) are to be developed when adventure activities are being undertaken.
- School Council requires that students only travel on buses fitted with seatbelts.
- School Council requires that a report be tabled after each school camp, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
- Classroom teachers will be given the first option to attend camps.
- The school will provide a mobile phone for all camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents will be invited to assist in the supervision of school camps. When deciding which parents will attend, the Teacher in Charge will take into account –
  1. Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  2. The preference/need to include male and/or females.
  3. The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working with Children Check. The school will pay for any associated costs.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.

- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge. Refer to Hastings Primary School, Code of Conduct.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.
- Reports/reflections and photographs of students' experiences on camp will be forwarded to the Principal/Assistant Principal by teachers for inclusion in the school newsletter and website.
- An evaluation of the camp (form available) will be completed by the Teacher in Charge, after the camp, for the Principal and School Council.
- The primary references that must be consulted when considering all camping activities (including adventure activities) is the Safety Guidelines for Education Outdoor website:  
<http://www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx>  
as well as the Victorian government 'School Policy and Advisory Guide'.

The Camps, excursions and Incursions Policy should read in conjunction with the Excursions, Duty of Care and First Aid policies.

## (Extract from 'Duty of Care' Policy)

### Risks to students outside the school environment

Legal cases establish that a teacher's duty of care does not start nor end at precise times during the day. The approach generally taken is that a teacher's duty applies irrespective whether the risk occurs in or outside the school environment. However, the important issue in all cases will be **whether the school took reasonable steps to protect the student from the risk.**

Risks outside the school environment may sometimes call for immediate and positive steps by a school depending on the age of students, urgency and threat of injury. Consider for example, if a live power line came down outside the school, no emergency workers had arrived, and primary children are about to be dismissed to walk home. No school would allow the children to walk out to that danger unsupervised.

There will be a number of other situations where the school will be under a duty to take reasonable steps. In some instances, the school's control over the activity may require it to take more active measures to satisfy the requirement that it take reasonable steps. For example, a known bully on a school bus may require the school to suspend or refuse to transport the bully. In other instances, the school may not control the activity, and the reasonable measures available to it will be limited. For example, fights at a local train or bus stop between students from rival schools may involve informing the police, contacting the other school to implement preventative measures, and notices to parents and students.

While students are generally free to move around the buildings and work independently in break out spaces and designated study areas they must be under (indirect) adult supervision at all times.

Staff are responsible for their students at all times.

The following instructions and notices **[apply to all staff.](#)**



## Excursions, Incursions and Camps

Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

Be aware that camps and excursions outside the school require the teacher to fully comply with DEECD guidelines and bring with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.

Be aware that excursion and camp activities require the teacher to ensure that the venue and transport adhere to DET guidelines.

Be aware that school policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion or camp activities.

A list of all attendees, students, staff, volunteers and parents/guardians, must be taken and a copy left at the office. If in separate transport (such as buses or cars) this must be identified on the attendance list.

The teacher in charge will have copies of all confidential medical forms and permission notes with contact details.

Arrangements will be made for students not attending to continue their normal program at school under supervision of another classroom teacher.

The teacher in charge or designated teacher of an excursion or camp will carry a mobile phone and a first aid kit.

If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted and a senior staff member will remain at school until they arrive.

If crossing roads students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff control the flow of students across the road.

All staff must follow the DET guidelines when organising an excursion, incursion or camp. All procedural steps contained in the School camping, excursions and incursions Policy and Procedure outlines must also be followed.

## Informing Staff of the legislative liability of Duty of Care

All staff will be informed of their legal requirement via:-

- A copy of this document will be provided to each member of staff at the first staff meeting at the commencement of the school year, and will be placed on the intranet.
- New staff will be informed of their Duty of Care as part of the school's Induction Program
- Duty of Care will be an agenda item at staff meetings and staff will be directed to familiarise themselves with section Student Safety of the Victorian Government Schools Policy Advisory Guide.
- Staff will complete a risk assessment including duty of care when completing planning for camps, excursions and incursions.
- Staff will be directed to the student wellbeing policy annually.

References: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

## • RELATED POLICIES



- Child Safe Policy and Child Safe Standards
- Camps and Excursions Policy
- External Providers Policy
- Visitors Policy
- Volunteers Policy
- Yard duty and Supervision Policy

#### 4. Evaluation

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

*This policy was last approved by school council on 05/2021 and is scheduled for review in 05/2022.*

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## HASTINGS P.S ACTIVITY APPROVAL FORM

**(Incursion/excursion only)**

Page 18.

This form must be completed and presented to the Principal at least 2 weeks prior to the planned activity (and longer where payment is requested). Costing must be authorised by the Principal or Business Manager.





## HASTINGS P.S ACTIVITY CHECKLIST

The teacher in charge of the activity/event is to ensure this Checklist is completed and handed in to the Office on departure.

Activity : .....

Page | 9 Staff member co-ordinating event: .....



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## HASTINGS P.S ACTIVITY PLANNER FORM



Activity title:

.....

Teachers/Staff attending:

.....  
.....

Parents/Volunteers Attending:

.....  
.....  
.....

Total students attending (approx.): .....

Total Adults attending: .....

Arrangements for non participating children:

.....  
.....  
.....

Requirements for participants to bring:

.....

<i>Total Costings</i>	
Transport Mode (Circle)	Bus Rail Parent Walk Bicycle
Total transport cost: \$.....	
Bus Company Name and Phone No.....	
.....	
Total entry:	\$.....

<i>Costings per Child</i>
Entry
\$.....
Transport
\$.....
Total cost per
Student =
\$.....



## HASTINGS P.S TEACHER CHECKLIST



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