

# Camps, Excursions and Tours Policy



## Policy Statement

Camps and excursions are a valuable part of a student's educational program. As much of a student's learning occurs outside the classroom, camps and excursions are a means of using resources to enhance and enrich student learning. Camps and excursions will be planned to support the teaching and learning program.

**The school aims to provide camp and excursion opportunities for students so that they may:**

- Learn in and out of class/school situations
- Live and work in groups, outside of the home and school environment, over extended periods of time
- Further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- Further develop their problem solving and life survival skills
- Interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- Extend understanding of their physical and cultural environment
- Be involved in the decision making, planning, preparation and presentation processes associated with these opportunities

**Note-** For the purposes of this policy, an excursion is defined as an activity organised by a school (except work experience) where students leave the school grounds for the purpose of engaging in educational activities (including camps, adventure activities and sport).

## Guidelines

- |     |  |
|-----|--|
| 1.1 | The Department of Education and Training (DET) requirements and guidelines relating to preparation and safety must be observed in the conduct of all excursions. |
| 1.2 | The Principal or their nominee must ensure that full records are maintained regarding the excursion /camp  |
| 1.3 | The Principal or her/his nominee must ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.           |

## Program

- |     |  |
|-----|--|
| 2.1 | Prior to conducting a camp or excursion, the DET requirements and guidelines relating to excursions or camps, will be rigorously observed. Consideration in planning must include: <ul style="list-style-type: none"><li>– <i>Safety Guidelines for Education Outdoors</i> website.</li><li>– <u><a href="#">Risk management</a></u> website</li><li>– <u><a href="#">Emergency management</a></u> website</li><li>– <u><a href="#">Student preparation</a></u> website</li><li>– <u><a href="#">Student medical information</a></u> website</li><li>– <u><a href="#">Bushfire</a></u> website</li></ul>   |
| 2.2 | The Principal or their nominee must ensure that full records are submitted to School Council regarding the excursion /camp well in advance of the starting date of the event and that no excursion/camp occurs unless all the formal record keeping has been completed and approved.   |
| 2.3 | Prior to conducting any school excursion or camp, the formal approval of the school council or the Principal ( <b>see 2.6</b> ) must be obtained. In approving a camp or excursion, consideration will include: <ul style="list-style-type: none"><li>• the contribution of the activity to the school curriculum</li><li>• the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by the DET</li><li>• information provided by community groups and organisations that specialise in the activity proposed</li><li>• appropriateness of the venue</li><li>• the provisions made for the safety and welfare of</li></ul> |

# Camps, Excursions and Tours Policy



## Guidelines

- I.4 Satisfactory arrangements must be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- I.5 The Department of Education and Early Childhood Development will not be responsible for expense resulting from any student incident on an excursion or camp.
- I.6 Prior to conducting a camp, adventure activity or excursion, the approval of the school council or the principal must be obtained.
- I.7 The school Student Engagement Policy covers students on camps and excursions. They may be excluded from activities due to prior poor behaviour.

## Program

- students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience
- special provisions for overseas travel

- 2.4 Students not attending a camp or excursion are to be placed in another class and have an appropriate learning program provided by the class teacher.
- 2.5 Prior to the excursion or camp parent/carers are to be made aware that the Department of Education and Early Childhood Development does not provide student accident cover and that they need to make their own arrangements for cover.
- 2.6.1 The Upwey High School Council is responsible for the approval of:
  - overnight excursions
  - camps/tours
  - interstate and international visits
  - excursions requiring sea or air travel
  - excursions involving weekends or vacations
  - adventure activities.
- 2.6.2 The Principal or their nominee is responsible for the approval of all single-day excursions (other than those referred to above that must be approved by school council).
- 2.7.1 If a student has not displayed sensible, reliable behaviour at school consistent with the Student Engagement Policy prior to the camp or excursion they will not be invited to participate. Parents/carers will be notified if a child is in danger of losing their invitation to participate in a camp or excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the staff member in charge of the camp or excursion.
- 2.7.2 Disciplinary measures apply to students on camps and excursions consistent with the school's Student Engagement 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 should 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
  - or the anticipated time that the student will arrive home.
  - Parents/carers will be advised that any costs associated with the student's return which will be the responsibility of the parents/carers.

# Camps, Excursions and Tours Policy



## Guidelines

- I.8 The emergency management process of the school will extend to and incorporate all camps and excursions.
- I.9 All Department of Education and Early Childhood Development requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) excursions/camps.

## Program

- 2.8.1 The school's Emergency Procedures do include the effects of an emergency on student supervision in the event of excursion or camp staff being required to assist injured students or to go for help (refer our school's Emergency Management Plan for specific details).
- 2.8.2 All camp or excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each camp or excursion. In particular, emergency procedures pertaining to campsites will be explained as soon as practicable after arrival and a trial evacuation exercise will be carried out immediately to ensure that procedures are appropriate and to familiarise staff and students with the emergency evacuation protocols.
- 2.8.3 On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel a camp or excursion at short notice. Where camp or excursion is not cancelled, special fire safety precautions will be implemented.
- 2.8.4 Camp groups and excursion groups will be equipped with mobile or satellite telephones and first aid kits to be used in emergency situations. Parents need to be given a clear in hours and out of hours school contact person and phone number, in the event of concern. This is so that in the event of incident on site, staff are not distracted from performing their duties and also to prevent a telecommunications block out or overload.
- 2.9.1 When considering overseas excursions for approval the School Council will take into account the circumstances that exist in the areas to be visited with regard to student and staff safety and welfare.
- 2.9.2 The Principal and School Council when considering overseas excursions for approval will take into account special requirements for:
- Staff approval to travel overseas
  - Travel and medical insurance requirements
  - Emergency planning

## Links

- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Appendix B –Guidelines for Teachers Planning an Excursion or Camp

## Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as required by developments in relevant legislation.

Policy drafted by:  
Date ratified by school council:  
Policy reviewed by:  
Date ratified by school council:

Assistant Principal Mick Sheehy  
25 November 2009  
Education Committee August 2014  
August 2014

## Appendix A – Pupil/Teacher Ratios

### Abseiling and Rock Climbing

- 1:1 Rock Face
- 1:10 Others
- 2 Experienced Staff

### Overnight Excursions

- 1:10 Tents or in Base Camps
- 1:15 Study: residential

### Board Sailing

- 1:3 Beginners
- 1:5 Novice; intermediate; advanced
- 2 Experienced Sailors

### Boats, Small Sailing

#### (Dinghies, Catamarans)

- 1:8 Enclosed Waters
- 1:6 Open Waters
- 1:4 Open Waters, Adverse

### Bushwalking

- 1:5 Overnight
- 1:10 Day

### Canoeing

- 2:1-12
- 2 Staff members

### Cycling

- 1:10

### Horse Riding

- 1:1 Basics
- 1:5 Beginners
- 1:8 Semi-experienced
- Riding School:
  - 1 Experienced teacher with instructor
  - 2 Experienced teachers if no instructor or group exceeds 10

### Orienteering

- 1:10 Bush

### Ropes Course

- 1:12 3 students to any one element, 1 participating, 2 spotting
- No student on any element unless supervised

### Scuba Diving

- 1:8 Pool training
- 1:4 Diving, 2 buddy systems
- 2 qualified staff

### Shooting

- 1:1 New or inexperienced
- 1:5 On the track or mound
- 1:15 Observers or waiting

### Snorkelling

- 1:8 Closed water: pool
- 1:4 Open water
- 2 qualified staff

### Snow Activities

- 1:8 Alpine, Nordic – overnight
- 1:10 Alpine, Nordic, day
- 1:10 Non-skiing

### Surf Activities

- 1:10 Beach
- 2:1-16
- 1 teacher/instructor in water
- 1 teacher/instructor on beach

### Swimming

- 1:20 Enclosed pools
- 1:10 Open water

### Water Skiing

- 1:20 Shore
- 1 student on two at any one time; if highly experienced two may be taken together.
- 2 people in boat – driver and observer; one must be staff member.

## Appendix B – Guidelines for Teachers Planning an Excursion or Camp

Camps and excursions need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

### Approvals First

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School council is responsible for the approval of:

- overnight excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Before approving an excursion, consideration by the principal and/or school council needs to include:

- the contribution of the activity to the school curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost.

### Parental Consent

A parent must provide written consent for their child to take part in an excursion.

Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour.

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

### Staffing

In addition to any staff employed by the DET or the school council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, community members, campsite staff and trainee teachers.

# Camps, Excursions and Tours Policy



## Student Issues

It is recommended that young students should wear identity tags on excursions.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement. e.g. snow trip

Only students who display sensible and reliant behaviour at school will be taken on excursions and camps outside the school.

Sensible and reliant behaviour at excursions and camps will be expected at all times. **Students can be sent home if their behaviour warrants a severe consequence.**

## Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted. Planning should include:

- a clear aim
- costing – transport admission etc. The costing must be realistic in terms of the nature of the experience and the resultant learning outcomes
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity.

## Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, domain leader
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- name tags
- medical information, precautions and First Aid kit.

## Day of Excursion

- Students **not attending** are to be placed in another class and have an appropriate learning program provided by the class teacher (note-this needs to be arranged two days prior to the excursion and should involve the appropriate staff)
- TAKE – list of children's names, emergency contact details (if going on camp), first aid kit, mobile phone, cheque (if required).

# Camps, Excursions and Tours Policy



## Planning

- **Discuss** the proposed excursion with your Level Leader. Be aware of activities already scheduled.
- **Cost excursion.** You need to decide whether non-payers will be attending. ( see the appropriate coordinator or the principal or assistant principal. eg. where an excursion has a fixed price regardless of numbers). Be realistic about the likely number attending, especially with expensive excursions.
- **Staffing** needs – teachers, ES staff and parents
- **Book** the venue and the bus and complete official order forms for both. Note the date, time and any special requirements, such as payments required on the day. Fax the order forms to the companies, marked '**Confirmation Only**'. This protects you in case of a faulty booking system at their end.
- Provide a list of the students to the attendance officer three days in advance of the excursion.

## Prepare the Excursion Notice

A pro-forma is available from Cases for all Form A applications. For Form B Applications, see the Daily Organiser to prepare an activity specific consent and medical form. It will include venue, date and times, other grades attending and the price. The note will include:

*It is an expectation of the school that all students display exemplary behaviour when on excursions. This means that students*

- *follow all instructions by teachers immediately*
- *display manners to teachers, other helpers, other students and the general public*

*If your child is misbehaving on an excursion you will be called to come and collect the student. If you are unable to do so, the student will be returned to school by taxi with a teacher or parent helper and the cost of the two- way taxi fare will be met by the parent of the student who is returned to school.*

- Ensure the notice is signed by the teachers involved and a member of the Principal Class.
- Copy and distribute the notices at **least one week** before the excursion. Parents may need at least a fortnight to adjust their budgets.
- Leave one copy in the Office File and at least five copies on the front desk.
- Notify visiting music teachers, aides, parent helpers etc who may be scheduled to work with the class on the day of the excursion.
- Leave this notice, completed, at the office before notices are sent out.

## On the Day

- Notify the Office of any changes to personnel etc
- Inform the Attendance officer by 9.15am of students in attendance on the excursion
- Take a mobile phone and First Aid Kit with you.

Department Link: <http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/schops/edoutdoors/flowchart.pdf>