

CAMPS and EXCURSION POLICY

Rationale:

Barwon Heads Primary School camps, excursion, incursion 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.

Definition

An excursion is defined as any activity beyond Barwon Heads Primary School grounds.

Aims:

- 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.

Safety

- When undertaking excursion planning Principals, teachers and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity
- The ratio for adult supervision on day excursions is 1 to 20
- The ratio for adult supervision on overnight excursions is 1 to 10
- In the event of an emergency, accident or injury staff on the excursion should:
 - take emergency action
 - immediately notify the school Principal. The Principal should make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266

Implementation:

School

- Day excursions must be approved by the Principal and reported to School Council.
- Overnight excursions, camps, and adventure activities must be approved by School Council. School Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
 - 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 staff attending.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Procedures followed to ensure the safety of the children.

-School council approved excursions must have an emergency response plan. See: [Department resources](#).

- A notification form will be completed by the relevant staff member responsible for the camp or excursion
<https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>

Related Policy <http://www.education.vic.gov.au/school/Principals/spag/safety/Pages/planning.aspx>

Staff

- Staff will provide parents and guardians with detailed excursion information prior to the excursion
- All excursion staff and where appropriate, students, must be familiar with emergency procedures for each excursion.
- All excursions should be fully costed and not operate at a loss to the school.
- All families will be given sufficient notification and time to make payments for excursions.
- A designated 'Teacher in Charge' will coordinate each excursion. The designated Teacher in Charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DEECD guidelines.
- When deciding on which parents will attend, the Teacher in Charge will take into account the need to include both male and female parents and the special needs of particular students.
- The school will provide a first-aid kit for all excursions.
- Staff attending excursions will be aware of students with medical needs and ensure appropriate intervention and/or medications are available for these students.
- Staff attending excursions will provide mobile phone contact details to the office.
- Consent forms to be taken on the excursion by the teacher in charge.

Parents

- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved by the requested date.
- Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.
- Children whose payments have not been finalised prior to the closing date for payment will not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal.
- 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 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

Students

- Students are required to wear full school uniform, unless directed otherwise.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an 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 Teacher in Charge.

EVALUATION:

This policy will be reviewed as part of the school's annual review cycle

This policy was last ratified by school Council: (date)