

Currently under review

Approved by Council: May 2017

Review date: 2020

Rationale:

The school’s camping and excursions program enables students to further their learning and social skills development in a non-school setting. Camps and excursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Aims:

- To provide all students with the opportunity to participate in activities and programs that they may otherwise may not have access to.
- To provide shared class experiences and a sense of group cohesiveness.
- To provide opportunities to create relationships with students from other schools.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Implementation:

- A two year camping/Major excursion cycle will operate for students in 3-6 and a three year cycle for F-2 to allow families to plan for the financial commitment:

Year	Prep – 2 Big Day Out	Grades 3/4	Grades 5/6
Even	Local <i>e.g. Lakes Entrance</i>	Coonawarra	Big Day Out (medium to local)
Odd	Melbourne <i>e.g. Aquarium, Werribee Zoo</i>	Big Day Out	Melbourne
Even	Mid range trip		

- Years 3/4 and 5/6 camps will be joint camps with Boisdale Primary School with the planning and organisation of the camps being shared.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education Training requirements.
- The School will aim to provide parents with approximate dates and costs associated with the camps by the end of the previous year as part of the School Council annual planning processes. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 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 asked to discuss their individual situation with the Principal. The Principal on a case-by-case basis will make decisions relating to alternative payment arrangements.

- All families will be given sufficient time to make payments for individual camps. School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- The principal will work with families to ensure that arrangements can be made to enable all students to participate. Where there is a history of non-payment of camps and excursion costs the principal will make contact families early in the year in order to establish a payment plan.
- Payment options include payment in full, part payments, Centrepay, personal payment plan.
- 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.
- The planning proforma should be used to guide planning and preparation.
- The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- 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 staff members 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 the [parental consent](#) and [confidential medical advice](#) forms for those students attending the camp, completed correctly? A copy is to be taken to the activity, with originals 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?
- A risk management Plan must be devised for all camps and excursions and provided to School Council as part of the approval processes.
- The ratio of teacher/adult to student will be considered in line with DET policy and guidelines, <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx> , the type of activities being undertaken, the age and skill of the students and any special needs.
- School Council requires that students only travel on buses fitted with seatbelts.
- A report will be provided to School Council at the meeting after the camp or excursion.
- The school will ensure that a staff member has access to a mobile phone for all camps.
- A meeting to of all a camp/excursion staff and volunteers should be called prior to the camp to outline roles and responsibilities and Child Safe Policy and procedures.
- 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 and excursions 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.

- 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.
- 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'.
- For an overnight camp to take place two-thirds of the eligible students must participate. For a day excursion to take place all eligible students must participate.
- In the event that some students elect not to participate in camps an appropriate arrangement will be made for the student to be placed in
- Parents and family members may be asked to assist on camp. Adults will be selected in order to best support the area of deficit (first aid, bus driving, meal preparation etc.) In the case an extra adult is required to ensure the safety or good order of the camp, the cost of attendance will be covered by school council funds.
- Any volunteers must meet the guidelines as set out in the Child Safe Policy, with two forms of identification and a current Working with Children Check being sighted and copied by the school prior to any participation.
- If other adults attend camp they may be asked to pay a contribution to the camp fee to cover entry costs, transport and food and accommodation etc.
- If a staff or volunteer car is required to be taken on a trip for safety or transport reasons car owners will be reimbursed per kilometre at the rate outlined by the Department of Education and Training.
- A review of camp/excursion activities will take place after the event with the view of improving activities and processes.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

References:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>
 Stratford Primary School Child Safe Policy

Forms:

[Camps and Excursion Planning Questions](#)
[School Council Approval Form](#)
[Risk Register template](#)
[Application to use Private vehicle on Official Duty](#)
[Travel Expenses Claim Form](#)
[Child Safe Policy Behaviour statement](#)
[Confidential Medical Consent](#)
[DET Parent Consent](#)
[Stratford PS Parent and Student agreement](#)
[Devised Itinerary & cost for](#)