



# Excursion & Camp Policy

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## 1. INTRODUCTION

Excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the school.

## 2. PLANNING

The principal is responsible for the conduct of all excursions and will comply with policies ensuring that:

- An online *Notification of School Activity* form is completed prior to the activity – 6 weeks prior to the activity date, and ensure details are entered on daily planner
- a planning and approvals process is undertaken

## 3. APPROVALS

- All excursions and camps must be approved before they can take place.
- Moolap Primary School Council is responsible for approval of:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal or nominee is responsible for approval of single day excursions

## 4. DUTY OF CARE

- All school staff attending camps/excursions owe a duty of care to the students and will ensure reasonable steps are taken to prevent any reasonably foreseeable harm to students.
- This duty is non-delegable, and cannot be delegated to external camp or education providers, parents or volunteers.
- The designated teacher in charge has ultimate responsibility for all students in their care.
- External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed.
- Parent/carers should be aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

## 5. FIRST AID

- At least one member of staff responsible for each group of students will hold appropriate first aid qualification.
- For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.
- Staff will also have a first aid kit appropriate to the excursion location and activities undertaken.

## 6. STUDENTS WITH DISABILITIES

- Students will not be denied attendance to any excursion or camp because of disability or medical condition.
- Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.
- The Principal will ensure appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

## **7. EMERGENCY NOTIFICATIONS AND COMMUNICATIONS**

In the event of an emergency, to ensure information is provided to emergency services, Moolap Primary School will notify the:

- DET of any approved school camp or excursion at least three weeks beforehand.
- Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.
- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.
- Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:

- staff on the excursion will:
  - take emergency action as documented in the excursion and camp's emergency and risk management plan
  - immediately notify the school principal
- the principal will make arrangements for the Department's Security Services Unit to be telephoned.

## **8. FIRE DANGER OR BAN**

- The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban.
- When required, Moolap Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities.

## **9. RISK MANAGEMENT**

- An assessment of excursion risks will be undertaken in accordance with Department guidelines.
- For excursions requiring school council approval, an excursion risk assessment plan will be completed. (Appendix B)
- Venue managers and activity providers will be consulted in the preparation of the school's risk management plan.

## **10. PAYMENTS**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal, or delegate.
- All families will be given sufficient time to make payments for excursions.
- Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates.
- Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

## **11. TEACHER RESPONSIBILITIES**

Teachers participating in an excursion and/or camps will:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program
- know who is the nominated member of staff who will provide first aid if required,
- know the exact location of students they are responsible for at all times including during travel.

In addition the nominated teacher-in-charge will:

- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number
- have a copy of the names of family contacts for all students and staff on the excursion
- have copies of the parental approval and medical advice forms for those students on the excursion

- maintain a copy of the completed approval form (including all attachments) submitted to the school council, (Appendix B)
- have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion,

## **12. STUDENT BEHAVIOUR**

- Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion 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 will 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
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

## **13. LINKS AND APPENDICES**

The Key Links which are connected with this policy are sourced through: [DEECD School Policy Advisory Guide - Excursion and Activities](#)

Appendices which are connected with this policy are:

- Appendix A: Student/Teacher Ratios
- Appendix B: Approval Proforma for all Excursions and Activities Requiring School Council Approval
- Appendix C: Risk Assessment Tools (Including Risk Register)
- Appendix D: Explanatory Notes to DEECD Excursion Approval Proforma
- Appendix E: Camp & Excursion Teacher Checklist / Approval Proforma
- Appendix F: Camp & Excursion Costing Template
- Appendix G: Emergency Response Proforma

## **14. EVALUATION**

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