

CAMPS AND EXCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school.

INTRODUCTION

Camps, excursions and school activities are seen as an integral part of the school curriculum as they enable students to extend and enrich their learning. Opportunities for students to spend time away from their primary carers, to take responsibility for their own belongings and care (with appropriate assistance and supervision), and to work with their peers as part of a team is unique to the school camping program.

PURPOSE

This policy is in place to ensure that:

- the health needs of students and adults are supported and addressed in an appropriate manner during camps, excursions and school activities
- first aid is administered according to DET guidelines, and the Occupational Health and Safety Act 2004 during camps, excursions and school activities
- students have opportunities to be involved in experiences outside the classroom which contribute to their learning in unique ways
- the community understands the processes and procedures Keelonith Primary School will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Keelonith Primary School. This policy also applies to adventure activities organised by Keelonith Primary School, regardless of whether they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Keelonith Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

COMMUNICATION

Parents will have access to this policy from the school website. Newsletter items will refer to this policy as needed throughout the year.

Staff will be referred to this policy during induction and at the start of each school year. A copy of this policy will be available on the COMPASS Student Management System for staff access.

CRTs and volunteers will be provided with a copy of this policy on induction.

Following review and any changes to this policy, all those with a vested interest will be informed through appropriate avenues such as the newsletter, COMPASS Student Management System, staff forums and class activities.

DEFINITIONS

Excursions - for the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports)
- undertake adventure activities, regardless of whether they occur on or outside the school grounds
- attend school 'sleep-overs' on school grounds

Camps - are excursions involving at least one night's accommodation (including school sleepovers).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

POLICY

1. PLANNING AND APPROVAL FOR CAMPS AND EXCURSIONS

a) All planning for camps and excursions will be done with compliance to the Department's Policy Advisory Library: Excursions and Activities.

b) School council approval will be sought for camps and excursions as required according to the Department's Policy Advisory Library: Safety Guidelines for Education Outdoors.

c) Risk assessments will be conducted to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Risk assessments will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location.

d) In the event of a Code Red Day being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

e) All planning documents will be approved by principal class members at least one week prior to camps and excursions.

f) In cases where a camp or excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

2. INCLUSION

a) At Keelonith Primary School we are committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

b) We will ensure students do not miss out on camps, excursions and school activities for financial reasons. The Camps and Excursions Fund supports this endeavour and will consider the individual circumstances of families to ensure finances are not a barrier to attendance.

3. EMERGENCY SITUATIONS

a) School processes for the management of emergencies (including medical incidents) apply to all camps and excursions. Each situation will be very different and therefore the response will differ.

b) The principal must be notified as soon as practicable of any emergency or medical incident.

c) Parents/carers must be notified of incidents as soon as practicable. This should be done following consultation with the principal.

4. PARENT PARTICIPATION

a) The principal and assistant principal will determine if parents/carers are required and from volunteers those who will attend, taking into consideration gender balance in the staff attending, skills and qualifications and student needs.

b) Parents/carers will be briefed on activities and made aware of emergency procedures, expected conduct and duty of care. They will also be made aware that they are in attendance for the benefit of all students, not just their own child. It is important that parents are informed that they are not to communicate about the activity with parents/carers/family friends of other children attending and are not to post

information on social media. Issues of confidentiality and privacy will be addressed with parents/carers attending such events.

c) All parents/carers attending camps and excursions must have a current Working with Children Check.

d) Parents will be expected to follow the instructions of teachers during camps and excursions.

5. CAMPING PROGRAM

a) A school camp will be provided each year for students in years 4 and 6.

b) Only accredited camp sites will be used for school camps and consideration will be given to:

- location and distance from nearest hospital/medical centre
- facilities, potential activities and available resources
- potential risks, particularly bushfire
- cost.

c) Generally, the classroom teachers of the students attending camp will attend camps with their class, however this may not always be possible. Classroom teachers will not be pressured into attending camps. The principal and assistant principal will determine which staff attend camps.

d) ES staff members attending camps of more than two nights will be given a day 'time in lieu' which can be negotiated with the assistant principal.

e) Parents/carers will be given an extended amount of time to make payments for camps and payments will be able to be made in instalments.

f) Parents/carers will be informed of all costs, the itinerary, activities to be undertaken, clothing requirements, contact numbers and transport arrangements.

g) Permission and medical information forms used will be those provided by the Department of Education and Training.

h) In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

6. SUPERVISION

a) Keelonith Primary School will follow the Department's guidelines in relation to supervision of students during excursions and camps.

b) All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

c) All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether school staff or external providers are managing the activity.

7. PARENT/CARER CONSENT

a) For all camps and excursions, other than local excursions, we will provide parents/carers with a specific consent form outlining the details of the proposed activity. Parents/carers will be encouraged to contact the school to discuss any questions or concerns that they, or their child, may have with a proposed camp or excursion.

b) For local excursions, we will provide parents and carers with an annual local excursions consent form at the start of each school year or upon enrolment if students enrol during the school year.

c) We will provide advance notice to parents/carers of upcoming local excursion through COMPASS.

d) For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), we will notify parents once only prior to the commencement of the recurring event. All dates will be included in this communication.

8. COST OF CAMPS AND EXCURSIONS, REFUNDS AND SUPPORT

- a) The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the principal prior to the event.
- b) All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.
- c) Students who have not finalised payment by the required date will not be allowed to attend unless the principal determines exceptional circumstances apply.
- d) We will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty will be invited to discuss alternative payment arrangements with the business manager or principal. The business manager and/or principal will also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).
- e) If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, we will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

9. STUDENT HEALTH

- a) Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions.
- b) A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion.
- c) Teachers will administer any medication provided according to our Medication policy and the student's signed Medication Authority Form.
- d) To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.
- e) It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp, it is the parent/carer's responsibility to collect them and cover any associated costs. If the principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

10. BEHAVIOUR EXPECTATIONS

- a) The teacher in charge will explicitly define, teach and reinforce expected behaviours on camps and excursions.
- b) Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.
- c) Additional support and/or accommodations and adjustments will be made to support students with special needs to participate meaningfully in camps and on excursions.
- d) The decision to exclude a student will be made by the principal or assistant principal, in consultation with the organising teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.
- e) If on a camp or excursion the teacher in charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

f) Disciplinary measures apply to students on camps and excursions consistent with our school's Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying Prevention Policy.

11. ELECTRONIC DEVICES

a) Students are permitted to bring electronic devices where these are used by a student as their functional communication system.

b) Students will not be permitted to bring other electronic devices to camps or excursions except with prior approval from the principal. The principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student. Conditions may be placed on the devices location and use during the camp or excursion.

12. FOOD

a) Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the organising teacher or included as an item on the clothing and equipment list for that camp or excursion.

b) Arrangements will be made to accommodate students with specific dietary needs. Parents will have the opportunity to provide this information and discuss how their child's diet will be managed with the organising teacher.

13. ACCIDENT AND AMBULANCE COVER

a) Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

b) Unless otherwise indicated, Keelonith Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

14. VOLUNTEER AND EXTERNAL PROVIDER CHECKS

Keelonith Primary School requires all parent/carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

FURTHER INFORMATION AND RESOURCES

Policy Advisory Library

- [Excursions and Activities](#)
- [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#)
- [Code Red Days](#)

School Policies

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

Procedure REVIEW AND APPROVAL

Procedures last reviewed	21 st Oct 2025
Approved by	Principal
Next scheduled review date	Before Oct 2029

