

Camps and Excursions Policy



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact a Coordinator or the General Office.

PURPOSE

To explain to our school community the processes and procedures St Albans Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by St Albans Secondary College. This policy also applies to adventure activities organised by St Albans Secondary College, regardless of whether or not they take place on or off school grounds, and to school sleepovers.

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. St Albans Secondary College will follow this policy, in the context of the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning travel.

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 or not they occur outside the 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 Policy and Advisory Library, at the following link:

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

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library (PAL) : [access DET policy here](#).

Planning Process for Camps and Excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. St Albans Secondary College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. 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.

St Albans Secondary College is 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.

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.

Supervision

St Albans Secondary College follows the Department's guidelines in relation to supervision of students during excursions and camps.

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.

All school staff must 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 or not external providers are managing the activity.

Volunteer and External Provider Checks

St Albans Secondary College requires all excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/Carer Consent

For all camps and excursions, other than local excursions, St Albans Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. St Albans Secondary College uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, St Albans Secondary College 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. St Albans Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through Compass.

Cost of Camps and Excursions, Refunds and Support

The cost of all camps and excursions is to be paid by parents/carers, unless alternative arrangements have been agreed to by the Principal or their delegate prior to the excursion. 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.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

St Albans Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager or Year Level Coordinator. They can 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](#).

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, our school 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.

Student Health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. The organising teacher will appoint a first aid officer with responsibility for the health needs of the students for each camp/excursion. Staff will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. 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.

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.

Behaviour Expectations

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.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's policies

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.

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 during the camp or excursion. In these circumstances, the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's

- [Student Wellbeing and Engagement Policy](#)
- [Bullying Prevention Policy](#)

Electronic Devices

Students will not be permitted to bring 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 and may place conditions on its location and use during the camp or excursion.

Food

Students may be permitted to bring their own supply of food items to day excursions. Consideration must be given to the type of food provided and must not require re-heating or cooling. The responsibility to carry and store food items remains with the student. Students will be able to purchase their food from food vendors, unless the excursion form indicates this is not possible

Students attending overnight camps will be provided with a list of approved food items as part of the camp equipment list.

Accident and Ambulance Cover

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

Unless otherwise indicated, St Albans Secondary College 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

COMMUNICATION

This policy will be communicated to our school community in the following way: [please delete the options below in yellow if you do not intend to use these methods. Note that the first 2 methods are strongly recommended]

- Included in staff induction processes and staff training
- Available publicly on our school's website [or insert other online parent/carer/student communication platform]
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- [Student Wellbeing and Engagement Policy](#)
- [Volunteer Policy](#)
- [Duty of Care Policy](#)
- [Inclusion and Diversity Policy](#)
- [Parent Payment Policy](#)
- [Anaphylaxis Management Policy](#)
- [Health Care Needs Policy](#)
- [Medication Policy](#)
- [Mobile Phones Policy](#)

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	June 2021
Consultation	School Council
Approved By	Principal
Approved Date	
Next scheduled Review Date	June 2024