

<b>CAMPS &amp; EXCURSIONS POLICY</b>		
<b>Policy No: ES15</b>	<b>Version No: 1.2</b>	
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<b>Policy Owner: Business Manager</b>		<b>Approver: Principal</b>

## PURPOSE

To explain to our school community the processes and procedures Fairhills High 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 Fairhills High School. This policy also applies to adventure activities organised by Fairhills High School, regardless of whether or not 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. Fairhills High School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

## 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 School Policy and Advisory Guide: Excursions and Activities. For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: Safety Guidelines for Education Outdoors.

## IMPLEMENTATION GUIDELINES

Detailed implementation guidelines are developed by the staff through the established consultative committee process. These are developed within the parameters of the Council policy and can be changed as circumstances or strategies change without further reference to Council.

## 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.

**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://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

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## GUIDELINES

### 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. Fairhills High School'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 effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Fairhills High School 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.

The following Guidelines assume all excursions are approved by the Management Consultative Committee (MCC) and/or the School Administration team or by School Council. When this occurs, the following guidelines are to be followed:

1. Notification to gain approval for a Camp or Excursion by MCC or School Council needs to be done in a timely manner ie. at least six weeks before the event is scheduled.
2. As soon as the camp or excursion is approved through MCC an "Event" must be created through Compass (organisation > events > create event). Including event details, students attending, costing and a risk management plan. This then needs to be approved by the School Administration on Compass before it is available for students and parents.
3. The Organising Teacher is responsible for completing the Risk Assessment documentation and Student Activity Locator (SAL) details on the Compass Events at least two weeks days prior to the activity beginning.
4. Once School Administration has approved the event the Organising Teacher will receive notification on Compass. They are then responsible for following up students to gain permission slips and payment. Payment can be made through Compass or paid directly to the General Office). The Organising Teacher can check this through the approved event on Compass.
5. Permission and payment must be finalised at least five days before the excursion/camp begins.
6. Any changes to students listed as attending can be made through Compass by the Organising Teacher. Any other details (times, etc) can be made by School Administration as required.
7. It is the responsibility of the Organising Teacher to make contact with any external providers (presenters, bus companies, etc.) prior to the camp/excursion to confirm bookings and check safety and health requirements have been met.
8. It is the responsibility of the organising teacher to print out the 'event handbook' from Compass with student emergency contact details and potential medical needs and to take this document with them on the activity.
9. It is the responsibility of the Organising Teacher to check the potential medical needs of students attending the excursion and ensure that any appropriate first aid equipment (first aid kit, epipen, ventollin) is signed out from the General Office/first aid room the morning of the camp/excursion (or afternoon before if appropriate)
10. A confirmed list of students attending the excursion needs to be generated on Compass Events by the Organising teacher five days prior to the event. This allows the office staff sufficient time to complete administrative duties.
11. The office staff generates a list of students with details of the proposed excursion or camp on a Compass generated permission form.
12. The Office Manager generates a list of permission slips and returns these to the Organising teacher within 48 hours.
13. Any changes to the original list, need to be conveyed in writing to the general office as soon as possible. This will allow for the administrative work to be completed within sufficient time, and prior to the excursion.
14. Monies for the excursion should be paid to the general office prior to the excursion leaving the school grounds. A drop-box will be available to assist in the collection of monies.
15. The Organising Teacher is to contact the general office and check the number of students who have paid for the excursion. The Organising Teacher is to

- contact the general office with final names/numbers of students attending the excursion prior to leaving on the activity.
16. Students attending an excursion will be recorded on Compass as attending the excursion. It is the Attendance Officer's responsibility to send out text messages to parents regarding absences, and consequently they rely on the information being correct.
  17. No students are to present at the general office prior to the excursion leaving the school, unless there is an emergency.

## **Supervision**

Fairhills High School 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 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 or not external providers are managing the activity.

## **Parent volunteers**

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

## **Volunteer and external provider checks**

Fairhills High School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card. For more information about when a WWCC is required, refer to the Volunteers Policy. The Organising Teacher is responsible for making sure that this documentation has been checked prior to the event, as well as making sure that all health and safety guidelines have been planned for and met.

## **Parent/carer consent**

For all camps and excursions, Fairhills High School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Fairhills High School uses the Compass system to inform parents about camps and excursions and to seek their consent. Specific details about the camp or excursion will be provided on Compass and parents/carers are asked to generate the permission form and return the completed document to the general office. 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, Fairhills High School will provide parents and carers with advance notice of an upcoming local excursion through the Compass system. For local excursions that occur on a recurring basis (for example weekly outings along the bike path for sports lessons), Fairhills High School will notify parents once only prior to the commencement of the recurring event.

### **Cost of camps and excursions, refunds and support**

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 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 and prior arrangement is made.

Fairhills High School 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 either the Business Manager/Principal/Organising Teacher. The Business Manager/Principal/Organising Teacher 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 (refer to the Refunds Policy)

### **Student health**

Parents and carers need to ensure the school has up-to-date student health information and health plans prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will supervise/administer any medication provided according to our Administration of Medication Policy and the student's signed *Medication Authority Form*. It is the student's responsibility to ensure that they carry their asthma medication or epipen with them at all times through a camp/excursion with the knowledge of participating teachers.

The Organising Teacher must check the anaphylaxis and asthma status of all students attending the camp or excursion and have the appropriate asthma medication and/or adrenaline autoinjectors and specific Individual Anaphylaxis Management Plan with them in the first aid kit during the activity. 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 *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* or *Bullying Prevention Policy*. 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*, *Student Code of Conduct* and *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 after discussion with the Organising Teacher. 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 the Camp/Excursion Leader may place conditions on its location and use during the camp or excursion. If approval is given by the principal students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

### **Food**

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. Care needs to be taken regarding food items or food preparation that

might trigger an anaphylactic event (see Anaphylaxis Management Policy and Anaphylaxis Risk Assessment Document).

### **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, Fairhills High 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. In the case of overseas or interstate travel, specific travel insurance may be considered and arranged. Parents/carers will be informed of any such arrangements and the associated costs of such insurance.

### **FURTHER INFORMATION AND RESOURCES**

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

- School Policy and Advisory Guide:
  - Excursions and Activities
  - Emergency and Risk Management
- Safety Guidelines for Education Outdoors
- Camps, Sports and Excursions Fund.
- Code Red Days

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

- Anaphylaxis Management Policy and Procedures Document
- Anaphylaxis Risk Assessment Document
- Administration of Medication Policy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy
- Refunds Policy

### **REVIEW CYCLE**

This policy was last updated on 22 Feb 2023 and is scheduled for review on Feb 2027.

### **VERSION CONTROL TABLE**

Version	Author	Date	Change Made
1.1	Toni Kirk	22 Feb 2023	updated title panel, added version and date to footer and added version control table
1.2	Toni Kirk	7 July 2025	Removed note regarding KIOSC as per recommendation of Child Safe Audit
