

Edenhope College

Camps and Excursions Policy and Procedures

Rationale:

Camps and excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation. An excursion is defined as any activity where students are taken out of the school for a staff supervised activity.

Important Considerations:

Camps and excursions require a significant amount of planning and preparation on the part of the teacher-in-charge and the administration staff. Travel, accommodation and activities often require deposits or full payments to be made before bookings will be confirmed. The costs associated with these may be based on minimum numbers of students attending. For these reasons, permission forms **MUST** be submitted by the due date and payments **MUST** be finalised or a payment plan in place by the designated dates as per the requirements of this policy. Late withdrawals from a camp require significant re-organisation with travel, accommodation and activity providers. Students and families are requested to carefully consider camp and excursion opportunities and ensure they fulfil their responsibilities as outlined in the policy to ensure that camps/excursions are a success and a positive experience for all.

Aims:

- To provide students with the opportunity to participate in a camping and excursion program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- 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.
- To further develop their problem solving and life skills
- To extend understanding of their physical and cultural environment
- To provide opportunities for students to participate in intra-curricular and extra-curricular sport excursions and other activities.

Guidelines for action:

- All camps must be approved by the Principal and School Council.
- All excursions must be approved by the Principal as part of the curricular activities provided to students.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to The Policy and Planning Sub-Committee for assessment and evaluation. If the Camp meets with Policy and Planning Sub-committee approval, the Camp will be presented to School Council for final approval.
- In principle approval in the November/December Council meeting in the preceding year may be sought for camps to be delivered in the next year. However, final Camp details must be submitted and approved as above.
- Staff wishing to organize a camp or excursion must provide advance notice to the Principal and Daily Organiser. Proposed Camps and Excursions should ideally be identified and scheduled in the Camps/Excursions Year Planner for the upcoming year by December of the previous year. The Camps and Excursions Committee will meet at the end of the year and be responsible for scheduling upcoming Camps and Excursions in consultation with the College Leadership Team. All camps and excursions must be approved prior to running. Final approval will be made by the Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal, in consultation with organizing teachers and administration staff, will ensure that all camps,

transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.

- The Administration staff will complete the “Notification of School Activity” online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Daily Organiser all relevant details that are to be recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps will then be presented to School Council for their approval.
- Local Excursions will be classified as excursions within 5 kms of the College and considered to be low-risk, and approved at the time of the student’s enrolment at the College on the Local Excursions Form.
- Excursions considered to be high-risk or involve transportation beyond 5 kms of the College will require Excursion details to be completed on the Excursion Form and approval sought from the Principal, ideally, two weeks prior to the excursion. Parents/Guardians will be required to give permission for these types of excursions as they occur.

CAMPS:

Access to Camp.

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid, or a deposit and approved payment plan is in place by the designated final date.
- Students will not be considered for camp inclusion if previous camps remain unpaid.
- Families who have not completed payments for previous camps and do not have a regular payment plan in place, will not be eligible to participate in further camps until their outstanding payments are scheduled or finalised. Unpaid camp fees place an additional cost on other attendees and/or the College and all costs must be recovered to allow the camps and excursions program to continue.
- Camps may be cancelled if insufficient student numbers complete the Approval/Permission forms and/or insufficient monies are received prior to the Camp to allow it to run. Money paid by parents/guardians/students prior to the Camp will be returned to them if the camp is cancelled.
- Students and families will forfeit deposits paid if they withdraw from a camp after the designated final date. Students and families may also be liable for the whole cost of the camp if they withdraw after the designated final date as this places an even greater additional cost on the College or other families to ensure camp activities continue as planned.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, the Sub-School Leader and the Wellbeing Leader, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to themselves or others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.
- Any variation to the ‘access to camp’ guidelines will be based on special circumstances or conditions and at the discretion of the Principal.

Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide

organizing teachers with detailed records on a regular basis.

- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp. Students not participating on camp are required to attend school and complete the set work.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners.
- Only students in the Senior school (Year 10, 11 and 12) will be permitted activities where teachers do not have direct sight supervision. Eg. A group of students will be required to find their way from point A to point B in the city area of Melbourne via public transport. Such activities will form part of the 'risk assessment plan' and be communicated to parents/guardians for approval prior to the excursion.

Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

Refer: [Safety Guidelines for Education Outdoors](#)

- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of behaviour and safety rules and expectations, communication process if students require immediate assistance, evacuation and emergency procedures.
- The teacher-in-charge will make decisions related to the appropriateness of student's possession of mobile phones and other electronic devices during the Camp. These details will be made clear to students, parents/guardians and supervising staff prior to the Camp.
- The teacher in charge will communicate the anticipated return time with the School office in the case where camps are returning out of school hours and/or there has been a change of estimated return time. Students on Camp will be given the opportunity to notify their parent/family of the change of time if they have the means to do so. If a parent/family cannot be contacted, the teacher-in-charge will notify the Office staff to continue to attempt contact with the parent/family. If a change of return time occurs outside school hours, the teacher-in-charge will notify the Principal who will attempt contact to parents/families that have not been notified by their child.

Camp Accommodation

- Parents/guardians will be informed of accommodation arrangements prior to the commencement of the Camp.
- Where possible, consideration will be given to students' preferences, optimal social interactions and

groupings.

- The final decision regarding student groupings will be made by the teacher-in-charge after consultation with the sub-school leader, and on some occasions, parents/guardians and students.
- The teacher-in-charge will prioritise DEECD approved accommodation. Where this is not possible, consideration of safety, supervision and suitability will inform the accommodation decision.
- For students in Year 4 or below, dormitory-style accommodation with a supervising teacher(s) present is required.
- If suitable, safe and appropriately supervised accommodation cannot be provided in the proposed destination, the Camp must be cancelled and another arrangement made.
- For students in Year 5 and above, cabin/room-style accommodation (**not** a public Caravan Park or similar) may be used provided the cabins/rooms are at a DEECD approved camping site and the cabins/rooms are secure and supervising teachers are present in cabins or in the closest possible proximity.
- Supervising teachers must have access and keys to student accommodation.
- Parents will be informed of all accommodation arrangements for their child prior to the Camp including the supervision arrangements.
- Staff other than teachers may provide supervision for students during a Camp.
- Parents/guardians may provide supervision for students during a Camp provided they have a current Working With Children Check.
- Accommodation and whole camp supervision is the responsibility of the organising teacher-in-charge.
- Camps that involve swimming will follow the DEECD guidelines for supervision. An indication of students swimming level and competency will be sought from parents/guardians via the Camps permission form prior to the Camp. Additional information regarding swimming level and competency may be sought from physical education staff.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide

For further information regarding safety please check the policy documents below.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DEECD Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

EXCURSIONS

Access to excursions

- Excursions that involve a cost to the student must be fully paid before the student participates in the excursion.

- Excursions that require permission forms from parents/guardians must be received by the designated due date. The teacher-in-charge has the right to refuse student attendance on excursion if permission forms have not been submitted by the due date and time.
- The teacher-in-charge is responsible for arranging supervision and work for students not attending the excursion and normally in their care during the excursion time. This must be done in consultation with the Daily Organiser. Details of this supervision should be provided to staff affected.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. Poor behaviour in class, resulting in insufficient progress in the student's work requirements, may result in the student not being allowed to participate in an excursion. The decision to exclude a student will be made by the Principal, the Sub-School Leader and the Wellbeing Leader, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- The College is not responsible for providing transport to or supervising sport or other events for individual students beyond district level. Decisions to provide transport and supervision to teams or groups of students will be made on a case by case basis with consideration given to cost, the school's teaching and learning program and availability of transport, accommodation, staff and time. Such decisions will be made by teachers in charge of the event/activity, the Daily Organiser and the Principal.

Organisation

- When planning an excursion, the teacher-in-charge should consult widely to ensure students learning requirements are not disadvantaged by attendance at an excursion; the student has permission to attend the excursion from the sub-school leader and the student's behaviour warrants inclusion in the excursion.
- Local Excursions within 5 kms of the College and considered to be low-risk, will be approved by the Principal and parents/guardians at the time of the student's enrolment at the College on the Local Excursions Form.
- Excursions considered to be high-risk or involve transportation beyond 5 kms of the College will require Excursion details to be completed on the Excursion Form and approval sought from the Principal, ideally, two weeks prior to the excursion. Parents/Guardians will be required to give permission for these types of excursions as they occur.
- Excursions that involve any activity considered to be 'high-risk' must have a risk assessment completed and School Council approval. Details of the excursion, including the steps taken to address any risks, must be submitted to School Council prior to the excursion.
- Excursions that travel 'interstate' must have School Council approval if they are beyond 55 kms.
- A copy of medical and approval forms must be taken on the excursion by the teacher-in-charge. The original forms should be held by the College office. All staff and supervisors should be made aware of potential medical issues and required treatment.
- A list of students attending an excursion should be posted under 'Excursions' on the staff noticeboard.
- Details of the excursion must be entered in the Daily Organisation Diary.
- A medical kit and mobile phone should be taken on all excursions.
- A parent/guardian may provide a minimal supervisory role or other function during excursions eg. Transporting students, directing and accompanying students to events, providing food and drinks. Parents/guardians are not responsible for the behaviour management of students – this is the responsibility of the teacher-in-charge.
- Student behaviour that is concerning to parent/guardians or other adult supervisors must be reported immediately to the supervising teacher who must take appropriate action.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of behaviour and safety rules and expectations, communication process if students require immediate assistance, evacuation and emergency procedures.
- Parents/guardians and other adults who do not have their own child participating in the excursion must have a current Working With Children Check. This is not necessary if their own child is participating.

Transportation

- Excursions beyond 55kms of the College will require a second supervising staff member or adult (see above for requirements for these supervising staff or adults) to ensure safe transportation.
- Details of transportation arrangements must be included in and form part of the parent/guardian approval for the excursion.
- When students are being transported in the College or Hire buses, the staff member or other adult driving must

have a suitably endorsed licence and be listed as a driver on the permission form.

- If students are to be transported in private cars, staff or other adult's, the cars must be covered by comprehensive insurance policies. Details of cars and drivers must form part of the permission form.
- School approved excursions require the attendance of at least one staff member in a supervisory and 'teacher-in-charge' role. Where parents/guardians arrange private transport to an activity/event without a staff member in attendance, this activity/event is deemed to be NOT an Edenhope College supervised activity/event and parents/guardians are responsible for their children during this time. A note must be provided to the school indicating a parent-approved absence from school.

<i>Ratified by School Council</i>	<i>September 2014</i>
<i>Author</i>	<i>R. Hollis and DEECD</i>
<i>Reviewed</i>	<i>September 2017 (next review scheduled Sept 2020)</i>
<i>References</i>	<i>DEECD Excursion Policy</i>

Appendix A

Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

Appendix C

Guidelines for teachers planning a camp

1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. *Students can be sent home if their behaviour warrants a severe consequence.*

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- an up to date risk assessment and treatment plan that demonstrates proper consideration of the camp/excursion to be undertaken and current conditions
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- check that planned accommodation meets the policy guidelines
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit