

## BRIGHTON BEACH PRIMARY SCHOOL



# Camps and Excursions Policy

### **PURPOSE**

To explain to our school community the processes and procedures Brighton Beach Primary School (BBPS) will use when planning and conducting camps, excursions and adventure activities for students.

### **SCOPE**

This policy applies to all camps and excursions organised by BBPS. This policy also applies to adventure activities organised by the school, regardless of whether or not they take place on or off school grounds, including 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. BBPS 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.

### **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;
- 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 Policy and Advisory Library, at the following link: <https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

### **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: [Excursions](#).

### **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. BBPS' 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. Further to this, risk assessments will include considerations related to COVIDSafe practices, reflective of the current government guidelines in place. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

BBPS 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**

BBPS 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**

BBPS 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*.

### **Parent/carer consent**

For all camps and excursions, other than local excursions, BBPS will provide parents/carers with a specific consent form outlining the details of the proposed activity. BBPS uses Compass to inform parents about camps and excursions and to gain 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, BBPS will provide parents and carers with an annual Local Excursions consent form via Compass. BBPS will also provide advance notice to parents/carers of an upcoming local excursion via Compass. For local excursions that occur on a recurring basis, BBPS 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.

BBPS 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/Principal. The Business Manager/Principal 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.

The cost of replacing teachers who are involved in camp, or the cost for staff replacement for any attending teachers will be incorporated into participant costs.

### **Student health**

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions via Compass. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the *Medication Authority Form*, completed via Compass. 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 Engagement and Wellbeing Policy* and *BBPS Code of Conduct*. 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 Engagement and Wellbeing Policy*, *BBPS 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. 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. This includes mobile phones.

### **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.

### **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, BBPS 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.

### **IMPLEMENTATION (Camps)**

Prior to seeking School Council approval for the camp, Camp Coordinators are required to meet again with the Principal and present all relevant documentation, including a completed School Council approval pro-forma and all attachments. Camp Coordinators must ensure that sufficient time is provided for School Council to consider the approval application and that the online Notification of School Activity Locator form has been submitted **three weeks prior** to the proposed school camp.

*School staff must ensure that:*

- There is diversity in staff attending the school camp. This includes relevant training in first aid, knowledge of the camp program, years of teaching and gender representation.
- Staff attendance is subject to Principal approval.
- Classroom teachers of participating grades are expected to attend school camp. For additional required staff, specialist teachers will be given the first option to attend camps. If necessary, additional staff members attending camp will be replaced at school for the duration of the camp.
- Staffing structures for camp attendance will be approved by the Principal, informed by relevant Risk Assessment factors.
- Adult/Student ratios will be adhered to, as appropriate for the camp (E.g. 1:10 Outdoor education; 1:15 Educational Tour; provision of additional staff when water activities are involved).
- All attending staff are familiar with the procedures and details of the camp program, as outlined in the relevant School Camp Booklet (see Appendix A for outline of Camp Booklet content).
- All attending staff must be familiar with the procedures and protocols for the management of all potential risks, as outlined in the Risk Assessment.
- When attending a camp, staff conduct themselves according to The Victorian Teaching Profession Code of Conduct at all times.
- All attending staff understand their individual roles and responsibilities at school camp, as outlined in the School Camp Booklet.

- Attending staff have a mobile phone with them at the school camp and their numbers are shared between staff members and staff at school.
- A senior staff member will be at school whilst the children are returning from camp.
- The Camp Coordinator will communicate with this person about anticipated return time from camp. In the event of interstate camps with plane travel, staff will ensure a method of communication to parents is established to enable all parents to be contacted should there be a delay in return flight times.
- Attending staff must attend a debriefing meeting after each school camp to provide feedback and reflect on the event, in particular any areas for future improvement.
- *See APPENDIX A – Camp Coordinator checklist*

### **IMPLEMENTATION (Excursion)**

Principal approval is required in order to staff to organise an excursion. Factors such as venue, travel times, appropriate staffing and parental consent are all considered.

*School staff must ensure that:*

- The teaching team takes into account the criteria for selecting an excursion location, based on enhancing the learning of their students. Parents may have ideas about locations which they can suggest to the organising teachers (or give feedback about excursions). The final decision, however, is made by the teaching team and the Principal.
- Excursion notification is to be made to the Business Manager as soon as the approval is sought. The Business Manager will approve budget allocation based upon fees collected.
- Parental consent will be sought prior to the excursion date in via Compass. Information provided will clearly outline student requirements, times, dates, locations, cost.
- The organising staff member must complete the Student Activity Locator's online notification form prior to the excursion taking place.

### **COMMUNICATION**

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Hard copy available from school administration upon request

### **RELATED POLICIES AND DOCUMENTATION**

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 on the [School Website](#):

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

## **REVIEW CYCLE AND EVALUATION**

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years.

Policy last reviewed	2022
Consultation	School Council (Education and Policy), Feb 2022
Approved by	Principal
Next scheduled review date	2026

## APPENDIX A – Camp Coordinator checklist

Timeline	Action	Date Completed	Complete
12 months + before	Camp coordinator has read BBPS School Camp policy and has also familiarised themselves with the Department's Safety Guidelines for Education Outdoors website <a href="https://www2.education.vic.gov.au/pal/outdoor-activities-and-working-outdoors/policy">https://www2.education.vic.gov.au/pal/outdoor-activities-and-working-outdoors/policy</a>		
	Check the camp is accredited with Department recognised providers: Australian Camps Association's Campsite and Outdoor Activity Provider program see: <a href="#">ACA Accredited Camps Australian</a>		
	Tourism Accreditation Program (ATAP) see: <a href="#">ATAP Accredited Businesses</a> (select Accredited Camp and Adventure Activity Provider)		
	National Accommodation, Recreation and Tourism Accreditation (NARTA) program see: <a href="#">NARTA</a>		
	Check camp dates on Compass and ensure there are no clashes with other events (eg Athletics Carnival, Production, Art Show etc.)		
	<b>Camp Dates:</b>		
	Check in with Business Manager and prepare costing spread sheet. Please note 1 Term's notice is required to parents if the cost is more than \$500.		
	Camp Co-coordinators to meet with Principal to present a camp summary and seek initial approval for the event		
6 months before	Book the Camp and obtain pricing according to student numbers		
	Book bus transportation and obtain pricing from bus company		
	Check Department website and ensure all documentation for risk assessments/emergency response proforma are current. See link <a href="https://www.education.vic.gov.au/school/students/beyond/Pages/hazidentify.aspx">https://www.education.vic.gov.au/school/students/beyond/Pages/hazidentify.aspx</a>		
	Send out an expression of interest to staff and ensure correct ratios are adhered to (Adult to student ratio is 1:10 for outdoor education and 1:15 Educational tour)		
3-6 months before	Review and update all internal risk assessment documentation <ul style="list-style-type: none"> <li>● Council approval form</li> <li>● Risk Assessment – ensure it is specific to all adventure activities taking place at the camp, and that it includes protocols for contacting parents</li> </ul>		

	<ul style="list-style-type: none"> <li>● Emergency response form</li> <li>● Camp letter – detailing cost / deposit slip</li> <li>● Medical information form</li> <li>● Parent consent form</li> </ul>																				
	Check in with Principal/Assistant Principal to review documentation for final approval																				
	Documentation required to School Council for approval <ul style="list-style-type: none"> <li>● Council approval form</li> <li>● Emergency response form</li> </ul> Submit all Council documentation to Business Manager																				
	<table border="1"> <thead> <tr> <th>Grade</th> <th>Camp date</th> <th>SC approval by ...</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Term 4, start November</td> <td>Term 3</td> </tr> <tr> <td>3</td> <td>Term 3/4</td> <td>Term 2</td> </tr> <tr> <td>4</td> <td>Term 3/4</td> <td>Term 2</td> </tr> <tr> <td>5</td> <td>Term 1, end</td> <td>T4 previous year</td> </tr> <tr> <td>6</td> <td>Term 4, end November</td> <td>Term 1</td> </tr> </tbody> </table>	Grade	Camp date	SC approval by ...	2	Term 4, start November	Term 3	3	Term 3/4	Term 2	4	Term 3/4	Term 2	5	Term 1, end	T4 previous year	6	Term 4, end November	Term 1		
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2 months before	Send out notes via Compass for parent consent - Initial note of intention for camp, with dates and destination - Request for deposit																				
	Add activity to Department Student Activity Locator (this must be done no less than 3 weeks prior to the camp) <a href="https://www2.education.vic.gov.au/pal/excursions/guidance/student-activity-locator">https://www2.education.vic.gov.au/pal/excursions/guidance/student-activity-locator</a>																				
1 month before	Prepare Camp Information Booklet for all staff attending Camp booklet includes : <ul style="list-style-type: none"> <li>● Details of Camp, including layout, cabins, emergency plans, activities involved in any instructions from camp with respect to activities</li> <li>● Staff mobile phone numbers</li> <li>● Risk assessment</li> <li>● Details of students’ medical, dietary and other special needs - Details of travel arrangements to and from camp – which students and teachers are on which bus; and which day groups</li> <li>● Details of who is in which cabin</li> <li>● Student co-created camp contract</li> <li>● Could include camp songs or games to play – cabin inspection</li> </ul>																				
	Send out final notes via Compass for parent consent, including request for final payment																				



2 weeks before	Delegate first aid responsibility - at least 2 people rostered on Teachers to organise cabin groups		
	Liaise with First Aid ES to organise first aid bags and where possible parents to hand in medication		
1 week before	A meeting including (Principal or Assistant Principal) organised with staff attending the camp to go over camp booklet and also discuss children with medical issues.  <b>Date and time of meeting:</b>		
	Lodge with school principal, and/or nominated school contact copies of all completed documentation <ul style="list-style-type: none"> <li>• Signed permission notes or medical forms not available on Compass</li> <li>• Camp Booklet</li> </ul>		
	Refer to Camp Policy Checklist and follow through with instructions regarding what to do the day before, on the day and upon returning from camp.		
On the day	<ul style="list-style-type: none"> <li>• Designated area, clearly labelled as First Aid – used to collect student medication and record information by First Aid Office</li> <li>• Designated area for each class, for students to place bags upon arrival at school</li> <li>• Check students have hats prior to getting on the bus.</li> </ul>		
At camp	<ul style="list-style-type: none"> <li>• First Aid incident book to be used to record incidents</li> <li>• Medication Administration record sheet to be completed as medication is provided</li> <li>• Upon arrival, take group photo and post an arrival update on Compass for parents (or send photo to Administration Office)</li> </ul>		
After camp	Attending staff to debrief and provide feedback and reflect on the event, in particular any areas for future improvement.		