

Cann River P-12 College

CAMPS AND EXCURSIONS POLICY



PURPOSE

To explain to our school community the processes and procedures Cann River P/12 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 Cann River P/12 College. This policy also applies to adventure activities organised by Cann River P/12 College regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

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. Cann River P/12 College 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.

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 sleep-overs).

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)

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

The aim of all excursions is to extend student learning in the Victorian Curriculum, 'Learning Areas' and 'Capabilities' and the strategic direction of the School. Excursions programs are revised annually. A key focus of the program is that it should develop students' skills in being able to operate successfully in worlds beyond the rural environment. This means there is emphasis on interpersonal skills, intercultural understandings, and careers.

It is important that the goals of each excursion are clearly stated. Many excursions directly relate to curriculum requirements of various subjects, others develop social and interpersonal skills in situations quite different from schools and it is important students are directly taught about and reflect on their progress in regard to their achievements on these trips. A key focus is on intercultural understandings, developing resilience and working with others.

The program begins with sleep-overs in P-2 years, local camps and urban based camps, typically in Melbourne and Canberra. Cann River School pays for most of the costs of excursions as it recognises this is core to the trips being accessible to all. It is essential that excursions are inclusive: and positive outcomes for all are planned.

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. Cann River P/12 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 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.

Cann River P/12 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

Cann River P/12 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 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.

External provider checks

Cann River P/12 College requires 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, Cann River P/12 College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Cann River P/12 College informs parents about school camps and excursions by giving a note to students and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. 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, Example School 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. Cann River P/12 College will also provide advance notice to parents/carers of an upcoming local excursion through either a note or phone call.

Cost of camps and excursions, and support

Cann River School pays for most of the costs of excursions as it recognises this is core to the trips being accessible to all. It is essential that excursions are inclusive: and positive outcomes for all are planned. If costs are to be paid by parents 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. Cann River P/12 College will ensure that students are not excluded for financial reasons.

The [Camps, Sports and Excursions Fund](#) will be utilised for eligible families. This fund Department's Camps, Sports and Excursions Fund (CSEF), 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

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. Staff on the excursion will be responsible for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to 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.

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.

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 Cann River P/12 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.

FURTHER INFORMATION AND RESOURCES

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

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

REVIEW CYCLE

This policy was last updated on 3/05/21 and is scheduled for review on **May /2024**