

# Cann River P-12 College

## Camps and Excursion Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 03 5158 6245 or email [cann.river.p12@education.vic.gov.au](mailto:cann.river.p12@education.vic.gov.au)

## 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 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. 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 or intercampus travel.

## DEFINITIONS

### Excursions:

For the purpose of this policy, camps and 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 'sleepovers' 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>

Note: workplace learning activities (such as work experience)

## **POLICY**

Camps and Excursions can provide 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 excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

### **Planning process for camps and excursions**

All 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 or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, 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.

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.

The program begins with sleepovers 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.

### **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.

### **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 parents/carers 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**

Cann River P-12 College 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, 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, Cann River P-12 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 enroll 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.

### **Parent Payments for camps and excursions**

Most excursions provided by Cann River P-12 College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum.

Where an excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution, but all students will be able to attend regardless of whether their parents contribute.

### **Financial Help for Families**

Cann River P-12 College 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 Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions.

The Camps, Sports and Excursions Fund will be utilised for eligible families. This fund 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. 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 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.

## **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.

## **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.

## **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 website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- 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
- Parent Payments Policy
- Code Red Days

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
- Medication Policy

## POLICY REVIEW AND APPROVAL

Policy reviewed	June 2025
Consultation	School council at August 2025 meeting
Approval	Principal
Next review	June 2029