



CAMPS AND EXCURSIONS

POLICY

Rationale:

- The school's camping program enables students to further their learning and 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.
- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

Aims:

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To complement and extend learning opportunities beyond the classroom.
- 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 develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

Implementation:

CAMPS

- A camp is defined as any activity involving at least one night's accommodation, including sleep overs at school.
- The program will be developed sequentially throughout the school.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- The December notification of school fees bulletin will provide parents with approximate dates and costs associated with the following year's camps. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- **School Camps will usually require for a deposit to be paid and this amount is deemed as not refundable.**
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.

- Any family who has not met the required alternative payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalised.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with the Department's Safety Guidelines for Education Outdoors website. They must present the principal with a planning summary, to discuss the proposed camp, and to seek 'in principle' support for the event.
- If the principal's approval is granted, detailed planning should commence using the planning questions proforma as a guide. This may include a site visit and risk assessment.
- When organising a camp or excursion the Teacher In Charge will consider and minimise bushfire risk. Ararat College will only allow students to travel to or through high risk bush fire areas at low risk times of the year. Principals may need to cancel excursions at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including school who may have students attending camps or other venues in areas affected by wildfire. If excursion is cancelled, special fire safety precautions will be required.
- The school only uses residential campsites accredited by the '*Australian Camps Association*' or the '*National Accommodation, Recreation & Tourism Accreditation Program (NARTA)*' for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the principal and present him/her with all documentation, including the completed School Council approval proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online Notification of School Activity form then be submitted three weeks prior to the activity.
- When providing information to School Council, the Teacher in Charge must be aware that Council will consider the following:-
 - What is the purpose of the camp and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
 - Is an appropriately trained member of staff able to provide first aid ?
 - Have staff members who are not registered teachers completed a Working with Children Check?
 - Is the location of staff and students throughout the camp including during travel known?
 - Is a record of telephone contacts for supervising staff accompanying the camp available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the parental consent and confidential medical advice forms for those students on the camp available at the school?
 - Has a copy of the completed School Council approval proforma (including all attachments) been submitted and approved?
 - Will the online Notification of School Activity form be submitted three weeks prior to the excursion?
- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's

requirements. Emergency management plans are to be developed when adventure activities are being undertaken.

- School Council prefers that students only travel on buses fitted with seatbelts.
- The Canteen staff must be informed at least one week in advance of the excursion of the number of students who will be absent from school.
- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camps program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge, after undertaking a risk assessment.
- The school will provide a mobile phone for all camps.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.
- The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website:
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>
as well as the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

Implementation:

EXCURSIONS

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The principal is responsible for the approval of all non-adventure single day excursions other than those that must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the Assistant Principal, to present the principal with a planning summary, to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the principal's approval is granted, detailed planning should commence using the planning questions proforma as a guide. This may include a site visit and a risk assessment by the Assistant Principal.
- When presenting information to the Principal, the Teacher in Charge must be aware that the Assistant Principal will consider the following:-

- What is the purpose of the excursion and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
 - Is an appropriately trained member of staff able to provide first aid?
 - Have supervisory adults who are not registered teachers completed a Working with Children Check?
 - Is the location of staff and students throughout the excursion including during travel known?
 - Is a record of telephone contacts for supervising excursion staff available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the parental consent and confidential medical advice forms for those students on the excursion available?
- If day excursions include adventure activities organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
 - If approved, the online Notification of School Activity form then be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
 - When organising a camp or excursion the Teacher In Charge will consider and minimise bushfire risk. Ararat College will only allow students to travel to or through high risk bush fire areas at low risk times of the year. Principals may need to cancel excursions at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including school who may have students attending camps or other venues in areas affected by wildfire. If excursion is cancelled, special fire safety precautions will be required.
 - The principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
 - Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
 - Classroom teachers will be given the first option to attend excursions.
 - The school will continue to provide the opportunity for teachers to update their first aid skills.
 - The school will provide a mobile phone and a first-aid kit for all day excursions.
 - Copies of completed Permission forms, and signed Confidential Medical Information forms must be carried by excursion staff at all times.
 - While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.

Evaluation:

This policy will be reviewed annually.

Ararat College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.

This policy was last ratified by School Council in October 2018

This policy will be reviewed in....

November 2019

References: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>