

2019 POLICY

CAMPS, EXCURSIONS & INCURSIONS POLICY

Leader: **Trudy Smith**

1. Rationale

The provision of direct experiences in stimulating environments is an essential part of the learning process. Camps, excursions and incursions assist in the academic development of students and also offer opportunities for growth in the areas of cooperation, independence and responsibility. At Taylors Hill Primary School we aim to reinforce, complement and extend the learning opportunities beyond the classroom and help to develop an understanding that learning is not limited to within school grounds.

In this policy, the term '*camp*' refers to an activity organised by a school during which students leave the school grounds to engage in educational activities (it may include students staying overnight). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not). The term '*excursion*' refers to an activity organised by a school during which students leave the school grounds to engage in educational activities. The term '*incursion*' refers to activities or experiences involving external providers, groups or individuals attending the school to interact with students.

2. Broad Guidelines

- 2.1 This program will engage all students in purposeful, firsthand experiences to assist in their development and understanding of the world around them.
- 2.2 Camps, excursions and incursions will be related to the curriculum and enhance the classroom programs, adding an extra dimension to the school's educational syllabus.
- 2.3 Each Camp or Excursion will be coordinated by a 'Teacher In Charge' who will be responsible for all arrangements and is supported by a team of people.
- 2.4 The DET's requirements and guidelines relating to preparation, safety and duty of care must be observed in the conduct of all camps, excursions and incursions. Whenever a student – teacher relationship exists, the teacher has a special 'duty of care'. As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (those that the teacher should have reasonably foreseen) and against which preventative measures could be taken (refer to the Duty Of Care policy).
- 2.5 Parents, guardians and/or pre-service teachers may be invited to participate in camps and excursions to assist staff with supervision and may be included in the student supervision ratio and will act under the direction of the 'Teacher in charge'. All 'helpers' are required to hold a current Working With Children Check (refer to the Working With Children's Check policy) and will be invited based on the following considerations:
 - Any valuable skills the parents may have to offer
 - The need to include male and female adults
 - The special needs of particular students

3. Implementation

- 3.1 Staff are required to work through a 'planning checklist' in the **Guidelines For Planning Camps, Excursions and Incursions** document when planning all camps, excursions and incursions. This will include the educational aims and objectives of the excursion/incursion, the venue details and planned itinerary, the number of staff/adults attending, transport arrangements, supervision details, medical information, risk assessments/emergency procedures and costs.
- 3.2 Approval must be given by the Principal and School Council for all camps and excursions/incursions must be approved by the Principal/Assistant Principal. When presenting a proposal to the Principal/Assistant Principal, the 'Planning Checklist' must be provided.
- 3.3 Staff planning camps and excursions are required to register these after approval from the Principal/Assistant Principal. Three weeks prior to camp or excursion the activity must be submitted via the **Student Activity Locator** online form (secure website - user name PIN and password required)
- 3.4 The 'Teacher In Charge' must ensure that Camps, Excursions and Incursions are carefully planned and costed to cover all expenses in conjunction with the Business Manager.
- 3.5 The 'Teacher In Charge' must follow the planning timeline in the THPS Guidelines for Planning Camps, Excursions and Incursions to ensure enough time is given to the Administration staff to prepare for payments, as well as informing parents about details and payments with the appropriate amount of time.
- 3.6 Prior to each camp, parents will be provided with additional information at a 'Camp Information Night' that will clearly communicate the camp program and student requirements.
- 3.7 Payment and permission forms for excursions will be finalised prior to the event in order to confirm arrangements, bookings and payments. Students whose payments and permission forms have not been finalized by the due date will not be allowed to attend.
- 3.9 Due to the need to pre-book venues and buses, the school has a 'no refund' policy, which will be clearly stated on all camp/excursion forms. (NOTE: Under extreme circumstances the Principal can authorize refunds – this may require a medical certificate or similar).
- 3.10 Families experiencing financial difficulty will have the opportunity to discuss their situation with the Principal, who will decide on alternative payment arrangements on a case-by-case basis.
- 3.11 Any student attending a camp requires written parental permission, medical information and emergency contact details.
- 3.12 Access to permission and contact details must be carried by excursion staff at all times.
- 3.13 All staff attending the excursion must carry their mobile phone at all times with contact details of other staff and the school easily accessible.
- 3.14 An 'Excursion Information Booklet' listing students and adults participating in excursions, staff mobile numbers, venue details, travel information and arrangements for any students not attending must be given to all attending staff and left at the Administration Office prior to departure.
- 3.15 The 'Teacher In Charge' must allocate and communicate responsibilities to attending staff, including the coordination of appropriate first aid supplies, student medical plans and medications

for the excursion. Prior to camp, all staff attending the camp must attend an information session about staff expectations and responsibilities.

- 3.16 Any student not wearing correct school uniform/or expected attire may be prohibited from attending an excursion/camp.
- 3.17 Students will be expected to display sensible and reliable behaviour at school to ensure their participation in excursions/camps.
- 3.18 Buses booked for travel to any excursion/camp must have seatbelts installed for all travelers.
- 3.19 Teachers have ultimate ‘duty of care’ over students at school and offsite. External providers cannot be left to supervise individuals or groups of students at any time.
- 3.20 Photos and video footage should be taken in line with the Media Permission and Acceptable Use Policies.
- 3.21 No electronic devices/cameras are to be taken by students on excursions/camp (unless authorized by the Principal).

3.22 THPS CAMP PROGRAM

Year Level	Activity
Grade Prep	Breakfast at school (early start)
Grade 1	Dinner at school (extended day)
Grade 2	1 day Camp (i.e. 8am – 6pm)
Grade 3/4/5/6	3 days and 2 nights Camp

5. Evaluation

This policy will be evaluated as part of the school’s cyclic review program.

6. References

Safety Guidelines for Education Outdoors -

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>