
*Policy: Camps and
Incursions/
Excursions Policy*

School: Benalla P-12 College

Section: Curriculum 4.3

Version: Three

Camps and Incursion/Excursions Policy

Basic Beliefs:

- All camps and incursions/excursions must provide all children with the opportunity to participate in a sequential camping program. The experience must be a shared class experience and develop a sense of group cohesiveness. These experiences are to be undertaken to reinforce and extend classroom learning.
- These experiences are provided to allow students to develop their knowledge and understanding that may lead to a lifelong involvement in worthwhile leisure pursuits. The program also promotes student capabilities and endeavours to instil values that are vital for developing sound interpersonal relationships and healthy psychological development. It provides first-hand experiences, stimulates observation and inquiry and also increase opportunities for social interaction. Our Camps and excursion/Incursions program provides an opportunity to develop positive teacher-student relationships and also communicates high expectations for achievement and behaviour.
- Our policy also reflects the dual focus of our school, which is the academic and social and emotional development of students; by providing opportunities, and experiences outside the classroom and school environment. Camps and tours are an integral part of the school's curriculum.
- All students should have the opportunity to participate in camps and tours. Successful camps and tours depend on sound organisation, financial planning and advance scheduling.
- The camp program will provide a progression of skills through a range of experiences appropriate to the age and previous experiences of students.

Guidelines:

- All Camps and Adventure activities require School Council approval. Where possible approval in principle of dates and venues will be sought in the preceding December.
- Approval must be sought at a scheduled school council meeting at least six weeks prior to the departure date.
- Where possible, the following information will be presented:
- Purpose, environment, location, communication, transport, activities, students,
 - *clothing and personal equipment, staffing, experience and*
 - *qualifications, supervision for overnight excursions, informed consent and first aid.*
- The above information will be provided to the Principal or the Principal's delegate at least 3 weeks before the School Council meeting date.
- A First Aid trained person must attend each camp.
- Communication will be a priority. A mobile phone and/or distress beacon will be available at all times. In rural or remote areas a back-up vehicle will be available.
- The "Notification of School Activity" form will be completed and forwarded to the DET two weeks prior to the camp departure date.
- All staff and volunteers engaged in camps and excursions should ensure they understand the DET guidelines and the Benalla P-12 College Duty of Care Policy and adhere to these at all times.
- If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted. A teacher will remain at school until all students have been collected.

Staff / Volunteers / Third party providers

- A nominated member of staff will coordinate the program and assist staff with planning
- A nominated member or members of staff, will be responsible for the camp, encompassing all safety, catering, programming, discipline and -supervision decisions pertaining to the camp.
- The designated “Teacher in Charge” of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines.
- Staff who attend a camp for two or more consecutive nights and whose supervision ends on the morning of a teaching day, will be entitled to be covered on that teaching day until the end of recess. This will only apply to staff who have normal classes on that morning, and does not entitle staff to “in-lieu” if they have planning time or frees on that morning.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend, appropriate staff will take into account –
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - The need to include both male and female supervisors.
 - The special needs of particular students.
- All Volunteers and Parents selected to assist with the Camps, Incursion and Excursions program will be required to have a Working With Children’s Check (WWCC).
 - Ref: www.workingwithchildren.vic.gov.au

Where third party providers are used, complete a School Council Short Form Services Contract to indicate their staff all have a WWCC and provide Risk Management Plans for all activities.

Finance

- The School Council will ensure that all school camps are provided at an affordable cost and comply with all DET requirements.
- All camps will be budgeted for with detailed and accurate costing presented in advance to the Principal and Business Manager.
- Teachers in charge must ensure all students have paid and alert the participants if a significant number have not paid.
- Parents will be notified of approximate dates and costs associated with the camps at least one term prior to the camp.
- Any family who has not met the payment obligations for a camp must make other arrangements with the Campus Assistant Principal.
- The Camps, Sports and Excursions Fund (CSEF) from the DET will be promoted to parents.
- Office staff will be responsible for accepting and recording the payments made by parents and the teacher in charge of the excursion will ensure there is a payment plan developed and all payments are finalised prior to the excursion with the aim of 100% participation.
- Refunds for non-attendance on a camp or excursion will be determined by the Principal, Business Manager and organising teacher on a case by case basis taking into account:-
 - The reason for non-attendance (ie sickness or injury).
 - Non-refundable costs incurred by the school (eg accommodation, travel, food already purchased)
- Refunds will be credited towards outstanding amounts on the family statement in the first instance. If no outstanding amount is owed a refund cheque will be issued.

Parental Permission

- All parents/ carers will be required to provide a completed permission form, “Confidential Medical Information for School Council Approved Camps and Excursions” form and when appropriate a “Student Risk Management Plan” and a “Behaviour Management Agreement” completed in order for their children to attend a camp.

Student Conduct

- Only children who have consistently displayed sensible, reliable behaviour at school will be invited to participate in the camping/excursions program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping/excursion experience. The decision to exclude a student will be made by the Principal and/or the Campus Assistant Principal in consultation with the classroom teacher.
- Parents will be required to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal and/or the Campus Assistant Principal will make this decision. Costs incurred when picking up the student will be the responsibility of the parent/carer.

Evaluation

- Each camp will be evaluated in consultation with the assisting adults as to the program, venue, financial viability, facilities and the overall success of the camp.
- A coordinator of camps and tours will be appointed to implement this policy and to manage the school program.
- Professional development may be made available to staff participating in the camps and tours program if required.

Reference:**School Policy & Advisory Guide, Excursions and Activities**

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

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

Date Implemented	November, 2013
Reviewed and amended Version One:	March, 2016
Reviewed and amended Version Two:	August, 2018

Date of ratification by School Council: 28 August, 2018
Recommended date for review: August, 2020