

# Incursions, Excursions and Camping Policy

## Rationale

Incursions, excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Incursions, excursions and camps complement, and are an important aspect of the educational programs offered at Echuca Primary School.

## Aim

- To provide children the opportunity to participate in the program.
- To provide shared experiences and a sense of group cohesiveness.
- To reinforce and extend learning across our broad curriculum inclusive of the Arts, Physical Education, History, Science, LOTE (Indonesian), Personal and Interpersonal Areas and the cross curricular priorities of Asian and Aboriginal intercultural understandings and sustainability.
- To provide experiences that promotes lifelong engagement with both active leisure and learning pursuits.
- To provide a set of experiences that promotes our school values of resilience, respect, responsibility and enable young people to demonstrate independence, leadership, cooperation, tolerance and empathy towards others.

## Planning

The choice of incursions, excursions and camps should be part of the curriculum planning and contribute to the achievement of designated learning outcomes. When planning incursions, excursions and Camps the Child Safe Standards must be observed at all times.

The Principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide*

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

Ensuring that:

- An online *Notification of School Activity* form is completed by the teacher in charge prior to the activity – [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx)  
(Link requires log in) 6 weeks prior to the activity date, and ensure details are entered on daily planner
- a planning and approvals process is undertaken
- [..\Admin\2019\Camps and excursions\Request - for Permission Forms Camps and Excursions.doc](#)
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## Approvals

All excursions, incursions and camps must be approved before they can take place.

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:

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- Overnight excursions
- Camps
- Interstate visits

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.

Once the Principal's approval is granted, detailed planning should commence including a base camp site visit and risk assessment where possible. The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps within Australia.

Prior to seeking School Council approval for the camp, organising staff are required to meet again with the Principal and present 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 six weeks prior to the activity.

All School Camp documentation must be available to the School Council President 5 days prior to the School Council meeting, where the camp is deemed to be approved. Approval must be presented to School Council meeting at **least two months prior to the camp**.

When presenting information to School Council, the Principal or Teacher in Charge must be aware that School Council will consider the following:

- 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?
- 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 six weeks prior to the excursion?

## Duty of Care

All school staff attending the camp, incursion or excursion must show a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated

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to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

External education providers and para-professionals must have appropriate qualifications (e.g. working with Children Check) and ensure that supervision guidelines are followed.

Prior to the camp or excursion parents/carers should be made aware that DET does not provide student accident cover. Parents will need to make their own arrangements for cover.

Students will not be permitted to attend an incursion, excursion or camp unless parents have signed and returned to school all relevant consent forms.

## **Volunteers**

Parents may be invited to assist in the supervision of school camps where the school is unable to staff camps at the appropriate ratio. All parents attending camp must have a working with children check. When deciding which parents will attend, the Teacher in Charge will take into account:

- Any valuable skills the parents have to offer. E.g. bus licence, first aid etc.
- The preference to include both male and female parents.
- The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working With Children Check.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.

## **First Aid**

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

## **Students with Disabilities**

Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.

The Teacher in charge will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

## **Emergency Notifications and Communications**

In the event of an emergency, to ensure information is provided to emergency services, Echuca Primary School will notify:

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- DET of any approved school camp or excursion at least six weeks beforehand using the Student Activity Locator online form.  
[www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx)  
Details are available on the student activity locator user guide.  
<https://edugate.eduweb.vic.gov.au/edulibrary/Schools/principals/spag/safety/StudentActivityLocatorUserGuide.pdf>

Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury, staff on the excursion will:

- take emergency action as documented in the excursion and camp's emergency and risk management plan
- immediately notify the school Principal
- The Principal will make contact with the Department's Security Services Unit on 9589 6266.

## Fire Danger or Ban

The Principal may need to cancel excursions and camps 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 schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Echuca Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities

## Risk Assessment

An assessment of excursion risks will be undertaken in accordance with Department guidelines - Planning – Managing Risk.

<https://www.education.vic.gov.au/school/principals/spag/governance/Pages/risk.aspx>

For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

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## Payments

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion/excursion, are invited to discuss alternative arrangements with the Principal.

The Principal and School Council will ensure that all school camps are maintained at a reasonable and affordable cost for the proposed event, and comply with all DET requirements. Parents will be notified of the exact cost and other relevant details of individual camps as soon as practicable.

Students will not be excluded from school outdoor education camps for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend school's sequential camping program, will be required to discuss their individual situation with the class teacher or Principal. Decisions relating to alternative payment arrangements are made 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 School will not be eligible to attend.

School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for staff replacement can be borne by the participants.

## Teacher Responsibilities

Teachers participating in an incursion, excursion and/or camps will:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program, see: Excursion support - supervision
- know who is the nominated member of staff who will provide first aid if required, see: Excursion support - first aid
- Know the exact location of students they are responsible for at all times including during travel.

In addition the nominated teacher-in-charge will:

- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number
- have a copy of the names of family contacts for all students and staff on the excursion
- have copies of the parental approval and medical advice forms for those students on the excursion
- Maintain a copy of the completed approval form (including all attachments) submitted to the school council.

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- have submitted a notification of school activity using the Student Activity Locator online form six weeks prior to the excursion, see: Student Activity Locator online form link (EduMail password required)
- booked buses with seat belts

## Student Behaviour

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in incursions, excursions and the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in these experiences due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from incursions, excursions and camp. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge after discussions with the parent.

For intrastate camps, parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or if they become unwell. The Principal and Teacher in Charge will make this decision after discussions with the parent. Costs incurred will be the responsibility of the parent.

For interstate and overseas camps, a staff member will accompany a student back home if the student exhibits behaviour that is considered unacceptable or if they become unwell. The Principal and Teacher in Charge will make this decision. Costs incurred by both the staff member and student will be the responsibility of the parent.

**All students are required to complete a behavioural contract and discuss with their parent.** This contract must be signed by the student and parent/guardian of the child before they can attend camp.

## Evaluation

This policy was approved at School Council on 29/04/2019 and is due for review in 2022.

## LINKS AND APPENDICES

- The Key Links which are connected with this policy are sourced through: DET School Policy Advisory Guide - Excursion and Activities
- Appendices which are connected with this policy are:
- Appendix A-Student Behaviour Agreement SAMPLE
- Appendix B: Student/Teacher Ratios
- Appendix C: Excursions Approval Pro-forma link
- Appendix D: Risk register link

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*Appendix A*  
*Camp Behaviour Agreement 2019*

Child's Name \_\_\_\_\_

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PLEASE COMPLETE THIS AGREEMENT FORM AND RETURN TO SCHOOL by  
Wednesday 7<sup>th</sup> October

Dear Parents

# SAMPLE

Between the 14<sup>th</sup> – 16<sup>th</sup> October your child will participate in a three day camp experience in **Melbourne- Urban Camp, Brens Drive Parkville**. This is a great opportunity for students to interact and learn about each other outside the school setting,

The camp is action packed with students visiting such places as the Melbourne Zoo, Eureka Tower, MSAC, Science Works, and the Victoria Market. They will experience a Yarra River cruise, BOUNCE, dining out and public transport.

As you would be aware, attending staff take on a huge responsibility when they agree to accompany children to camp. Serious breaches of school rules in the weeks prior to the camp may jeopardise your child's opportunity to participate. Camp rules must be enforced to ensure the safety of all students and staff. Students and parents should be aware that acceptable standards of behaviour are expected at all times during the camp. Disciplinary measures taken at camp will be consistent with the school's student code of conduct. In extreme cases the teacher-in-charge, following consultation with the Principal, may determine that a student should return home. Parents will be expected to collect the student or be responsible for any costs associated with the student's return.

Please discuss the above information with your child and complete the forms below. Your support in these matters is essential to a successful and enjoyable camp for all participants.

Brendan Leersen, Grade 5/6 Co-ordinator

I hereby give permission for my child to attend the **Melbourne- Urban Camp, Brens Drive Parkville**. In the event of my child's serious misbehaviour I will collect my child from camp or consent to my child being sent home and will incur any costs involved associated with his/her return.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

I hereby declare that I am fully committed to the **Melbourne- Urban Camp, Brens Drive Parkville**. I shall behave appropriately while travelling to and from camp and while in attendance there. I shall behave appropriately and shall obey all rules decided upon as best for the welfare of all.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_



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<p><b><u>Abseiling and Rock Climbing</u></b></p> <p><b><u>Abseiling Walls and Artificial Climbing Walls</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx</a></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx</a></p>	<p><b><u>Rock Climbing</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx</a></p>
<p><b><u>Bushwalking</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx</a></p>	<p><b><u>Ropes Course Challenge</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx</a></p>
<p><b><u>Camping - Overnight</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx</a></p>	<p><b><u>Sailing (Small Boats - Dinghies, Catamarans)</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx</a></p>
<p><b><u>Canoeing and Kayaking</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx</a></p>	<p><b><u>Snorkeling</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx</a></p>
<p><b><u>Cross Country Skiing</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx</a></p>	<p><b><u>Cycling</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx</a></p>
<p><b><u>Surfing</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx</a></p>	<p><b><u>Horse Riding</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx</a></p>
<p><b><u>Swimming - Recreational</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx</a></p>	<p><b><u>Orienteering</u></b></p> <p><a href="http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx">http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx</a></p>

Appendix C- Excursions Approval Proforma Link <..\Admin\SAL\approvalform.docx>

Appendix D-Risk Register Link

<https://www.education.vic.gov.au/Documents/school/principals/safety/riskregistert.doc>

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