



Lake Boga Educational Hub

'Be the best that we can be'



Principal: Joe Summerhayes

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lakeboga.vic.gov.au

Camps, Excursions & Incursions

Rationale:

Camps, Excursions and Incursions are seen as an integral part of educational curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-formal setting. Camps, Excursions and Incursions complement, and are an important aspect of the educational programs offered.

Aims:

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to the classroom, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in external venues.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life skills.
- To extend understanding of their physical and cultural environment.
- Provision of programs that promote self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Implementation:

An excursion is defined as any activity beyond the school or preschool grounds.

A camp is defined as any activity involving at least one night's accommodation, including sleep overs at school.

Planning:

- Staff wishing to organise a camp or excursion must complete a camp/ excursion / Incursion proposal form and lodge this for approval.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps, excursion or incursions.
- Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp, excursion or incursion.
- Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp, excursion or incursion, consideration will include:
 - the contribution of the activity to the school curriculum and student learning
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff including the provision of first aid
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities

- emergency procedures and safety measures
- staff-student ratios
- student experience
- Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- Prior to the camp, excursion or incursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.
- The teacher in charge must ensure that all volunteers attending the camp or excursion have provided a up to date copy of their working with children's check to the school office.
- Classroom teachers will be given the first option to attend camps or excursions.
- School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps or excursions, or the costs for staff replacement can be borne by the participants.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines as advised by the Department of Education and Training.
- The primary references that must be consulted when considering all camping activities (including adventure activities) is the Safety Guidelines for Education Outdoor website:
<http://www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx>
as well as the Victorian government 'School Policy and Advisory Guide'.

Approval:

- All camps and excursions must be approved by the Principal and School Council.
- All camps and excursions must be approved prior to their commencement.
Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or nominee(s) who will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.

Accountability:

- School Council will ensure that all school camps excursions and incursions are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.
- The principal or their nominee will ensure that adequate pre-camp/excursion/incursion planning and preparation, including the preparation of students, takes place.
- The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion/incursion well in advance of the starting date of the event and that no camp/excursion/incursion occurs unless all the formal record keeping has been completed and approved.
- Once the camp or excursion has been approved all relevant documentation must be completed. This is available from the Principal or nominee(s). The Principal will complete the 'Notification of School Activity' at : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp prior to the camp or excursion departure date, and ensure relevant details are entered on the daily planner.
- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all camps or excursions.
- The Principal or nominee(s) will ensure that all camps/excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying a camp, excursion or incursion.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of camps/excursions/incursions are also applicable to all overseas and interstate (domestic) camps/excursions.
- Consideration in planning should include:
 - [Safety, Emergency & Risk Management](#) , including Bushfires
 - [Student Preparation](#)
 - [Student Medical Information](#)
 - [Safety Guidelines for Education Outdoors](#)
- [A staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.](#)

Arrangements for payments

- Students will not be excluded from camps or excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp or excursion, will be required to discuss their individual situation with the Principal or Business Manager prior to the payment due date. 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 camps or excursions. Parents will be provided with permission forms and camp/ excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised by the payment due date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Any family who has not met the required alternative payment for a previous camp will be unable to participate in future camping programs until the outstanding payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp or excursion.

Teacher Responsibilities:

- A designated "Teacher in Charge" will coordinate each camp/ excursion/ incursion.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where a camp/ excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp or excursion.
- All students must have returned a signed permission note and payment to be able to attend the camp/ excursion/ incursions. Copies of completed permission notes and medical information must be carried by Teacher in Charge of the camp/ excursion/ incursion staff at all times.
- The school will provide a first aid kit for each camp or excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the school office in the case where the camp or excursion is returning out of school hours. Parents will be informed prior to students leaving for the camp or excursion, that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of camp or excursions.
- Parents will be notified if their child is in danger of losing the privilege to participate in a camp or excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp or excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Engagement policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers
- The school's emergency procedures do include the effects of an emergency on student supervision in the event of camp or excursion staff being required to assist injured students or to go for help.
- All camp and excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each camp/ excursion.
- On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel a camp or excursion at short notice. Where a camp or excursion is not cancelled, special fire safety precautions will be implemented..
- Camp and excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on

Nov 2018