

Camp, Excursions and In-School Visits Policy

Background

At Huntingdale Primary School camps, excursions and in-school visits are an integral part of the wider school program and enable students to further their learning with experts and resources from outside the immediate school community. The school ensures that these activities provide an enriching experience for our students and are relevant to the current curriculum. These activities can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

Purpose

To ensure:

- To explain to our school community the processes and procedures Huntingdale Primary School will use when planning and conducting camps, excursions, in school visits and adventure activities for students.
- Ensure the school is compliant with policies and procedures set out by the Department of Education and Training (DET) and the Child Safe Standards.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

Definitions

Excursions

For the purpose of this policy, excursions are activities organised by the school where the students:

- Are taken out of the school grounds (for example, a camp, day excursion, school sports);
- Undertake adventure activities, regardless of whether or not they occur outside the school grounds;

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link:

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

In-school visits are activity groups that visit the school for educational purposes e.g. musical performers, educational talk, science experiments

Scope

This policy applies to all camps, excursions and in school visits organised by Huntingdale Primary School. This policy also applies to adventure activities organised by Huntingdale Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.



This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Huntingdale Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

Planning process

- All camps, in-school visits and excursions will comply with Department planning requirements.
- Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed activity, camp or excursion. Huntingdale Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled.
- Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.
- Huntingdale Primary School is committed to ensuring students with additional needs are provided with inclusive camps, in-school visits and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.
- In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.
- All camps must be booked 2 years ahead.
- Where practicable, excursions and in-school visits are to be planned on a yearly basis.
- Camp and excursion/incursion organisers must meet formally with the Principal, to discuss the proposed camp or activity to seek 'in principle' support for the event.
- Once the Principal's approval is granted, detailed planning should commence. For camps a risk assessment, including a bushfire risk assessment should be done. A site visit may be requested.
- The Camp Coordinator or excursion/in-school visit organiser should provide a summary to the Principal and Business Manager about the events to be shared with School Council. The 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.
- When planning excursions and in-school events, teachers should take into account the school timetable and ensure that the excursion day works well for **both** the English and Japanese Teachers in that area of the school. It is strongly advised that a day should be chosen where the Japanese Teacher has the most time in that area.
- All teachers involved in the excursion must ensure they swap yard duty if they are scheduled on duty at school. They must advise the Assistant Principal via email a week prior to the excursion.
- The teacher in charge of the excursion must check the timetable to see if swaps to classes need to be made. This must be done in conjunction with the Assistant Principal at least two weeks prior.



- Teachers should ensure they have booked a space in the school for an in-school visit prior to the date.
- All camp, excursion and in-school visit notes must be approved by the Principal/Assistant Principal and distributed to students at least three weeks prior to the event.

Supervision

- Huntingdale Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.
- All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.
- All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

- Parents may be invited to assist with camps and excursions.
- School staff will notify parents/carers of any costs associated with attending.
- School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions.
- When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. experience in that field, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

- Huntingdale Primary School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card. Please refer to the school's Volunteers Policy and Visitors Policy

Parent/carer consent

- For all camps and excursions, other than local excursions, Huntingdale Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity.
- Huntingdale Primary School uses FlexiBuzz to inform parents about camps, in school visits and excursions and to seek their consent **and sends home a note to** inform parents about these activities, asking parents/carers to return the permission note that asks for parents/carers signature confirming they consent to their child's participation.
- Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed activity.
- For local excursions, Huntingdale Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year.
- Huntingdale Primary School will also provide advance notice to parents/carers of an upcoming local excursion through FlexiBuzz.



Cost of camps and excursions, refunds and support

- The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion.
- All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.
- All money must be sent to the office for processing.
- Any parent wishing to use the Government Camps and Excursions Allowance must apply for this through the Business Manager. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).
- All endeavours will be made not to exclude students from excursions for financial reasons. Parents experiencing financial difficulty, who wish their child to attend a camp, excursion or in school visit will be required to discuss their individual situation with the Principal. Decisions regarding alternative payment arrangements will be made by the Principal on a case by case basis.
- Sufficient time will be given for parents to make payments for camps, excursions and in school visits. Reminders will be provided via FlexiBuzz. Children whose payments have not been finalised by the due date may not be able to attend unless other arrangements have been made with the Principal.
- If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refund of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances.
- Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school.
- Please refer to the school's Refund Policy

Student health

- Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions.
- A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion.
- Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*.
- To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.
- It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps.
- If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs.
- If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.



Behaviour expectations

- Students participating in camps, in-school visits and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.
- Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Engagement Policy*
- The decision to exclude a student will be made by the Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp, in-school activity or excursion.
- If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.
- Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Engagement Policy*

Electronic Devices

- Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal.
- The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

Food

- Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

- Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).
- Unless otherwise indicated, Huntingdale Primary School and the Department do not provide student accident or ambulance cover.
- Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.
- The school will obtaining travel insurance for excursions that they consider involve a greater than normal risk, for example interstate or overseas trips. Information about travel insurance is available [here](#).

Travelling to and from activities

- The school requires that students only travel on buses fitted with seatbelts.
- The Organiser of the activity will communicate to parents on the anticipated return time and if needed update this on FlexiBuzz (particularly for camp)



During Camp, Excursion and In-School Visit Activities

- The school will provide a mobile phone for all camps.
- A member of staff will be allocated the role as First Aid Leader. They are responsible for transporting all medication and administering it while at the activity.
- The First Aid Leader will have a folder of all camp permission/medical forms.
- All student medication must be handed to the First Aid Leader on the day of camp.
- While school camps and excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Camp Leader who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.
- Teachers can take photos of students during the activity

After

- Organisers of camps, excursions or in-school visits can FlexiBuzz an update or write an article for the school newsletter.
- If accidents or injuries occur during excursions it must be reported to the office.
- All permission notes should be sent to the school office for archiving.

Further Information and Resources

This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
 - [Safety Guidelines for Education Outdoors](#)
 - [Camps, Sports and Excursions Fund.](#)
 - [Code Red Days](#)
- The following school policies are also relevant to this Camps and Excursions Policy: [insert details of your related school policies. A sample list is provided as follows]
 - Statement of Values and School Philosophy
 - Student Engagement Policy
 - Volunteer Policy
 - Duty of Care Policy
 - Inclusion and Diversity Policy
 - Parent Payment Policy

Evaluation

This policy will be reviewed as part of the school's three- year cycle or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
October 22 – DET policy changes	N/A	October 2021



Planning Checklist

Event Title: _____ Coordinator: _____

Year Levels: _____ Date: _____

Organise and gain approval for date	
Check calendar for other school activities on that day	
Discuss with Japanese Teacher and other affected staff	
Check excursion provider is compliant with the Child Safe Standards? (See checklist)	
Obtain quote for transport	
Obtain quote for admission	
Check pricing with Business Manager	
Check supervision requirements and need for parent helpers	
Refer to Principal/Assistant Principal for approval	
Table Camp at School Council for approval	
Inform Assistant Principal so changes to timetable can be made accordingly	
Once date is confirmed	
Create permission form for families at least 3 weeks prior (at least 6 weeks for camp)	
Inform office of the excursion so it can be placed on CASES21	
Inform date for Business Manager so it can be added to the school calendar	
Email copy of permission form to office & Rosella ready for School Council (for camp)	
Business Manager to action FlexiBuzz notification to parents	
Organise permission slips with office staff	
Inform Gill so S/A/L report can be completed and submitted. This information includes: <ul style="list-style-type: none"> - Number of teachers going - Number of students going - Phone number and address of venue - Teacher in charge 	
Complete purchase order for transport (See Gill)	
Complete purchase order for venue (See Gill)	
Book transport	
Book venue	
Inform extra-curricular music teachers of absence	
Once flyers are sent out to families	
When students' money is received send to office <u>every day</u> .	
Ensure permission slips are returned for all students (or they cannot attend the activity)	
Check all parents going on excursion have provided a copy of a Working With Children Check	



Two days prior to excursion/camp/in school visit	
Check that all students have paid and returned permission slips	
Send a reminder notice posted electronically on FlexiBuzz	
Ensure that yard duty changes are made and communicate these to the Assistant Principal so they can be put on the Daily Bulletin	
Day before excursion/incursion	
If necessary, check that first aid kit is ready to go. One per class teacher.	
If needed, check that school mobile is charged.	
Day of excursion/incursion	
Parent helpers to sign in at the office	
Send list of absences to office of students remaining in class stating where they will be and with which teacher	
Communicate clearly with parent helpers re: expectations and structure of day	
Take permission slips for every student to excursion (very important!)	
Collect First Aid bags and individual student's first aid boxes (epipens, Ventolin, etc.) from health centre	
Ensure mobile phone from office is taken if needed	
After excursion	
Return all permission forms and this form to office for retention	
Profit and Loss report to be done- Business Manager	

Questions to ask Excursion Providers about the Child Safe Standards

Question	Yes	No
Is your organisation compliant?		
Do you have a Child Safe Standards Policy?		
Does your organisation have a Code of Conduct for working with children?		
Are your staff trained in knowing about the Child Safe Standards and undertake training such as Mandatory Reporting?		
Do staff have Working With Children Checks?		
Do staff understand their obligations to reporting Child Abuse?		
What sort of risk assessment has your organisation undertaken in regards to the Child Safe Standards?		
What supports are in place for student supervision and safety?		



Risk Register- Activity Name: _____ **Date:** _____ **Approved:** _____

Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				
1. Natural Disasters a) Bush Fire b) Flooding	<ul style="list-style-type: none"> DET notifications for weather conditions CFA notifications Bureau of Meteorology website to monitor conditions 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low
2. Location – Distance	<ul style="list-style-type: none"> Fully stocked first aid kit with sick bags Teachers have mobile phones Staff car present on overnight camps Skype facilities Flexi Buzz 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
3. Communication	<ul style="list-style-type: none"> Teachers have mobile phones Flexi Buzz 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
4. Weather	<ul style="list-style-type: none"> Students wear raincoats and take umbrellas Activity site that has shelter Reschedule activities to indoors 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
5. Transport	<ul style="list-style-type: none"> Book buses with seatbelts 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low
6. Bus accident	<ul style="list-style-type: none"> DET Emergency Services First Aid Kits Emergency Services 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Extreme	Low
7. First-Aid	<ul style="list-style-type: none"> Permission notes have current medical information on it CASES21 medical information Allergy alert sheets Fully stocked first aid kit with sick bags School epipen Individual student medical tub (for those who need it) 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low



Risk Description	Existing Controls	Rating			
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Likelihood	Risk Consequences	Current Risk Rating	Target Risk Rating
8. Staffing/ Supervision	<ul style="list-style-type: none"> Follow DET staffing ratios for activities Registered Camp staff on adventure activities plus a school staff member Parent helpers on excursions/camps ES staff for students who need extra supervision 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Low	Low
9. Permission / Medical consent forms	<ul style="list-style-type: none"> All permission and medical forms must be received before excursion, camp Permission notes have provision for parents to write latest medical needs Staff take medical/consent forms on excursion 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Low	Low
10. If a student(s) leave camp site	<ul style="list-style-type: none"> School to send another teacher to excursion site if practical DET Security Services Emergency Services 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
11. No organisational culture of child safety	<ul style="list-style-type: none"> Ensure all excursion providers have a Child Safety Code of Conduct Statement of commitment to child safety is publicly available 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Extreme	Low
12. Inappropriate behaviour occurs on excursion/camp	<ul style="list-style-type: none"> School staff to report to the organisation immediately School staff to implement child safety reporting procedures Child safety code of conduct of organisation 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	High	Low
13. Unknown people and environments at camp/excursion	<ul style="list-style-type: none"> Staff to supervise students at all times Report suspicious behaviour to excursion provider School staff to implement child safety reporting procedures Child safety code of conduct 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low
14. Ad-hoc contractors on the premises (e.g. maintenance)	<ul style="list-style-type: none"> Staff to supervise students at all times Check for Visitors Pass Report suspicious behaviour to excursion provider School staff to implement child safety reporting procedures 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Medium	Low



15. Food on camp	<ul style="list-style-type: none"> Obtain camp food menu prior to leaving Inform camp of student allergies Teacher to supervise children with allergies during meal times 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Extreme	Low
17. Fall or injury on adventure activities e.g. ropes course, giant swing	<ul style="list-style-type: none"> Obtain risk assessment for all activities from camp provider Supervision- camp leaders and staff on adventure activities First Aid procedures 	Almost certain Likely Possible Unlikely Rare	Severe Major Moderate Minor Insignificant	Extreme	Low

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DET's Acceptability Chart: Used to decide whether the risk is acceptable, based on the rating calculated.

Extreme = Unacceptable (must have Executive oversight)	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Executive Officer level, be subject to the development of detailed treatments, on-going oversight and high level review.
High = Tolerable (with continual Management review)	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this risk to senior levels should occur.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.

Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

Consequences	Major		Bus accident		
	Moderate		Student leaving camp site Hot Weather Bush Fire season	Administering first aid Travel sicknesses Wet weather Injuries from activities	Administering of medications Students being tired
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
Likelihood					
Treat		Monitor			

