



MACEDON PRIMARY SCHOOL

CAMPS AND EXCURSIONS POLICY/PROCEDURES

1. POLICY STATEMENT

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. Excursions and camps complement, and are an important aspect of, the educational programs offered at the school.

Macedon Primary School has a graded camping program which is an integral part of the overall Outdoor Education program that builds independence, resilience, teamwork and a sense of adventure.

2. PLANNING

The Principal is responsible for the conduct of all excursions and camps ensuring compliance with the Department policy on the *Schools Policy Advisory Guide* ensuring that:

- An online *Notification of School Activity* form is completed prior to the activity 6 weeks prior to the activity date, and ensure details are entered on daily planner
- a planning and approvals process is undertaken.

3. APPROVALS

3.1 All excursions and camps must be approved before they can take place and must align with the yearly 'Incursions, Excursions and Camping Schedule', printed and forwarded to all families at start of year.

3.2 Staff wishing to organise an excursion or camp must complete an 'Excursions/Camps/Visiting Performers Planner' and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions. The following activities must also be approved by the School Council:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities.

4. DUTY OF CARE

4.1 All school staff attending the camp or excursion have 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 to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

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

4.3 Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

4.4 This policy must be read in conjunction with the Supervision and Duty of Care Policy/Procedures

5. FIRST AID

5.1 At least one member of staff responsible for each group of students will hold a Level 2 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.

5.2 Staff must also have a first aid kit appropriate to the excursion/camp location and activities undertaken. A designated role for one staff member will ensure all relevant medications are transported with the students at all times.

5.3 This policy should be read in conjunction with the '*Medications and First Aid Policy/Procedures*'.

6. STUDENTS WITH DISABILITIES

6.1 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.

6.2 The Principal or (nominee) will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps in consultation with the parents/carers.

7. OVERSEAS TRAVEL

7.1 The Smartraveller website is the Australian Government Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

7.2 Macedon Primary School will:

- comply with any DFAT travel advice current for the proposed location;
- subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas;
- review their risk assessment if there are any changes to the DFAT travel advice.

7.3 The cost of medical and hospital treatment is high in some countries; therefore Macedon Primary School recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

8. EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

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

- DET of any approved school camp or excursion at least three weeks beforehand using the Student Activity Locator online form - a user guide has been developed to help schools complete the online form
- Department of Foreign Affairs and Trade (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

8.2 Parents or carers will only be advised of the telephone numbers (both during and outside school hours) of the camp venue in the event of a family emergency. In the case of a family emergency while their child is on an excursion, parents will contact the school who will then be in communication with the supervising teacher.

8.3 Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made through the school's SMS system and the MPS Skoolbag App

8.4 Consent forms will be taken on the excursion by the teacher in charge. A list of students attending the excursion/camp will be left at the office

8.5 In the event of an emergency, accident or injury:

- staff on the excursion will:
 1. take appropriate emergency action to ensure the safety of all those attending
 2. actions will align with the venues emergency management procedures
 3. immediately notify the Macedon Primary School office and School Principal
- the Principal will make arrangements for the Department's Security Services Unit to be contacted.

9. FIRE DANGER OR BAN

9.1 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.

9.2 When required, Macedon Primary School will follow the Department's *Emergency Management (bushfires) Procedures* for off-site activities.

10. RISK MANAGEMENT

10.1 An assessment of excursion/camp risks will be undertaken in accordance with Department guidelines.

10.2 For activities requiring school council approval, an Excursion/Camp Risk Management Plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

11. PAYMENTS

11.1 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 excursion, are invited to discuss alternative arrangements with the Principal.

11.2 All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose permission notes or payments have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative arrangements have been organised with the Principal.

12. TEACHER RESPONSIBILITIES

12.1 Teachers participating in an excursion/camp will:

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

12.2 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
- ensure the office staff have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion.

13. STUDENT BEHAVIOUR

13.1 Disciplinary measures apply to students on camps and excursions consistent with the School's *Behaviour Management 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.

13.2 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

14. LINKS AND APPENDICES

The key links which are connected with this policy are sourced through:

- [DET School Policy Advisory Guide - Excursion and Activities.](#) including:
- Supervision and Duty of Care Policy/Procedures
- Medications and First Aid Policy/Procedures

Appendices which are connected with this policy are:

- Appendix A: Excursions/Camps/Visiting Teacher Planner
- Appendix B: Student/Teacher Ratios
- Appendix C: Explanatory notes for planning and approving

15. EVALUATION

This policy will be reviewed bi-annually or more often if necessary due to changes in regulations or circumstances.

APPENDIX A

EXCURSIONS/CAMPS/VISITING PERFORMERS PLANNER

Organiser..... Date.....

Venue/Artist.....

Contact Person..... Phone.....

*Check the school diary before enquiry

*Discuss the excursion/incursion with the Principal (or person in charge) before final planning

Travel Arrangements:

Quote \$..... From.....

Date Transport Booked .../.../... Confirmed

Grades Involved Number of Children participating.....

Teachers attending.....

.....

Parents attending.....

.....

Brief itinerary.....

.....

.....

Cost (per child)

Performer \$..... Transport \$.....

Accommodation \$..... Activities \$.....

Photography \$..... Other \$.....

TOTAL COST OF ACTIVITY \$.....

Comments/Evaluation:

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Please attach copy of notice sent home to parents.

APPENDIX B

Student / Teacher Ratios

Click on the hyperlink to take you to the relevant information and the current staff – student ratios for the following outdoor activities.

<p>Abseiling and Rock Climbing Abseiling Walls and Artificial Climbing Walls http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx</p>	<p>Rock Climbing http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx</p>
<p>Bushwalking http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx</p>	<p>Ropes Course Challenge http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx</p>
<p>Camping - Overnight http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx</p>	<p>Sailing (Small Boats - Dinghies, Catamarans) http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx</p>
<p>Canoeing and Kayaking http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx</p>	<p>Snorkelling http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx</p>
<p>Cross Country Skiing http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx</p>	<p>Scuba Diving http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx</p>
<p>Cycling http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx</p>	<p>Sea Kayaking http://www.education.vic.gov.au/school/principals/health/Pages/outdoorkayak.aspx</p>
<p>Downhill Skiing and Snowboarding http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx</p>	<p>Surfing http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx</p>
<p>Horse Riding http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx</p>	<p>Swimming - Recreational http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx</p>
<p>Orienteering http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx</p>	<p>Water Skiing http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx</p>
<p>Rafting http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx</p>	<p>Windsurfing http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwindsurf.aspx</p>

APPENDIX C

Explanatory notes for excursion/camp planners

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education & Training recognised accreditation provider. Refer to the *School Policy and Advisory Guide*, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A *Working with Children Check* is required for staff members as well as parent volunteers who will supervise students and who are not registered teachers.