



PURPOSE

To explain to our school community the processes and procedures Portland Secondary College will use when planning and conducting camps, excursions and adventure activities for students to further their learning and social skills development in a non-school setting, offering either a cultural, environmental or outdoor emphasis. The College's Camps and Excursions Policy is part of the suite of policies which are linked to the Child Safe Policy which mandates zero tolerance to child abuse.

SCOPE

This policy applies to all camps and excursions organised by Portland Secondary College (Must Street & Victoria Parade Campuses). This policy also applies to adventure activities organised by Portland Secondary College (Must Street & Victoria Parade Campuses), regardless of whether or not they take place on or off school grounds.

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. Portland Secondary College (Must Street & Victoria Parade Campuses) will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

DEFINITION

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 or reached by a short bus ride, 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 Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

POLICY

Camps and excursions 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.

The Principal or Assistant Principal is responsible for the approval of all non-adventure single day excursions.

School Council is responsible for approval of all overnight excursions, camps, interstate and overseas visits and excursions requiring sea or air travel or excursions involving weekends or vacations and adventure activities.



The program shall be developed sequentially throughout the school. Preference shall be given to whole year level camps and overnight excursions.

School Council shall ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education and Training guidelines.

Planning process for camps and excursions

All camps 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 camp or excursion. Portland Secondary College (Must Street & Victoria Parade Campuses) 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.

Portland Secondary College (Must Street & Victoria Parade Campuses) is committed to ensuring students with additional needs are provided with an inclusive camps 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.

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.

Prior to the commencement of any detailed planning relating to a proposed school camp, the organising teacher and other key members must meet formally with the Daily Organiser and relevant Sub-School Assistant Principal to discuss the proposed camp, and to seek 'in principle' support for the event.

If the approval is granted, detailed planning should commence using the camps and excursions proforma as a guide. This must include a site visit and risk assessment, including a Bushfire Risk Assessment.

When considering costing for the camp, staff must deem whether the camp/excursion is part of the standard curriculum program with all students expected to attend or whether the camp/excursion is an optional event. If the camp/excursion is deemed part of the standard curriculum program, parents cannot be charged for any costs of the camp/excursion that fall under free instruction (the teaching staff, administration and provision of school facilities in connection with the instruction of the curriculum program). Parents may be charged for their child's food transport, accommodation and entry fees but may not be charged for CRT coverage. If the camp/excursion is deemed optional, parents can be charged for all costs including the cost of transport, entry fees, food, accommodation and CRT support.

Prior to seeking School Council approval for the camp, organising staff are required to meet again with the Daily Organiser and present him/her with all documentation, including the completed Camps and Excursions proforma and all attachments, including notification that the online Notification of School Activity form has been submitted three weeks prior to the activity. In the Risk Assessment, consideration must be given to the engagement of external



providers, the supervision of students when engaged in an off-site activities and include appropriate responses to the risk of bushfire.

When presenting the information to School Council, organising staff must be aware that the Council shall consider the following:-

- What is the purpose of the camp and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
- Does the camp have at least 90% attendance from students eligible to attend?
- Is an appropriately trained member of staff able to provide first aid?
- Have staff members who are not registered teachers completed a Working With Children Check?
- Is the location of staff and students throughout the camp including during travel known?
- Is a record of telephone contacts for supervising staff accompanying the camp available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the parental consent and confidential medical advice forms for those students on the camp available?
- Has a copy of the completed School Council approval proforma (including all attachments) been submitted and approved?
- Has the online Notification of School Activity form (School Activity Locator) been submitted three weeks prior to the Camp/Excursion?

School Council requires that a report and financial report be tabled by the organising teacher and Business Manager after each school camp, detailing feedback regarding the event, in particular any mishaps or areas for future

A senior staff member shall be in attendance at school whilst the children are returning from camp. The Teacher in Charge shall communicate with this person in regards to the anticipated return time.

If the camp or excursion involves the engagement of an external provider, all the regulations outlined in the External Providers Policy must be adhered to as the safety and welfare of students learning with an external provider is of the highest priority.

Excursions

If approved, by the Daily Organiser, the staff member running the excursion must create an event on Compass including the creation of permission forms, staffing, costs and the SAL notification which should be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area). The excursion must then be entered onto the College Calendar. Once the event on Compass has been approved by the Daily Organiser, the staff member organising the activity may proceed.

Prior to the excursion staff must be informed via email, Compass and briefings and a list of students attending posted on Compass.

Supervision

Portland Secondary College 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. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Portland Secondary College 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.

Parent/carer consent

For all camps and excursions, other than local excursions, Portland Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Portland Secondary College uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Portland Secondary College 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. Portland Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Portland Secondary College will notify parents once only prior to the commencement of the recurring event.

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.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

Portland Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager. The Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. 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](#).



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 refunds 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. Where possible, we will provide information about refunds to parents/carers at the time of payment.

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 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 Wellbeing and Engagement Policy. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp 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 Wellbeing and Engagement Policy, and Bullying Prevention 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, Portland Secondary College 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.

REQUIRED METHOD OF COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included on Staff Knowledge Base
- Discussed at staff briefings/meetings as required
- Presented to Portland Secondary College Council

ADDITIONAL POLICIES, GUIDELINES AND RESOURCES

- Supervision of Students Whilst Undertaking Off-Site Activities Policy
- Safety Guidelines for Outdoor Education Activities Website:
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>
- Schools Policy and Advisory Guide
- Administration Medication Policy
- Medical Authority Form
- Bullying Prevention Policy
- Student Wellbeing and Engagement Policy
- Working with Children and Suitability Checks
- Camps, Sport and Excursion Fund Policy
- Mobile Phone Policy
- College Calendar

REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2021	4	Principal	Aug 2024