

## PURPOSE

To explain to our school community the processes and procedures Woodville Primary School will use when planning and conducting camps, excursions and adventure activities for students.

## SCOPE

This policy applies to all camps and excursions organised by Woodville Primary School. This policy also applies to adventure activities organised by Woodville 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. Woodville Primary School 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.

## 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;
- Attend school 'sleep-overs' on school grounds [delete if your still does not hold school sleep-overs on 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 Policy and Advisory Library, at the following link:

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

## 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

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

## 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. Woodville 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.

Woodville Primary School 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.

## Supervision

Woodville 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. bus licence, first aid etc.) and the special needs of particular students.

## Volunteer and external provider checks

EG: Woodville 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.

## Parent/carer consent

For all camps and excursions, other than local excursions, Woodville Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Woodville Primary School informs parents about school camps and excursions by placing a note in student bags and asking parents/carers to return the part of the 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 camp or excursion.

For local excursions, Woodville 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. Woodville Primary School will also provide advance notice to parents/carers of an upcoming local excursion through a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Woodville Primary School 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.

Woodville Primary School 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 Principal. The Principal 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*, *Student Code of Conduct* or *Bullying Prevention 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*, *Student Code of Conduct* 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, Woodville 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.

## FURTHER INFORMATION AND RESOURCES

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

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy
- Bullying Prevention Policy
- Anaphylaxis Policy
- Asthma Policy

## REVIEW CYCLE

This policy was last updated in February 2021 and is scheduled for review in February 2024

**APPENDIX A**  
**Student / Teacher Ratios**

|  |   |
|--|---|
| <p><b>General Day Excursions</b></p> <p>1:20 This maybe lower depending on the age of students, travel arrangements and venue.</p> <p>1 Experienced Staff member</p>   |   |
| <p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>   | <p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p><b>NOTE:</b> No student on any element unless supervised</p>   |
| <p><b>Base Camping</b></p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>  | <p><b>Scuba Diving</b></p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p><b>NOTE:</b> 2 qualified staff</p>  |
| <p><b>Board Sailing</b></p> <p>1:3 Beginners</p> <p>1:5 Novice; intermediate; advanced</p> <p>2 Experienced sailors</p>  | <p><b>Shooting</b></p> <p>1:1 New or inexperienced</p> <p>1:5 On the track or mound</p> <p>1:15 Observers or waiting</p>  |
| <p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters</p> <p>1:6 Open Waters</p> <p>1:4 Open Waters, Adverse</p>  | <p><b>Snorkelling</b></p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p><b>NOTE:</b> 2 qualified staff</p>   |
| <p><b>Bushwalking</b></p> <p>1:5 Overnight</p> <p>1:10 Day</p>   | <p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight</p> <p>1:10 Alpine, Nordic – day</p> <p>1:10 Non-skiing</p>   |
| <p><b>Canoeing</b></p> <p>1:6</p> <p>2 Staff members</p>   | <p><b>Surf Activities</b></p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p><b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/instructor on beach</p>   |
| <p><b>Cycling</b></p> <p>1:10</p>  | <p><b>Swimming</b></p> <p>1:20 Enclosed pools</p> <p>1:10 Open water</p>  |
| <p><b>Horse Riding</b></p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p> | <p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be a staff member</p> |
| <p><b>Orienteering</b></p> <p>1:10 Bush</p>  |   |

## APPENDIX B

### WOODVILLE PRIMARY SCHOOL EXCURSION AND CAMP APPLICATION

To be submitted to Principal for approval at least 3 weeks prior to the proposed event.

|   |                             |            |  |
|---|-----------------------------|------------|--|
| <b>Duty of care resides with teachers for the period of the event:</b>  |                             |            |  |
| <input type="checkbox"/> Presenter/s-volunteer/s must have current WCC's<br><input type="checkbox"/> Activity complies with Excursion and Camp Policy guidelines<br><input type="checkbox"/> All Excursions and Camps require risk assessment documentation<br><input type="checkbox"/> Student Activity Locator (SAL) to be entered by Assistant Principal |                             |            |  |
| Highlight relevant activity<br>Excursion    Camp  | Event name                  |            |  |
| Person in Charge  |                             | Date/s     |  |
| Purpose of<br>Excursion /Camp   | Excursion / Camp            |            |  |
| Location  |                             |            |  |
| Total number of students  |                             | Year Level |  |
| List Teaching Staff proposed  |                             |            |  |
| List Education Support Staff  |                             |            |  |
| List any volunteers assisting   |                             |            |  |
| Date:   | Excursion / Camp Organiser: |            |  |

|  |           |  |     |             |
|--|-----------|--|-----|-------------|
| <b>STUDENT ACTIVITY LOCATOR (SAL) – Complete at least three weeks prior to Camp/ Excursion</b> |           |  |     |             |
| School Name: Woodville Primary   |           | School Number: 5049                            |     |             |
| Date of activity:  |           | Type of activity:                              |     |             |
| Name of Venue:   |           | Is emergency transport available at the venue? |     |             |
| Address:   |           |  |     |             |
| Mobile number:   |           | Venue Phone no:                                |     |             |
| Total number   | students: | Teachers:                                      | ES: | Volunteers: |
| Person in charge:  |           |  |     |             |
| ENTER ONLINE (SAL Activities Notification Form)<br>Administration                              |           | Yes / No                                       |     |             |
| <b>Principal Approval</b>  |           | Yes / No                                       |     |             |

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## Excursion/ Camps Procedural Checklist

|                      |   |  |                                      |
|----------------------|---|--|--------------------------------------|
| <b><u>STEP 1</u></b> | <input type="checkbox"/> Check with Assistant Principal - Enter on school calendar<br><input type="checkbox"/> Application approval   |  |                                      |
| <b><u>STEP 2</u></b> | ESTIMATE OF COSTS<br>(See Business Manager if food is to be included in the cost per child)   |  |                                      |
|                      | Cost per child (excluding GST)  |  | Total estimated cost (excluding GST) |
|                      | Estimated number of students  |  |                                      |
|                      | FINAL COST PER STUDENT CONFIRMED<br><input type="checkbox"/> Check with business manager<br><input type="checkbox"/> Order form completed for all related costs.  |  |                                      |
| <b><u>STEP 3</u></b> | PARTICIPANTS AND NOTIFICATION<br><input type="checkbox"/> Excursion/Camp notice add to school newsfeed<br><input type="checkbox"/> All permission and medical forms/ notes to parents/carers generated and distributed to students<br><input type="checkbox"/> List of participants/groups submitted  |  |                                      |
| <b><u>STEP 4</u></b> | NOTIFICATIONS<br><input type="checkbox"/> Canteen notified where required<br><input type="checkbox"/> A list of participating students/groupings will be emailed to the office, Principals, Instructional leaders and relevant staff<br><input type="checkbox"/> none participants distributed and alternative program arranged   |  |                                      |
|                      | DOCUMENTS REQUIRED BEFORE DEPARTURE<br><input type="checkbox"/> All signed informed consent forms from parents/guardians<br><input type="checkbox"/> Completed medical forms for all students and staff<br><input type="checkbox"/> Detailed itinerary with specific locations and contact numbers<br><input type="checkbox"/> Order forms completed for all related costs. |  |                                      |

## APPENDIX C – Explanatory Notes to Approval Proforma

### 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 in 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 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 who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

### Excursion and Camp Risk Assessment Form

*This form is to be completed as part of the planning process for all incursions. NB: Most Camps/Excursion Venues provide a risk assessment. This document should be used to record additional risks including travel to and from the venue.*

*PLEASE include both venue and school risk assessments in documentation.*

*Consider students with Allergies/ Anaphylaxis/Asthma/ Other Medical conditions*

|  |       |                                     |
|--|-------|-------------------------------------|
| Class Group:   | Date: | Supervising (Duty of Care) Teacher: |
| Details of area to be used and safety initiatives if required. |       |                                     |

|   | <b>Dangers</b><br>Factors which could lead to each inherent risk eventuating | <b>Risk Management Strategies</b><br>Strategies to reduce risks |
|---|--|---|
| <b>People</b><br>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number   |  |   |
| <b>Equipment</b><br>Resources that impact on the activity e.g. clothing, footwear, teaching equipment   |  |   |
| <b>Environment</b><br>Factors that impact on the activity e.g. Weather, terrain, water  |  |   |
| <p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school.</p> |  |   |

## Excursion and Camp Risk Management Assessment Form

### Section 1 – Environment Emergency Management Assessment

Venue Assessed: \_\_\_\_\_ for month of \_\_\_\_\_

Assess the following hazards and any others you think relevant and complete charts below:

|   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• School Bus Accident/Vehicle Incident</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> <li>• Missing Student</li> </ul> | <ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> </ul> | <ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul> |
|---|---|---|

|                   |                  |            |                 |             |                  |
|-------------------|------------------|------------|-----------------|-------------|------------------|
| <b>Likelihood</b> | <b>Very High</b> |            |                 |             |                  |
|                   | <b>High</b>      |            |                 |             |                  |
|                   | <b>Moderate</b>  |            |                 |             |                  |
|                   | <b>Low</b>       |            |                 |             |                  |
|                   |                  | <b>Low</b> | <b>Moderate</b> | <b>High</b> | <b>Very High</b> |
| <b>Impact</b>     |                  |            |                 |             |                  |

| Environmental Emergency  | Event | Risk Management Strategies |
|--|-------|----------------------------|
| <b>Very high or high likely-hood / very high or high impact</b>                    |       |                            |
|  |       |                            |
|  |       |                            |
| <b>Very high, High and moderate likelihood /Very high, high or moderate impact</b> |       |                            |
|  |       |                            |
|  |       |                            |
| <b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>     |       |                            |
|  |       |                            |
|  |       |                            |

