



Hughesdale Primary School

Camps and Excursions Policy

Ratified at school Council;
March 2019

Due for Review;
March 2023

On Website;
 Yes No

Authority (Principal);

Authority (School Council President);

Rationale

At Hughesdale Primary School we provide a camping program that enables students to further their learning and develop social skills in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at the school.

Definitions

- **DET:** An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).
- A camp is defined as any activity involving at least one night's accommodation.
- Staff are defined as registered teachers, teacher aides, non-teaching staff, parents, preservice teachers and other volunteer adults deemed appropriate by the Principal. Everyone must have a current 'Working with Children Check'. Staff ratios must have a majority of DET employees.

Purpose

- To provide students in Year 3 - Year 6 with the opportunity to participate in a camping program that builds upon previous school camping experiences.
- To provide all students in Year 2 with the opportunity to participate in an overnight sleepover at Hughesdale Primary School as a preparatory activity for off-site / overnight camps.
- To provide opportunities to students who may not have experienced camping before.
- To provide shared experiences and the opportunity to develop a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in various pursuits.

Guidelines

- DET guidelines in relation to staffing, safety, supervision, transport and activities will be followed.
- All camps must be approved by the Principal and the School Council.
- Principals are responsible for overseeing the organisation for all excursions and must ensure;
 - the DET online notification form 'School Activity' is completed prior to the camp
 - a planning and approvals process is undertaken, in accordance with DET policy and requirements, which takes into account the following considerations:
 - venue selection
 - safety, emergency and risk management
 - informed consent from parents or legal guardians
 - medical information
 - appropriate staffing and supervision
 - student preparation and behaviour
 - requirements for any adventure activities
- Adequate pre-excursion planning and preparation must take place following checklist procedures.
- Staff-student ratios will provide adequate supervision and be appropriate for the age and activity being undertaken. The suggested minimum ratio for day excursions (not involving adventure activities) is 1 staff member to 20 students. The suggested minimum ratio required for camps by the school is one staff member to 10 students. Minimum staff-student ratios for specific adventure activities are outlined in the Safety Guidelines for Outdoor Education.

- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.

Implementation

- Students at Hughesdale Primary School attend camps in class groupings.
- Prior approval for all camps is required by School Council. Information presented to the School Council will include:
 - the educational aims and objectives of the camp
 - travel arrangements and costs
 - venue details and an itinerary of events
- There will be a designated 'Teacher in Charge' of each camp who will ensure that all camps, bus arrangements and camp activities comply with DET guidelines.
- Every effort will be made to ensure that the camp will be at a reasonable cost to families.
- The school will support families experiencing difficulties meeting the costs of camp. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- Families will be given sufficient time to make payments for individual camps, either in full or part payments.
- Administration will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with records.
- Buses with seat belts must be used.
- Prior to the camp departure date, all students will be required to provide written permission from their parents to attend the camp, as well as the following DET forms completed: "Confidential Medical Information" and the "Parent Excursion Consent".
- Camps will be staffed by relevant teachers, supporting teachers, learning assistants and parents.
- A Level 2 First Aid trained member must attend each camp.
- The school will ensure that at least one staff member has a mobile phone for communication during the camp.
- A senior staff member will be attendance at school whilst the children are travelling to and from camp. The 'Teacher in Charge' will communicate with this person regarding the anticipated arrival and return time.
- It is possible for a student to be excluded from attending camp if it is believed their behaviour is a danger to others. The decision to exclude a student will be made by the Principal, in consultation with the parents and classroom teacher.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The 'Teacher in Charge', in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- In case of illness or accident, parents will be notified and appropriate action taken.
- On days of extreme fire danger or total ban, the principal or their nominee may need to cancel an excursion or camp at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. In an event Risk Assessment documentation, must be completed prior to approval.

Further Information and Resources

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx> the policies within this site are:

- Excursions – [Adventure Activities](#)
- Excursions – [Student Preparation and Behaviour](#)
- Excursions – [Planning and Approvals](#)
- Excursions – [Safety, Emergency and Risk Management](#)
- Excursions – [Venue Selection](#)
- Excursions – [Parent or Carer Consent](#)
- Excursions – [Staffing and Supervision](#)
- Excursions – [Student Medical Information](#).

Evaluation

A committee of staff and the Education Subcommittee will review the Camps Policy on a cyclical basis according to the School Council Policy Review Schedule. The review will ensure that the school's programs and procedures adequately reflect state-wide curriculum developments and the changing needs of the Hughesdale Primary community.

Review Cycle

This policy was last updated in March 2019 and is scheduled for review on March 2023