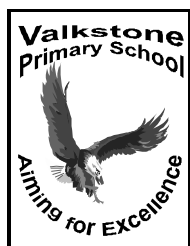


# Valkstone Primary School, No. 4778



**VALKSTONE STREET, EAST BENTLEIGH 3165**

**Telephone: 9570 3986**

**Facsimile: 9579 4423**

Homepage: [www.valkstoneps.vic.edu.au](http://www.valkstoneps.vic.edu.au)

Email: [valkstone.ps@edumail.vic.gov.au](mailto:valkstone.ps@edumail.vic.gov.au)

**ABN: 19 780 603 196**

**Address correspondence to P.O. Box 101, East Bentleigh 3165**

## EXCURSIONS AND CAMPS POLICY

### PURPOSE

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.

### POLICY

#### **PLANNING**

The principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide*

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>) including ensuring that:

- An online *Notification of School Activity* form is completed prior to the camping activity – [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx) (link requires log in) 6 weeks prior to the activity date, and ensure details are entered on daily planner
- a planning and approvals process is undertaken by the camp coordinator.

#### **APPROVALS**

All excursions and camps must be approved by the Principal or School Council before they can take place.

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:

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

#### **DUTY OF CARE**

All school staff attending the camp or excursion owe 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.  
Students not attending the camp will be placed in another grade at school, for the days of the camp.

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

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

### **FIRST AID**

At least one member of staff responsible for each group of students will hold an appropriate 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 HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken..

### **STUDENTS WITH DISABILITIES**

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.

Principals will ensure that appropriate emergency and risk management and medical conditions planning is undertaken for students with disabilities attending excursions and camps.

### **FIRE DANGER OR BAN**

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.

When required, Valkstone PS will follow the Department's emergency management (bushfires) procedures for off-site activities.

### **RISK MANAGEMENT**

An assessment of excursion risks will be undertaken in accordance with Department guidelines - [Planning – Managing Risk](#).

For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

## **PAYMENTS**

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.

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 payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

## **TEACHER RESPONSIBILITIES**

Teachers participating in an excursion and/or camps will:

- understand the purpose of the program and its connection to student learning. Teachers need to ensure students understand the educational value of the activities.
- 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.
- Non-teaching staff will require a Working With Children Check.

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
- maintain a copy of the completed approval form (including all attachments) submitted to the school council.
- have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion

## **STUDENT BEHAVIOUR**

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion 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.

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

## **RELATED POLICIES AND RESOURCES**

- [DET Student Activity Locator](#)

## **REVIEW CYCLE**

This policy was last updated in June 2020. This policy was reviewed and approved by School Council in July 2020 and is scheduled for review in July 2024.