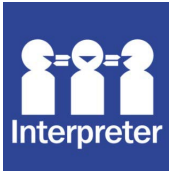




CAMPS AND EXCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Trafalgar High School on (03) 5633 1733

PURPOSE

To explain to our school community the processes and procedures Trafalgar High 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 Trafalgar High School. This policy also applies to adventure activities organised by Trafalgar High School, 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. Trafalgar High 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

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>

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



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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 School Policy and Advisory Guide: [Excursions Policy](https://www2.education.vic.gov.au/pal/excursions/policy)
<https://www2.education.vic.gov.au/pal/excursions/policy>

For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx)
<https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx>

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements and must be approved by the Principal before they can take place.

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. Trafalgar High 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.

Trafalgar High 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.

Prior to an excursion occurring the following procedures must be followed:

1. Make arrangements carefully in advance. Adequate time of at least 4 weeks' notice must be provided to parent/s caregivers of the impending excursion (n.b. Regional & state sports activities are exempt from this timeline)
2. Apply under Compass – Organisation – Events
 - i) Risk management procedures need to be considered
 - ii) When costing consideration must be given to; transport, replacement staff and admission prices.
3. Submission will be considered by the School Events and Operations Committee (meet once per week. See Daily Organiser for confirmation of day/time)
4. If approved:
 - i. An order form is required to be completed (see the Business Manager)



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- ii. Consult with the Business Manager regarding any financial considerations i.e. if cheques need to be drawn
- iii. Organise transport arrangements. If buses are used the bus company must be provided with clear instructions regarding venues, departure and return. If using the Vline train and you have a group of students travelling, a booking must be made through Vline. For private vehicle use, please see the Use of Private Vehicle Policy.
- iv. Print permission forms from Compass. Forms and any payment need to be returned to school no later than 1 week prior to the excursion.

n.b. As a rule of thumb, the LAC has decided that excursions for individual classes should not proceed unless 80% of potential students have paid the necessary money in advance and with the return of the permission form. It is not acceptable to pay on the day or receive verbal permission over the phone.

5. Students undertaking VCE or VCAL must receive permission from the Senior Sub-School Leader to attend any excursions deemed to be optional. Attendance will be dependent upon; attendance at school, timely submission of work tasks and outcomes of hurdle tasks, SACS or Units of Competencies.

For:

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

School Council approval is required. The above-mentioned processes must be followed, in addition to submitting a detailed proposal to School Council (via Business Manager). Such activities are deemed to be high risk so must include a detailed risk assessment (see below). School Council meets the first or second Wednesday of every month (excluding July) during school terms. (please check with the Business Manager for exact dates)

n.b. Outdoor Education excursions require at least 1 term notification.

6. Prior to Departure:
 - A complete list of students to be handed to the office. If more than 1 vehicle used then a list of students and staff per vehicle to be provided.
 - Mobile numbers for each staff member supplied
 - First aid kits booked from library and collected (see below)
 - Detail forms for each student to be taken on the excursion (Can print off event handbook on Compass for all student details)

Supervision

Trafalgar High School follows the Department's guidelines in relation to supervision of students during excursions and camps.



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All excursion staff 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.

Volunteer and external provider checks

Trafalgar High 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. Volunteers must complete a THS Volunteer Details form.

Parent/carer consent

For all camps and excursions, other than local excursions, Trafalgar High School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Trafalgar High School uses Compass to inform parents about camps and excursions and to seek their consent by giving the students a note in form assembly 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, Trafalgar High School provides parents and carers with a Local Excursions consent form upon enrolment (on the enrolment form).

Parent Payments for camps and excursions

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.

Financial Help for Families

Trafalgar High 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 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](#).

Refunds



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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*, *Statement of Student Expectations*, *Bullying Policy* and *Student Code of Conduct 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*.

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.



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

Electronic Devices

Trafalgar High School will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones on organisation of the specific event.

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, Trafalgar High 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.

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 in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request



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FURTHER INFORMATION AND RESOURCES

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

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#).
- [Code Red Days](#)

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

- Statement Student Expectations
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Bullying Policy
- Student Code of Conduct
- Volunteer Policy
- Duty of Care Policy
- Parent Payment Policy
- Emergency Management Plan

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	November 2027

This policy was ratified at the School Council Meeting held at Trafalgar High School;

Date: November 2023

Scheduled for review in: 4 years

Signed:
School Council President
Holly Perriam

Signed:
Principal
Brett Pedlow