

Camps, Tours and Excursions Policy

Purpose

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

Scope

This policy applies to all camps and excursions organised by Wantirna College. This policy also applies to adventure activities organised by Wantirna College, regardless of whether or not they take place on or off school grounds, and to school sleepovers.

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. Wantirna College will follow both this policy and the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning.

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 sleepovers).

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) is not considered a school excursion.

Policy Statement

Wantirna College provides a range of camps, tours and excursions as a means of complementing and enriching the learning that takes place in the classroom. These events stimulate students' interest and provide access to resources and experiences that are not available in the classroom. In addition, they provide the opportunity for the development of social skills, self-esteem, group cohesion and leadership skills.

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I. Guidelines

- 1.1 When planning for and implementing camps, tours and excursions, Wantirna College will follow the Department of Education and Training (DET or Department) procedures and requirements relating to the preparation, organisation, supervision and safety as outlined on the Department's Policy and Advisory Library.
- 1.2 Wantirna College follows the Department's guidelines in relation to supervision of students during excursions and camps.
- 1.3 Parents may be invited to assist with camps and excursions.

2. Program

- 2.1 The Assistant Principal, College Operations must be consulted to ensure that staff student ratios are implemented in accordance with DET regulations. The following staff/student ratios (in certain circumstances parents, student teachers, volunteers, activity staff may count in the ratio – see the Department's Policy and Advisory Library for details) are required for:
- **day excursions** (not involving adventure activities), - one staff member per twenty students (1:20)
 - **overnight excursions** (not involving adventure activities), - base camps in residential premises or under canvas - one staff member per ten students (1:10)
 - **study camps** (e.g. a year 12 camp) in residential premises, tours, including interstate tours - one staff member per fifteen students (1:15)
 - **overseas tours** - one staff member per ten students (1:10)
 - **adventure activities** which involve greater than normal risk require a special ratio. Further information for each type of adventure activity is available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>
- 2.2 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.
- 2.2.1 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.
- 2.3 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.
- 2.3.1 School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions.
- 2.3.2 School staff will notify parents/carers of any costs associated with attending.

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| <p>1.4 All camps, tours and excursions will adhere to DET working with children requirements.</p> <p>1.5 All camps and excursions will comply with Department planning requirements.</p> | <p>2.4 Wantirna 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.</p> <p>2.5 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. Wantirna College'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.</p> <p>2.5.1 Wantirna College 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.</p> <p>2.5.2 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.</p> <p>2.6 Proposals for all camps, tours and overnight, adventure and weekend excursions must be completed on the appropriate form and submitted to the Assistant Principal, College Operations.</p> <p>2.6.1 All activities that require College Council approval will be checked by Assistant Principal, College Operations to ensure that they are ready to be presented at the College council. The Assistant Principal, College Operations will facilitate them being presented at Council.</p> <p>2.6.2 Requests for weekday incursions and excursions must be submitted on Compass three weeks prior to the event for the appropriate approval chain to give approval. The Assistant Principal, College Operations will ensure that all the appropriate procedures are followed as outlined in clause 2.5.1 through 2.5.3</p> <p>2.6.3 The Assistant Principal, College Operations will minimise disruptions to normal routines caused by camps, tours or excursions by implementing procedures such as:</p> <ul style="list-style-type: none"> - the amalgamation of classes caused by camps, tours and excursions - ensuring that any student remaining at the College as a consequence of the event is |
| <p>1.6 The Assistant Principal, College Operations will process all proposals for camps, tours, adventure, overnight excursions and other day excursions and incursions.</p> | |

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| 1.7 | The College Council is responsible for the approval of all overnight and weekend excursions, College camps, interstate and overseas tours and excursions involving weekends or vacations and all adventure activities. | provided with teacher supervision and an appropriate educational program |
| 1.8 | Event organisers cannot negotiate on behalf of the College without provisional approval. | 2.6.4 The Assistant Principal, College Operations-will ensure that the relevant details (SAL form) about all camps, tours and excursions are submitted to the Office of Emergency Management, at least three weeks prior to the activity.
2.6.5 As part of the Compass approval process the Organising Teacher for camps, tours and excursions will submit proposed staffing levels to the Assistant Principal, College Operations who will investigate their implications for the College, negotiate changes as required and facilitate changes to staff coverage as required through the Daily Organiser. |
| 1.9 | All approved camps, tours and excursions will have a clearly stated educational purpose, curriculum and student welfare linkages and planned structured experiences for students. | 2.7 The Assistant Principal, College Operations will forward detailed proposals for camps, tours, overnight and weekend excursions and all adventure activities to College Council for their consideration and approval. The Council will consider: <ul style="list-style-type: none">- the contribution and appropriateness of the activity to the College program- the cost of the activity (budget) as outlined on the Event Request form- the adequacy of planning and preparation- risk assessments- the welfare and safety of students and staff- the application of staff/student ratios- the experience & qualifications of staff 2.8 Staff must seek provisional approval from College Council for the following activities within the given time lines: <ul style="list-style-type: none">• College camps and overnight excursions at least 2 months prior to event• Interstate tours – at least 6 months prior to event• Overseas tours – at least 12 months prior to event 2.8.1 Final approval for overnight and weekend excursions, College camps, interstate and overseas tours and adventure activities must be sought from College Council prior to the event being held. They need to be presented to the Assistant Principal, College Operations at least 1 week prior to the School Council meeting to which they are being presented. |
| | | 2.9 Staff seeking approval for camps, tours and excursions must provide a clear statement of educational objectives.
2.9.1 Each proposal requiring School Council approval will incorporate a purpose statement addressing relevant welfare and curriculum issues that are appropriate for the Year Level. |

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1.10 Parent/ Guardian permission will be required for all camps, tours and excursions.

2.9.2 Priority will be given to camps, tours and excursions which build on or extend learning processes offered within the curriculum.

2.9.3 All camps and tours must have a structured program which is provided to the Assistant Principal, College Operations.

2.10 For all activities requiring School Council approval, the following forms must be completed prior to presentation to the Assistant Principal, College Operations:

- Excursion and Activity approval form
- Additional Medical Information form
- Staff qualifications form
- Student preparation form (if required)
- Clothing and Personal Equipment form
- Emergency Response Plan
- Risk Register
- Risk Profile

2.10.1 All Consent forms and Confidential Medical forms **must** be taken on the camp, tour, adventure activity or excursion by the organising teacher and or be accessible via the electronic version of Compass.

2.10.2 Parents or guardians and the College must be contacted as soon as possible in the event of an illness or accident.

2.10.3 The Principal Class will ensure a 24 hour emergency contact is maintained. This is normally the Assistant Principal, College Operations.

2.10.4 For all camps and excursions, other than local excursions, Wantirna College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Wantirna 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.

2.10.5 For local excursions, Wantirna 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. Wantirna 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), Wantirna College will notify parents once only prior to the commencement of the recurring event.

1.11 The Assistant Principal, College Operations will ensure that the policy and procedures for approval and operation of camps, tours and excursions are followed.

2.11 The teacher in charge of a camp, tour or excursion must follow the policy and procedures as set out in Compass and College Council approval forms and where necessary up-date this information and seek

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| 1.12 Approval will only be granted for camps, tours and excursions where the correct procedures have been followed. | authorisation through the Assistant Principal, College Operations if changes need to be made. |
| 1.13 All camps, tours and excursions will be self-funding. | 2.12 The Assistant Principal, College Operations may cancel or delay approval for a camp, tour or excursion which has not followed the procedures.
2.12.1 School Council will not approve camps, tours or overnight excursions which do not follow correct procedures as outlined in this Policy.
2.12.2 Planning of camps, tours and excursions must take into account the College Emergency Management Policy.
2.13. Staff organising camps, tours and excursions will submit budgets for the Business Manager to ensure that these are self-funding, including Casual Relief Teacher/s cover for supervision of classes.
2.13.1 Any cost overruns are the responsibility of the organising Learning Area or Sub-School.
2.13.2 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.
2.13.3 Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.
2.13.4 Wantirna 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
2.13.5 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, |

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1.14 Parents and carers need to ensure Wantirna College has up-to-date student health information prior to all camps and excursions.	we will provide information about refunds to parents/carers at the time of payment.
1.15 All students attending camps, tours and excursions are expected to uphold the College's value of Respect (for self, others and the environment) and demonstrate this value through their behavioural choices.	2.14 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. 2.14.1 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.
1.16 Electronic Devices may be taken on camps or excursions where permission has been granted by the Teacher in Charge and the Assistant Principal, College Operations.	2.15 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. 2.15.1 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 Engagement Policy, Student Behaviour Management Policy and Student 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. 2.15.2 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. 2.15.3 Disciplinary measures apply to students on camps and excursions consistent with our school's Student Engagement Policy, Student Behaviour Management Policy and Student Bullying Prevention Policy. 2.16 Students may be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a

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| <p>1.17 Students are not permitted to bring their own food items on a camp or excursion unless the Organising Teacher has requested for them to do so.</p> | <p>camp or excursions and the school will not be held responsible for lost or damaged devices.</p> |
| <p>1.18 Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).</p> | <p>2.17 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 (e.g. student to provide their own lunch on an excursion)</p> |
| <p>1.19 All overseas or interstate tours must comply with the DET guidelines contained in the Schools Reference Guide.</p> | <p>2.18 Unless otherwise indicated, Wantirna 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.</p> |
| | <p>2.19 All overseas and interstate tours must use authorised educational travel consultants.</p> |
| | <p>2.19.1 Once travel arrangements have been approved by School Council then the arrangements can only be changed with approval from the Principal and any cost implications must be absorbed by the tour.</p> |
| | <p>2.19.2 Planning for all overseas and interstate tours must take into account the circumstances that may exist in the area to be visited with regard to student and staff safety and welfare.</p> |
| | <p>2.19.3 Advice from and regular liaison with the Department of Foreign Affairs and Tourism (DFAT) must take place for all overseas tours.</p> |
| | <p>2.19.4 Staff employed by DET and students must gain approval from the NEVR Regional Director to travel overseas.</p> |
| | <p>2.19.5 All staff and students on an overseas tour must take out travel insurance.</p> |
| | <p>2.19.6 Given the isolated nature of overseas and interstate travel a member of College Leadership (Leading Teacher of Principal class Officer or equivalent) must be a member of the tour.</p> |
| | <p>2.19.7 The proposed detailed budget for all overseas and interstate tours must be approved by the Business Manager before any costings are given to students and/or parents. The teacher in charge must regularly liaise with the Business Manager with regard to confirmed costings.</p> |
| | <p>2.19.8 For all interstate and overseas tours a contingency component must be included (to allow for any unforeseen additional costs including additional staff) and any unused portion of this component will be refunded to parents at the completion of the tour and the payment of all bills.</p> |

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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:

- Student Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy
- Student Behaviour Management Policy
- Student Bullying Prevention Policy

ORIGINAL POLICY DRAFTED BY:	B Snashall Woodhams, J Cousland, B Armstrong
DATE RATIFIED BY COLLEGE COUNCIL:	23 October 1997
MAJOR REVIEW BY:	David Tyson, Jim Ouliaris, Bruce Armstrong and the Curriculum Committee (October 2000)
DATE RATIFIED BY COLLEGE COUNCIL:	23 November, 2000
MAJOR REVIEW BY:	Tom Daly, Assistant Principal (Camps & Excursions), Brian Snashall-Woodhams, CIOM 9 May 2001
DATE RATIFIED BY COLLEGE COUNCIL:	21 June, 2001
MAJOR REVIEW BY:	Tom Daly, Assistant Principal (Camps & Excursions) September 2002
DATE RATIFIED BY COLLEGE COUNCIL:	12 September 2002
MAJOR REVIEW BY:	Tom Daly, Assistant Principal (Camps & Excursions) July 2006
DATE RATIFIED BY COLLEGE COUNCIL:	27 July 2006
MAJOR REVIEW BY: (As a consequence of DET review of camps, excursions and adventure activities in late 2007)	Bruce Churchward, Assistant Principal (Camps & Excursions) and Andrew Lewis, Assistant Principal, College Operations
DATE RATIFIED BY SCHOOL COUNCIL	27 Nov 2008
MINOR REVIEW BY:	Andrew Lewis, Assistant Principal
DATE RATIFIED BY SCHOOL COUNCIL	22 May 2012
MAJOR REVIEW BY:	Andrew Lewis, Assistant Principal
DATE RATIFIED BY COLLEGE COUNCIL:	15 th September 2020