

CAMPS AND EXCURSIONS POLICY

PURPOSE

To explain to our school community the processes and procedures Thornbury 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 Thornbury Primary School. This policy also applies to adventure activities organised by Thornbury 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. Thornbury Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

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 website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

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 and Activities](#). 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](#).

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. Thornbury Primary Schools'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 affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Thornbury 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

Thornbury 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

Thornbury 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, Thornbury Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Thornbury uses Compass to inform parents about camps and excursions and to seek their consent and/or 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, Thornbury 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. Thornbury Primary will also provide advance notice to parents/carers of an upcoming local excursion through: compass and/or 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), Thornbury 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.

Thornbury 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 Manager/Principal/Organising Teacher]. The Business Manager/Principal/Organising Teacher 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 Deadly 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, Deadly Values and 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*, *Deadly Values* 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, Thornbury 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.

COMMUNICATION OF THIS POLICY

This policy will be communicated to Staff, Students and Community via:

Staff Handbook

Community Handbook

Gurrin Gurrin Handbook

School Website

RELATED POLICIES

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

- TPS Guiding Statements
- Mandatory Reporting Policy
- TPS Child Safety Standards Policy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

REVIEW CYCLE

This policy was last updated in June 2019 and is scheduled for review in February 2022

APPENDICES

- TPS risk register Excursions: Camps
- TPS Excursion Planning Checklist
- TPS Excursion Notice Template
- Thornbury Primary School Local Excursion Consent Form 2019
- TPS Local Excursions Notification Samples

TPS RISK REGISTER EXCURSIONS: CAMPS

Risk Register

School: _____

Supervising teachers/staff: _____

Program/Excursion: _____

Year Level: _____

Dates: _____

Location(s): _____

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequences. For example, Something occurs ... caused by ... leading to ...	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effective Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?			Extreme High Medium Low	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

TPS EXCURSION PLANNING CHECKLIST

Excursion/Incursion Details Form 2019

All excursions and incursions are planned, approved and conducted in accordance with Department policy and requirements.

Excursion/Incursion Title	
Date(s)	
Teacher in Charge	
Teacher in Charge Mobile number	

Details of the Excursion

Destination/Venue		
Address & Phone No.		
Educational Purpose		
Year Level(s)		
Departure Date and Time	DAY	
	TIME	
Return Date and Time	DAY	
	TIME	
ALL Staff Attending	NAMES	Mobiles
Parents/Carers Attending	NAMES	Working with Children's Check
Transport Method/Provider		Phone
Number of students attending		
Number of students remaining		
Arrangements for students remaining		

Checklist

Principal Class approval The educational purpose of the program has been established and is relevant to the school's curriculum.	✓
Check and enter date on Compass Calendar	
Communication to parents/carers via compass	
Principal Class proof read of parent/carer notice and permission form Use the TPS template for excursions *must be approved and sent home two weeks prior to excursions/incursions involving payment	
Copy of permission note given to the Office	
Online notification of school activity completed https://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx *must be completed three weeks prior to activity	

Inform Specialists and Instrumental Music, Gardening and Orchestra	
Supervising Adults 1 – 20 students Staff/Parents/Carers who are not registered must provide proof of a Working with Children's Check and register this at the office	
Ensure your PSD student has support. Inform ES staff about attending or not (considerations for their time fractions)	
Inform First Aid 2 day prior to prepare First Aid kits and Epi pens / Asthma medication as required	
Change Yard Duty Times if required and inform Megan	
Confirmed Bus times	
Written up purchase orders for payments (need Business name, ABN and Business address)	
Collected Signed Parent/Consent forms Copies given to office Copies kept with class teacher	
Completed Medical Forms Collected Medical Details from CASES / Emergency Contacts Collected Anaphylaxis/Asthma plans	
Completed Risk Management – If required	
Completed Child Safety Requirements and briefing with staff attending	

Costings – All Costings to be checked by Business Manager

Fixed Venue Cost	\$
Venue/Activity Cost per Student	\$
Fixed Transport Cost	\$
Transport Cost per Student	\$
Other Costings Add 10% for photos/photocopies if required	\$
Total Cost per Student	\$

Approval

All areas are to be completed including checklist and approved by Principal

OFFICE USE ONLY

Excursion Name:

Sub Program Number:

General Ledger Number:

Signatures:

Business Manager _____

Principal _____

Date _____

Date _____

TPS EXCURSION NOTICE TEMPLATE

TITLE OF EXCURSION

DATE

Dear Parents and Carers,

Detail the following information

- Educational purpose of the program – what do you hope students will learn from the experience?
- Details of supervising staff – teachers attending and who is in charge
- Costs – what the costs will cover and if there is a refund policy
- Name and contact details in case of emergency – School contact
- Departure details – time, date and place where depart from
- Return details – expected return time and place
- Travel arrangements – how will they be transported to from and during the excursion
- Other – clothing and food arrangements, medical form (if required)

Date:

Cost:

What to wear:

We require parents to complete the form and return the slip below by

If you have any questions, please make contact with NAME

Kind Regards,

TEAM OF TEACHERS

Parent/carer consent for TITLE OF EXCURSION

I have read all of the above information provided by the school in relation to the [insert program name here], including any attached material.

I give permission for my daughter/son _____ (full name) to attend and where the teacher in charge is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher in charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by medical practitioner,
- Administer such first-aid as the teacher in charge may judge to be reasonably necessary.

Parent/carer: _____ (full name)

_____ (signature) _____ (date)

In case of emergency I can be contacted on:

_____ OR:

Note: Parents should also complete the 'Confidential medical information for school council approved school excursions'.

Other statement which could be used include:

Student behaviour

'I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

Student illness

'I understand that in the event excursion staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.'

ICT/Photograph consent

'I agree to my child using the Internet and computer network in accordance with the same Internet student users agreement that applies at their current school.' [Strike out if you do not consent]

'I also consent to my child being photographed and/or visual images of my child being taken during activities by the school for use in the school's publications, school's website or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.' [Strike out if you do not consent]

Cancellations or Alterations

'I understand that the principal may need to cancel or alter excursion arrangements at short notice, due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.'

Consent for emergency transportation

'In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above.'

Student accident insurance

The Department of Education does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

THORNBURY PRIMARY SCHOOL LOCAL EXCURSION CONSENT FORM 2019

In 2019 Thornbury Primary School may take students outside of school grounds to undertake educational activities in the local area.

The purpose of this form is to obtain parent/carers consent for local excursions during 2019.

This form does NOT provide consent for excursions that go beyond the local area.

Local excursions

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Local excursions that your child may participate in throughout 2019 could include:

- Yard duty and Physical Education lessons at Henderson Park – students will walk down Murray Street and cross at the crossing

Notification of local excursions

Thornbury Primary School will NOT seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming local excursions through the school newsletter/class notes/personal phone message/compass notifications .

For local excursions that occur on a recurring basis, Thornbury Primary School will notify parents/carers once only prior to the commencement of the recurring event, eg; weekly sports lessons at the local oval.

Please keep the school informed of any updated contact details to ensure you receive these notifications.

First aid and Medical Attention

Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education and Training is liable in negligence (liability is not automatic).

Accident and ambulance cover

The Department of Education and Training does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

PLEASE KEEP THE ABOVE SECTION OF THIS FORM AND RETURN THE BELOW CONSENT INFORMATION.

Parent/carer consent for local excursions in 2019

I have read all of the above information in relation to local excursions. I understand that:

- to ensure the school has up-to-date health and contact information about my child, I need to inform the school if this information changes
- the school will notify me prior to a local excursion(s) taking place
- I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting (03) 9484 3254.

I give permission for my child _____ (full name) in Year level _____ to attend local excursions in 2019.

Parent/carer: _____ (full name)

_____ (signature) _____ (date)

In case of emergency I can be contacted on:

_____ OR:

Alternative emergency contact person:

Name: _____

Relationship to student: _____

Phone number: _____

LOCAL EXCURSION notification samples

[NOTE FOR SCHOOL STAFF: This notification should remind or inform parents of the following:

- **Date, time and location of the local excursion**
- **The educational purpose of the local excursion**
- **Who to contact if they have any queries or concerns about the local excursion.**
- **What students should bring with them (if applicable)**

Local excursion notifications should be sent via your chosen communication method to parents.

Below are two sample notifications. The first sample relates to a one-off local excursion. The second sample relates to a recurring local excursion.

SAMPLE ONE: LOCAL EXCURSION TO WATTLE CREEK

Dear Parents and Carers

Next Friday 28 September the Grade 5-6 classes will be walking to Wattle Creek to collect water samples for use in our science program. As you may be aware, the students are currently learning about their natural environment in science and the water will be used to learn about monitoring and assessing water quality.

Students will be leaving school at 10am and will return by 12pm.

Please ensure your child packs a water bottle with them to bring on the day (for drinking not for collecting water samples!).

If you have any queries, please contact your child's classroom teacher.

SAMPLE TWO: WEEKLY SPORTS LESSONS AT ROSE PARK

Dear Parents and Carers

In terms 2 and 3 this year, we will be conducting our weekly physical education classes at the local oval, Rose Park, which is located in Rose Street, just around the corner from the school.

P.E. classes fall on the following days and times:

- Foundation class: 10am – 11am Mondays
- Grade 1-2: 11am – 12pm Thursdays
- Grade 3-4: 2pm – 3pm Tuesdays
- Grade 5-6: 2pm – 3pm Mondays

Students will be walking to the park so please make sure they bring comfortable shoes, preferably sneakers, on the relevant day. There is a water fountain at the park but students are also encouraged to bring their own water bottles on P.E days.

If you have any queries, please contact your child's classroom teacher.