

KEW EAST PRIMARY SCHOOL

EXCURSIONS AND CAMPS POLICY

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PURPOSE

This policy is to provide guidelines for the planning and implementation of school excursions and school camps.

POLICY GUIDELINES

- School excursions and camps provide engagement in educational activities, to extend student social competencies, to develop independence and self-confidence and to reinforce learning outcomes, reflect and extend classroom programs.
- External venues and activities chosen for excursions provide opportunities for students to participate in richer learning experiences, not normally available in the day-to-day school-based program.
- The camping program also aims to develop responsibility and positive social skills to further enhance relationships, cooperation, personal organisation and resilience. It also will provide students with the opportunity to communicate and interact as part of an effective group in a different context.
- Prior to an excursion or camp being conducted, approval must be obtained. High-risk excursions and camps require approval by Principal and School Council by completing and presenting KEPS Approval Form A (this form includes all DET Camp/Excursion Approval recommendations/actions). Excursions require approval by the Principal by completing Approval Form B .
- Adequate pre-excursion planning and preparation must take place by completing Approval A and Approval B forms. This is led by the Excursion Coordinator, with Principal and Assistant Principal assistance.
- Adequate pre-camp planning and preparation must take place by completing the KEPS Camp Checklist (this includes completing the Approval Form A and Approval Form B). This is lead by the Camp Coordinator, with Principal and Assistant Principal assistance.
- Staff-student ratios should provide adequate supervision and be appropriate for the age of the students and the activity being undertaken. The suggested minimum ratio for day excursions (not involving adventure activities) is one staff member per twenty students. The suggested minimum ratio required by the school for camps is one staff member for every ten students. Minimum staff-student ratios for specific adventure activities are outlined in the Safety Guidelines for Education Outdoors.
- Staff is defined as teachers, nonteaching staff, parents, preservice teachers and other volunteer adults deemed appropriate by the principal. However, staff ratios must have a majority of staff if outside the local area and a minimum of 2 teaching or 1 teaching and 1 nonteaching staff on any excursion.
- All parents will be required to sign a local walking excursion permission form on enrolment of their child. However, parents will be informed of any local excursion, closer to the time that the excursion is taking place, including the purpose of the excursion.
- Local walking excursions are confined to the local area and may vary in distance but in determining these excursions, the age of students and weather conditions will be considered.
- Buses booked for excursions and camps should, where possible, contain seat belts for all students and staff.
- DET requires an online Student Activity Locator (SAL) to be submitted to DET for School Council approved camps or excursions, at least 3 weeks before the commencement of the activity, so as to provide information to both DET and Emergency Services should an emergency arise.
- If a whole school excursion takes place, which leaves the school unoccupied, the regional office should be notified.
- The KEPS Child Safe Statement of Commitment and the KEPS Child Safe Code of Conduct must be considered and adhered to during camp preparation and whilst on camp.
- Parents and other adults who are not KEPS staff, must have a current voluntary WWCC and have this recorded on the 'Parents WWCC' data base.

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- Excursions may be cancelled at short notice where the Principal and/or Assistant Principal, in consultation, with the excursion coordinator, deems the weather conditions to be unsuitable for the planned activity, or in other circumstances that have arisen which threaten the organisation of the activity. Parents will be notified of cancellation of an excursion as soon as practical on the day.
- The camping program will operate for students in Year 2-6,. Year 5/6 students will attend of 4 or 5 day Camp, Year 3/4 students will attend a 3 day camp and Year 2 students will have a one night sleep over at school.
- Camp venues will be selected with consideration to broadening the students' exposure to different geographical environments and activities and their potential to assist students in achieving Victorian Curriculum outcomes. Camp venues (school specific camp sites as opposed to general accommodation) must be accredited through the Australian Campsite Accreditation Program.
- Interstate camps will be booked through a recognised educational tour company who will also organise travel insurance for the trip. Travel insurance will cover costs incurred such as evacuation, repatriation, cancellation and luggage.
- In the case of where a new camp is being considered, at least 2 staff, including a team leader, Assistant Principal, Leading teacher and/or camp coordinator must visit the campsite in the preceding year to determine its suitability.
- Under normal circumstances, all classroom teachers of the year level involved in excursions and camps are expected to participate in the Camping Program.
- A risk assessment analysis, including risk assessment for bushfire, will be completed for Principal and School Council (this is outlined in the Excursion/Camp Approval Form A).
- Emergency Management plans already in place at camp and excursion venues will be adhered to, and students will be made aware of these on arrival at the camp or excursion venue.
- In the event of an emergency, an accident or injury on the camp or excursion, in addition to taking emergency action, the Principal is to be notified. The Principal is to contact DET's Incident Support and Operational Centre as required.
- First aid requirements for students with identified health care needs should be provided and supported with up to date information explained in student Asthma Management Plans, Anaphylaxis Management Plans or other Student Health Care Plans.
- When a private motor vehicle needs to be used to transport students, the parent/guardian of each student must be advised of the name of the driver and car registration, and a consent form will be signed as part of permission forms for camp or excursion prior to the activity. Any private vehicle used on official business must have a comprehensive insurance policy that includes liability at law by way of damages to an amount not less than \$2 000,000 and an indemnity to the Crown. Prior to using a private motor vehicle for official duties, the 'Application to Use a Private Vehicle on Official Duty' form should be completed. Proof of the appropriate comprehensive insurance policy and a copy of the current vehicle registration certificate will be required.
- A staff member's private car should be available at any camp site except for interstate camps, such as Canberra, where buses will be on site for the duration of the camp, for emergency transport of a student, if an ambulance is unavailable or deemed unnecessary. A staff member may accompany a student to hospital with the ambulance if circumstances deem this necessary such as an interstate camp.
- In accordance with school council policy, annual Essential Educational Items payments must be made prior to camp and excursion payments.

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Documents In Support Of This Policy include:

- DET School Policy Advisory Guide;
- DET Circular S192-2012 'Student Activity Locator' (SAL) Completion Requirements Prior to Camps and Excursions;
- Ministerial Order 870-Child Safe Standards-Managing the Risk of Child Abuse in Schools;
- DET Emergency Management Reporting requirements;
- DET Safety Guidelines for Education Outdoors;
- DET Private Car Use Policy and form;
- KEPS Duty of Care Policy; and
- KEPS Child Safe Policy

IMPLEMENTATION GUIDELINES

- Camp coordinators are responsible to book camps as early as possible, preferably 2 years in advance, so as to secure a booking.
- All camps/excursions are to be planned and booked by a designated member at each year level with costs checked by the principal class team or Business manager prior to sending out parent notices;
- The KEPS camp checklist must be completed by the camp coordinator as part of the pre camp planning process. This involves the completion and presentation of Approval Form A and B.
- Parents/guardians will be provided with full details of excursions and camps in an excursion or camp notice and costs will be included in the term planner. Purpose, venue, date, costs, a permission form and a medical form will be included in the camp/excursion notice. In addition, students will be given a list of items required for any camping activities. Payments for camps/excursions are to be paid via the term parent payment planner. In the case of camps, a deposit will be required at least one term in advance except for the Canberra camp which will require at least 2 deposit payments over 2 terms in advance.
- A parent or carer should ensure all documentation related to excursions and camps is read thoroughly, must sign a consenting form to their child's participation in any excursion or camp, give consent to emergency medical treatment if needed and alert the school to any medical or physical conditions. All parent forms need to be returned by the due date on the notice.
- Students will not be permitted to go on excursions or camps without a signed consent form prior to the activity. A separate consent form must be signed for every excursion, except for local walking excursions where one permission form is signed for the year.
- Consent forms are to remain in the possession of the class teacher or designated teacher in charge throughout the excursion or camp. A list of students attending an excursion or camp along with staff and emergency contact numbers will be taken by staff on the camp/excursion and a copy will also be left at the front office.
- Parents or carers must complete a department approved confidential medical information form for school council approved camps. Parents or carers are given the opportunity to provide new/updated information about their child. Any new information will be updated onto school records. Parents are required to provide up-to-date asthma, anaphylaxis, allergy or other health management and response plans.
- The excursion or camp coordinator must place a copy of Approval Form A and B in the Excursion/Camp Folder kept in the Office. A copy of the notice sent home to parents/guardians must be attached.
- Parents should ensure their children are adequately and suitably clothed for the nature of the excursion or camp, and that all requirements listed by staff are met.

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- In the case of camps, there must be a staff vehicle on site in case of emergencies.
- For excursions held outside school hours, parents/carers should be advised of a telephone number for the excursion venue for emergency purposes.
- The teacher in charge must take the medical information forms on the excursion or camp and ensure that these forms are available for other staff in emergency situations. Copies of the forms are to be held at school;
- The excursion or camp coordinator must take a mobile phone to be used in emergency situations. Mobile phones may be taken on camp by other teaching staff and volunteers. Teachers cannot use their personal devices to take photos or videos of students. All photography and filming is taken with a school approved device and photo and videos are to be used at school for educational purposes only.
- A staff member holding Workplace Level 2 first aid training will be nominated as being in charge of first aid and medication for each camp. It is recommended that a qualified first aid person will attend each excursion where possible and will be responsible for ensuring a first aid kit, appropriate to the excursion and location, is taken and medication is given in accordance with school policy. They will ensure parents fill out and sign short term medications forms prior to camp departure. Teachers will record when they give students medication or other medical treatment using the short term medication form.
- In the event of a serious accident or incident where urgent medical attention is required by a student, staff will ring for an ambulance. Parents will be contacted after an ambulance has been secured. However, in the event of accidents not requiring hospital attention, parents will be contacted so as to inform them of the injury and or incident if the teacher in charge deems it necessary at the time. In some cases, if a parent is rung they may be required to pick their child up if the illness or injury is of concern to staff or if the child is in discomfort. If a student sustains a knock to the head, eyes or teeth, parents will be contacted and if deemed necessary by the teacher in charge, parents will be asked to pick up their child. Teachers will record any accidents or treatments given to students using the Injury Register form.
- All short term medication forms and injury register form will be filed in the Sick Bay folders upon return to school. Permission forms will be archived in school storeroom.
- If a student behaves in a manner which threatens the safety or wellbeing of themselves or the group, parents will be contacted and it is expected that they collect their child immediately;
- It is expected that parents ensure that students arrive and depart at the designated times for excursions or camp.;
- On return to school from a camp/excursion, parents or carers must let their child's teacher know that they have collected their child.
- A staff member will make contact with the school whilst on camp to provide daily updates. These will be shared with parents.

EVALUATION

- This policy will be reviewed on a cyclical basis every 4 years or as required.

Policy Area:
Teaching & Learning

Reviewed: May 2021

Next Review: May 2024