



CAMPS AND EXCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Hamlyn Banks Primary School.

Purpose

To explain to our school community the processes and procedures Hamlyn Banks 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 Hamlyn Banks Primary School. This policy also applies to adventure activities organised by Hamlyn Banks 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. Hamlyn Banks Primary 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 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>

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. Camps and Excursions provide opportunities for:

- Shared class and year level experiences, team building and a sense of group cohesiveness.
- Reinforcing and extending classroom learning.
- Learning skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- Promoting self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- Developing problem solving and life survival skills
- Extending understanding of their physical and cultural environment

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Hamlyn Banks Primary School Camp Program

- Prep students to have an after school play/afternoon tea.
- Year 1 students to have a dinner at school.
- Year 2 students to have an annual school sleepover.
- Year 3/4 students will participate in a two day, one night camp each even year.
- Year 5/6 students will participate in a three day, two night camp each odd year.

The booking of camps is to be done on a two year cycle with Sovereign Hill for grade 5 & 6 students and Camp Wilkin for Grade 3 & 4 students automatically booked by the current Camp Leader noted in the HBPS Roles and Responsibilities.

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements. Camps must be approved by the Principal and the School Council. The principal or their nominee will ensure that full records are submitted to Council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all formal record keeping has been completed and approved. Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Principal for approval. All excursions must be approved by the Principal and tabled at School Council. Appropriate excursion event planning must be completed on Compass.

The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates. The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with Department guidelines. The HBPS office will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date.

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. Hamlyn Banks Primary 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. The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

Hamlyn Banks 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. Staff in the grade levels involved will attend the camp where possible. Every effort will be made to ensure gender representation of adult camp leaders. All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission

and medical forms and clearly stated payment finalisation dates.

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

Hamlyn Banks 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

Hamlyn Banks 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, Hamlyn Banks Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Hamlyn Banks Primary School 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.

For local excursions, Hamlyn Banks 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. Hamlyn Banks Primary School 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), Hamlyn Banks 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. Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis. The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the Compass Calendar.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

Hamlyn Banks 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 or Principal. The Business Manager or Principal 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 (to be collected by organising teacher). Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.

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*. 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*.

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. All food prepared will be under the supervision of a qualified food handler. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.

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, Hamlyn Banks 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

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

Further information and resources

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

- School Policy and Advisory Guide: [Duty of Care](#)
- HBPS Student Wellbeing Policy, Emergency Management, Child Safe Standards Policy, Camps and Excursions.

Links which are connected with this policy are:

- http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/links.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/environment.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/default.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/people/default.htm>

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

POLICY REVIEW AND APPROVAL

Policy last reviewed	20/4/2022
Consultation	Consultation at School Council
Approved by	Principal
Next scheduled review date	April 2026

Appendix A - Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day Non-skiing</p>
<p>Canoeing</p> <p>2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>

<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

Appendix B

Pro-forma for School Approval for all Camps

**This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.*

The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

1. Camp Location / Phone

Name of Camp:

Name of nearest town:

Address of Camp:

Postcode:

Telephone of Camp: ()

Emergency Services Phone Number and Locations:

Police - Phone: () at

Fire - Phone: () at

Doctor - Phone: () at

Hospital - Phone: () at

Ambulance - Phone: () at

Other - Phone: () at

Type of Camp Accommodation:

Canvas Bunkhouse Chalet
Motel Hotel Other

If *other*, please give details:

2. Dates / Times

Leave School at am/pm on (day/month/year)

Arrive back at School am/pm on (day/month/year)

No. of days of Camp:

Is this Camp in: School time only? Yes No

Holidays time only? Yes No

School time and holidays/weekends time? Yes No

Does this camp clash with any major school activities on the School

calendar? Yes No

If Yes, list these activities:

3. Staff included

Teacher(s)-in-charge:

No. of extra staff required to meet safety ratios:

Male: Female: Totals:

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: Position:

Mr / Mrs / Ms: Position:

Mr / Mrs / Ms: Position:

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? Yes No

Can these ratios be met with the above staff requested? Yes No

4. Student Numbers / Age

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: _____ Girls: _____ Totals: _____

Age range of most students: _____ to _____

Cost of camp (per student): \$ _____

5. Educational aims of Camp (state briefly)

6. Method of Travel / Route

Travel to the Camp:

Travel back to School:

Travel while at Camp:

Are staff member's cars involved? Yes No

If Yes, complete the details below:

Car Owner	Type	Reg. No #	Insurance	Company	Signature
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses?

Yes

No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

Name of Staff	Licence Number	Expiry date

NOTE: If a BUS is hired (self drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

Route

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

7. Activities on this Camp

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – (see **Appendix A**). You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

Activity	Staff Ratio	Special Staff on Site Qualifications	Student Equipment

8. Camp Insurance

A member of staff need to SIGHT a copy of the Camp's Insurance Policy and note details below for School Council.

Insurance Company	Policy No.	Type of Insurance	Limit of Cover

9. Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities above.

Signed: Date:

10. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal.
- (ii) Ensure students/parents receive 4 sheets:
 - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
 - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
 - (c) Confidential medical report for School camps.
 - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to

ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).

- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.

Appendix C

Guidelines for teachers planning a camp

1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person

should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

Appendix D

Notification of School Activity (camps)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at: www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
 - country schools - beyond the local town/city
 - rural schools - beyond the local area
 - metropolitan schools - beyond the greater metropolitan area