

WARRINGA PARK SCHOOL

CAMPS AND EXCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

PURPOSE

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

The camping program enables students to explore, extend and enrich their learning and their social skill development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered by WPS. A camp is defined as any activity that involves at least one night's accommodation. **This policy applies to all campuses of Warringa Park School.**

SCOPE

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

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Warringa Park 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.

Camps are excursions involving at least one night's accommodation.

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

Incursions are excursions that occur within school grounds involving external providers 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>



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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 Policy and Advisory Library: [Excursions](#).

AIMS

- To provide students with the opportunity to participate in a camping program that is linked to social and educational outcomes for students.
- To provide shared class experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

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. Warringa Park School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, 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.

Warringa Park School is committed to ensuring students 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.

External providers may be engaged to assist schools to deliver specific activities (such as sporting competitions or adventure activities) in the form of:

- a program for students of a school, or
- a program for small groups of students from multiple schools.

They may provide expertise in a certain activity and can be a valuable addition to a program.

Clear and open communication undertaken well in advance of the planned program is the key to an effective and well-informed relationship between a school and an external provider.



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SUPERVISION

Warringa Park 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 external providers are managing the activity.

For specific guidance about supervision requirements for intra-school swimming carnivals, refer to [Adventure activities](#).

VOLUNTEER AND EXTERNAL PROVIDER CHECKS

Warringa Park 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, Warringa Park School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Warringa Park School uses Compass to inform parents about camps and excursions and to seek their consent **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, Warringa Park School 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. Warringa Park School will also provide advance notice to parents/carers of an upcoming local excursion through Seesaw, email or Compass prior to the event and a text message reminder the morning of. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Warringa Park will notify parents once only prior to the commencement of the recurring event.

PARENT PAYMENT FOR CAMPS AND EXCURSIONS

Camps and excursions are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

- School Council will ensure that all school camps and excursions are maintained at a reasonable and affordable cost and comply with the Department's requirements.
- Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.
- Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary requirements when returning consent forms.
- Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution, but all students will be able to attend regardless of whether their parents contribute.



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- 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.

FINANCIAL HELP FOR FAMILIES

- Parents experiencing financial difficulty, who wish for their children to attend camps and excursions, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal and the Business Manager on a case-by-case basis.
- The school 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](#).

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, provision of [first aid](#) 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.

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, Warringa Park 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

- All aspects of camps and excursions 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 options and payment finalisation dates.
- All parental consent and medical forms must be completed, signed and returned prior to the date of the camp.
- Copies of completed permission notes and medical information must be always accessible by staff at the camp location.
- This policy will be communicated to our school community in the following ways:
 - included in staff induction processes and staff training
 - available publicly on our school's website or via Compass and Seesaw



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- discussed at staff briefings/meetings as required
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- reminders in our school newsletter
- hard copy available from school administration upon request
- Available to staff on the schools central drive

PRE- CAMP AND EXCURSIONS PREPARATION

Staff must follow the following Department requirements:

- Staff must enter the camps and excursions details into the [Student Activity Locator](#) (staff login required) at least 3 weeks prior to the excursion date.
- When planning and conducting camps and excursions, staff must follow the mandatory Excursion Guidelines, on the Department's Policy and Advisory Library [Guidance](#) tab and [Resources](#) tabs which outline forms, planning documentation e.g. summary of excursion documentation required, camps, excursions and water based activity checklist, [emergency management](#), [liability waivers and indemnities](#), [first aid](#), [venue selection](#), [transport](#), [communications](#), etc
- From 15 December 2022 onwards, school staff with primary responsibility for organising a school camp and/or water-based excursion activity must have completed the mandatory excursions e-learning module. These staff are encouraged to complete the module annually. Staff responsible for organising camps and excursions of any other type are also encouraged to complete the module. The module is located in [eduPay](#).

1. Parents requested to supply a second EpiPen for camp
2. Staff to collect details of
 - a. nearest emergency medical treatment in the area and
 - b. how far is the nearest ambulance base.
 - c. mobile phone reception in camp location
3. Staff to ensure the planned menu does not contain allergens
4. Parents of all students requested not to send snacks contain nuts etc.
5. At least one first aid officer to be familiar with the student and their needs
6. All accompanying staff to revise the symptoms of Anaphylaxis, strategies to prevent contact with allergens and student's Management Plan, students Emergency Action Plan and use of practice EpiPens. Class teacher of student to organise.

PLANNING & ORGANISATION QUESTIONS

- What is the purpose of the camp or excursion and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the camp or excursion?
- Is an appropriately trained member of staff able to provide first aid?
- Have staff members who are not registered teachers completed a Working with Children Check?
- Is the location of staff and students throughout the camp or excursion including during travel known?
- Is a record of telephone contacts for supervising staff accompanying the camp or excursion available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the Parental Consent and [Confidential Medical Advice](#) forms for those students on the camp or excursion available at the school via compass?
- Has a copy of the completed School Council approval proforma found on the schools internal drive been submitted and approved?
- Do all activities including the bus travel have [Risk Assessments](#)?



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- Staff must complete the Camps, Excursions, Swimming and/or water-based activity checklist in the following link prior to going on camp. [Camps, Excursions, swimming and-or water-based activity checklist 06_03_23.pdf](#)

STAFFING FOR CAMPS

- Staff are expected to refer to the Department's expectations regarding [Staffing – roles and responsibilities](#) for camps and excursions including the requirements in relation to [public liability](#) insurance for specialist instructors e.g. camp providers.
- All camps will have an experienced teacher in attendance where possible.
- A designated Teacher in Charge will coordinate each camp.
- The Teacher in Charge must provide the Principal and General Office with a final student list before departure to the camp.
- The Teacher in Charge is responsible for ensuring that a mobile phone/satellite phone and first aid kit are taken to the camp.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The Teacher in Charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours.
- The Teacher in Charge will ensure that the attendant care needs of all students are met by staff in a manner which allows students to maintain their dignity.
- In special circumstances, parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teacher will take into account any valuable skills offered (e.g., bus licence, first aid, etc), gender balance and special needs of particular students. Parents selected to assist with the camps program will be required to undertake a Working with Children Check.

FURTHER INFORMATION AND RESOURCES

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

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

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

- *Anaphylaxis Policy*
- *Anaphylaxis Communication and Procedures Policy*
- *Asthma Policy*
- *Duty of Care Policy*
- *External Providers Policy*
- *Medication Management Policy*
- *Student Wellbeing and Engagement Policy*

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2027

