



# CAMPS AND EXCURSIONS POLICY

File location: U:\PUBLIC\Policies & Procedures\Approved Policies\Camps and Excursions Policy.doc

Authorised by:  
**Principal**

Approved by School Council:  
**16/11/22**

Date Created: 30/10/19 - ??

Last Updated: 7/11/22

Review Date: 2025

Page Number: 1 of 5



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

## Purpose

To explain to our school community the processes and procedures Horsham 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 Horsham College. This policy also applies to adventure activities organised by Horsham College, 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. Horsham College 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'.

**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://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Note: workplace learning activities (such as Work Experience) and intercampus travel are not considered school excursions.

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

### 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. Horsham 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 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.

Horsham 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.

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

Horsham College follows the Department's guidelines in relation to supervision of students during excursions and camps. On overnight excursions, one staff member must be a Leading Teacher or from Principal Class where practical. Exceptions can be sought from the Principal for subject specific 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.

When students are on local excursions, the teacher in charge must supervise the students when in transit. Students must not walk to and from venues unsupervised.

### 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**

Horsham 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.

## **Parent/carers consent**

For all camps and excursions, other than local excursions, Horsham College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Horsham College uses SEQTA and Qkr! to inform parents about camps and excursions and to seek their consent. Notes are also given to students to take home 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, Horsham 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. Horsham College will also provide advance notice to parents/carers of an upcoming local excursion through the Horsham College Facebook page, text messages and SEQTA. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Horsham College 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. Special arrangements can be made via the College Administration to use Camps, Sports and Excursions funding, scholarship funding and payment plans.

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

Horsham 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 relevant Year Level Coordinators. 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](#).

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. Horsham College recommends for parents to ensure students are up to date with relevant vaccinations. 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/Mobile Phones**

Students taking and using electronic devices and phones at camps or excursions will be at the discretion of the Principal. The College will communicate information specific to each camp.

## **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, Horsham 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.

## **Dismissal from Excursions**

- Parents will be notified of a time and place for the dismissal of students from camps and excursions
- Parents/guardians are expected to organise the collection of their children. When a child is not collected, the teacher in charge will remain with the student and call the parent/guardian or emergency contacts if necessary
- If the return to school time differs from that published then parents/guardians will be contacted and a senior member of staff will remain at school until they arrive
- When camps or excursions arrive back early during school hours, the teacher in charge must contact the Daily Organiser to locate a vacant room. The teacher in charge will supervise the students in the room until the students can attend their next class or until the end of the school day. Students must not entre classes until their next class starts as it is too disruptive for students to entre classes once they have started. If camps or excursions arrive back with small amounts of time remaining until the end of the day, then the teacher in charge can supervise the students at the place of dismissal until the end of the school day.
- The number staff supervising returning students must comply with DET regulations.

## **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**

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:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payments Policy
- Camps and Excursions Refund Policy

## **Review Cycle**

This policy will be reviewed in accordance with the Policy Review Schedule