



Camps and Excursions Policy

PURPOSE

To explain to our school community the processes and procedures Travancore 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 Travancore School. This policy also applies to adventure activities organised by Travancore 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. Travancore 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);
- 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://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. Camps and excursions at Travancore School are designed to meet the needs of a unique cohort of students by providing an opportunity to support the development of social and emotional learning and healthy relationships.

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. Travancore 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 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.

Travancore 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.

Supervision

Travancore School follows the Department's guidelines in relation to supervision of students during excursions and camps.

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.

Volunteer and external provider checks

Travancore School requires all volunteers and all external providers working directly with our students to have a current Working with Children Check card. Travancore school complies with department guidelines for conducting activities with external providers.

Parent/carer consent

For all camps and excursions, Travancore School will provide parents/carers with a specific consent form outlining the details of the proposed activities. Travancore School notifies parents/carers of excursions and camps through face to face meetings or phone calls. Documents are either sent home with students or completed with staff at Travancore School. Parents/carers give informed consent allowing their child to attend the proposed activities. 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.

Cost of camps and excursions, refunds and support

Travancore School will generally cover the cost of camps and excursions. For Operation Newstart, referring schools will contribute to costs which financially assists the students' participation in the program. Students and their families may be required to supply basic equipment, but all specialist equipment and activities are funded by Travancore School.

If a student is no longer able to attend part or all of the program, our school will consider requests for partial or full refunds of payments made by referring schools on a case-by-case basis, taking into account the individual circumstances. Generally, Travancore School 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, Travancore School will provide information about refunds to referring schools at the time of payment.

All other Travancore School program excursion have the costs covered by the school.

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 as well as a communication system for areas without mobile coverage.

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 opportunity to participate in an excursion or camp due to behaviour that does not meet the standards of safe behaviour set out in the school's *Student Wellbeing and Engagement Policy* and other program specific expectation agreements. The decision for a student to participate will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher and relevant clinical staff. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion. Decisions on attendance at Banksia excursions are made by the Unit Manager or nominee and communicated to the student.

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. For students attending Banksia excursions, decisions and actions are made in collaboration with the Banksia Ward.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*.

Electronic Devices

Students are not to use their electronic devices whilst on excursions and camps unless exemptions are made by the teacher in charge. During excursions and camps, students in possession of electronic

devices will be given a Yondr pouch to use, allowing them to maintain responsibility for their own devices. See student Mobile Phone Policy for more detail.

- **Excursions.** Students are responsible for their own food during most excursions and may bring foods of their choice. Allergies of students in the group will be accounted for and students may be instructed to avoid bringing known allergy inducing foods (depending on the severity of the allergy and that students management plan). Students are permitted to purchase food whilst on excursions with prior agreement with the teacher in charge.
- **Camps.** Students are not permitted to bring their own supply of food items to camps 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 (eg: lunch on the 1st day of a camp).

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, Travancore 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.

FURTHER INFORMATION AND RESOURCES

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](#)
- [Code Red Days](#)

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

- Photographing & Filming Students Policy
- Duty Of Care policy
- Child Safety Policy
- Asthma Policy
- Anaphylaxis Policy
- Visitors Policy
- Student Mobile Phone Policy
- Student Wellbeing & Engagement Policy
- Inclusion Policy
- Volunteer Policy
- Student Health & First Aid Policy
- Administration of Medication Policy
- Statement of Values and School Philosophy Policy
- Privacy Policy

- Digital Technologies Policy
- Motor Vehicle Policy

REVIEW CYCLE

This policy was last updated in August 2020 and is scheduled for review in August 2023.