



Camps and Excursions Policy

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Location

All Coburg High School policies are located under the 'community tab' on Compass, sub-section 'School Documentation' and then 'Policies.

Language Opportunities



If you require this document to be translated into another language, please contact:

info@coburg.vic.edu.au

Se si richiede che questo documento sia tradotto in un'altra lingua, si prega di contattare:

info@coburg.vic.gov.au

Εάν ζητήσετε να μεταφραστεί αυτό το έγγραφο σε άλλη γλώσσα, επικοινωνήστε με την ηλεκτρονική διεύθυνση

info@coburg.vic.edu.au

यदि आपको इस दस्तावेज़ को किसी अन्य भाषा में अनुवादित करने की आवश्यकता है, तो कृपया संपर्क करें:

info@coburg.vic.edu.au

اگر شما نیاز دارید که این سند به زبان دیگری ترجمه شود ، لطفاً با این آدرس تماس بگیرید:

หากคุณต้องการแปลเอกสารนี้เป็นภาษาอื่นกรุณาติดต่อ: info@coburg.vic.edu.au

إذا كنت تريد ترجمة هذا المستند إلى لغة أخرى ، فيرجى الاتصال بـ: info@coburg.vic.edu.au

Purpose

- To explain to our school community the processes and procedures Coburg High 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 Coburg High School. This policy also applies to adventure activities organised by Coburg High 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. Coburg High 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 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 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.

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	Excursion/Camp Planning, Timelines & Approvals <ul style="list-style-type: none">● Local excursions which take place within a staff member's allotted teaching time, will be automatically approved and should be entered onto Compass at least one day prior to the event occurring.● Most excursions/incursions require families to have at least two weeks notice in which to consent and pay. On occasion we are presented with unique and unforeseeable opportunities with short notice. These will be considered depending on staffing, costs, school impact. An Operations Committee that includes the Daily Organiser, Business Manager and an Assistant Principal meet regularly to approve excursions.● If an excursion fails to reach 80% participation, it is subject to cancellation. Students and families will be notified if this occurs.● Camps require School Council approval. This should be done in the year prior to the camp. Interstate and overseas camps also require DET approval.● Coburg High School accepts no responsibility for the cancellation of events or the withdrawal of students by parents and guardians. All efforts will be made to return funds to families but the school cannot be held accountable for events beyond its control.● Coburg High 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.
Location	Environment Suitability <p>Excursions and camps will consider the suitability of the environment and/or venue for the excursion and will take into account safety, emergency and risk management, including, but not limited to:</p> <ul style="list-style-type: none">● Assessment of excursion risks● Procedures in the event of an emergency● Arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)● First aid requirements● Any other measures necessary for student and staff safety and welfare.

Transport	<p>Departure and Return</p> <ul style="list-style-type: none"> • The majority of events will depart from and return to school grounds within school times. It is recognised that with increasing age comes increasing responsibility and students are to be provided an incremental amount of opportunity to make their way to and from events. Consideration will be given to the practical implications for parents, staff and students. • Students are required to have a topped-up Myki for excursions that involve public transport. <table border="1" data-bbox="336 434 1477 1120"> <thead> <tr> <th data-bbox="336 434 531 501">Year Level</th> <th data-bbox="531 434 1477 501">Supervised Travel</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 501 531 707">Years 7 - 9</td> <td data-bbox="531 501 1477 707">All students depart from and return to school grounds, or from a local access point. Examples of alternative departure/return locations include Coburg train station and De Chene Reserve (for the tram). A staff supervised option for travelling to and from this access point must be provided.</td> </tr> <tr> <td data-bbox="336 707 531 846">Years 10</td> <td data-bbox="531 707 1477 846">Students may be instructed to meet at and depart from sites not on school grounds. A staff supervised option <u>must</u> also be provided both to and from the event.</td> </tr> <tr> <td data-bbox="336 846 531 981">VCE students</td> <td data-bbox="531 846 1477 981">Students may be instructed to meet at and depart from sites not on school grounds. A staff supervised option <u>should</u> also be provided both to and from the event.</td> </tr> <tr> <td data-bbox="336 981 531 1120">Groups of mixed year levels</td> <td data-bbox="531 981 1477 1120">Arrangements should occur according to the youngest year level attending.</td> </tr> </tbody> </table>	Year Level	Supervised Travel	Years 7 - 9	All students depart from and return to school grounds, or from a local access point. Examples of alternative departure/return locations include Coburg train station and De Chene Reserve (for the tram). A staff supervised option for travelling to and from this access point must be provided.	Years 10	Students may be instructed to meet at and depart from sites not on school grounds. A staff supervised option <u>must</u> also be provided both to and from the event.	VCE students	Students may be instructed to meet at and depart from sites not on school grounds. A staff supervised option <u>should</u> also be provided both to and from the event.	Groups of mixed year levels	Arrangements should occur according to the youngest year level attending.
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<p>Private Vehicle Use</p> <p>Staff members may volunteer the use of their vehicle to transport students to an event under the following circumstances:</p> <ul style="list-style-type: none"> • It is unavoidable - a public transport or independent travel option is not available • The staff member is a supervising member of the event • The vehicle is registered and fully insured (no less than \$20 million liability at law by way of damages and an indemnity to the employer) • The staff member has a valid driver's licence • Parents and guardians have consented to the student being transported in a private vehicle and have completed a 'Consent for transportation in private vehicle' form • Transport is for 2-5 students (depending on car size) and seat belts all work <p>If a non-staff member (who is not a child's parent/carer) transports students, the same conditions as above apply but a WWCC must also be sighted.</p>											
Staffing/ Supervision	<p>Supervision Planning</p> <ul style="list-style-type: none"> • Coburg High 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. • Ratios: 										

Type of Event	Number of students per supervising staff member
Day Excursions	Twenty students. (Principals may extend this ratio for senior secondary students only, if student safety will not be compromised).
Adventure Activities	Specific ratios for each activity
Overnight base camps	Ten students (with a minimum of two staff)
Overnight study camps	Fifteen Students (with a minimum of two staff)
Interstate travel	Ten students (with a minimum of two staff)
Overseas travel	Minimums in DET policy

For overnight stays of mixed gender groups, schools are encouraged to select supervision staff that reflect the genders of students attending.

Supervision before/during/after the event

- In addition to roll marking prior to departure, students are also to be counted during transitions and before dismissal.
- Supervision ratios are to be maintained on all forms of transportation.
- During community engagement activities including use of food courts:
 - Staff supervision is offered, including having a staff member stationed at a location known to students.
 - No more than 60 minutes of time is provided.
 - Students are to be counted before and after such a period of time is provided
- Excursions and camps returning before the end of the school day are not to disrupt or distract scheduled classes. Teachers may need to find a suitable space to supervise students until 3:15pm.
- When returning after 3:15pm, The Teacher in Charge, or an agreed member of staff, must remain on school grounds until all students have been collected.

Unsupervised Excursions

Unsupervised excursions are possible in the senior school environment with the express consent of the Principal and providing risk has been assessed. They are only to occur in a small number of instances for small groups of students.

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.

Volunteers and external provider checks: Coburg High School requires all parent or carer camp or excursion volunteers and all external providers working directly/independently with our students to have a current Working with Children Check card.

<p>Parent/carer consent</p>	<p>Consent</p> <p>For all camps and excursions, other than local excursions, Coburg High School will request parents/carer consent via a Compass event. Sufficient information is provided for parents/carers to make informed consent about whether to permit their child to participate in the activity. 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. Students cannot attend excursions if consent has not been obtained, or money paid if costs are involved.</p> <p>Local excursion consent is done at the beginning of the year and communicated to families in enrolment paperwork and via the newsletter. Local excursions involve those that are within walking distance of the school grounds and cost-free.</p>
<p>Finances</p>	<p>Parent Payments</p> <p>Most camps and excursions provided by Coburg High School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.</p> <p>Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.</p> <p>Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.</p> <p>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.</p> <p>Financial Help for Families</p> <p>Coburg High 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. 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.</p> <p>Students and families experiencing financial difficulty are strongly urged to contact the school via the student's Year Level Leader or a member of the Wellbeing Team or an Assistant Principal.</p> <p>Refunds</p> <p>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. This includes when a child is absent on the day of the activity. Where possible, we will provide information about refunds to parents/carers at the time of payment. Deposits for camps are non-refundable.</p>

**Students
(including
Health &
Safety)**

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. 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. 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.

Medical Information

The Teacher in Charge is responsible for printing the event handbook and noting the medical requirements of students.

Excursion Medical Equipment

The Teacher in Charge is responsible for collecting:

- Specified student medication held at school.
- A school first aid kit (different sizes exist for different excursions) which has an epiPen and asthma inhaler
- A mobile phone. For staff members who do not have a mobile phone (with an up-to-date phone number on record), a school mobile phone will be provided.

Camp Medical Equipment

In addition to the above:

- Full first aid kit
- Smoke detectors (if not installed in accommodation)

Unless otherwise specified, students are to deposit personal medication (such as pain relief medication) with camp staff before departure. Any medication dispensed to students is to be recorded, stating times and dosages.

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, Coburg High 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. Note that the school organises travel insurance for interstate and overseas camps.

Risk Management

Part of excursion/camp planning includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Coburg High 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.

Risk management is to be carried out in accordance with [DET's Risk Management Framework](#).

Interstate and overseas camps require submission of Risk Registers for approval by the Regional Director (see approvals) and must be completed well in advance.

'Adventure Activities' require additional information regarding risk for the particular activities being undertaken. This information must be included with the general risk register for the event and include, but not be limited to:

- The specific components of the activity, associated risks and mitigation plans
- Use of specialised equipment
- Communications for remote areas, including redundancies
- Supervision ratios, including names of instructors
- Evacuation points and processes for evacuating staff and students

Bushfires and control procedures on excursions

Pre-activity planning will include consideration of the possible fire risk and potential for bushfire in the relevant location when attending excursion. The excursion will be cancelled in the event of a bush fire. Alternatives will be planned to allow for last-minute change in the event of severe fire danger.

- Fires and open fire places will be used in accordance with the requirements of the fire and/or land management authorities.
- Students will be briefed on the safe site and use of fuel stoves and alerted to the risks associated with open flames in a bush setting.
- The communication strategy will include mechanisms to ensure that the group is alerted to a potential Total Fire Ban or other communications from fire authorities.
- In addition, staff will consider prevailing local conditions and adjust the excursion accordingly. Adjustments could include further consultation with the school and/or land management authorities to determine course of action, evacuation, changing location or cancellation of the activity.

Behaviour/Participation 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*, *Student Code of Conduct* or *Bullying Prevention 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. Excursion staff will seek to notify parents/carers, and consider the age and maturity of the student when making travel arrangements.

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*.

Students who are significantly behind in the submission of schoolwork may be prevented from attending events, including sporting events, provided that reasonable attempts have been made to notify the student and their parents/ guardians and opportunities to complete set

	<p>tasks have been documented.</p> <p>VCE Students Due to the curriculum demands placed on VCE students and staff, only those excursions which form part of a specific unit's study design requirements should be planned for. Opportunities for extension, representation and participation in events that will necessitate a VCE student being absent from scheduled classes, will be carefully considered with final approval of the school Principal.</p> <p>Each subject should plan for a maximum of one excursion/incursion day per year, meeting the following conditions:</p> <ul style="list-style-type: none"> ● It must relate directly to the delivery of an outcome or SAC ● A viable alternative could not be offered at school <p>VCE students may need to limit the number of events they attend; however, this is to be negotiated with the School Principal who will have final decision making authority when there are competing interests.</p> <p>With the exception of specific subject requirements, no overnight camps or events will be planned for VCE students. Exceptions include, but are not limited to:</p> <ul style="list-style-type: none"> ● Full year level study retreat ● Participation in state and international sporting events ● Unique opportunities approved by the school Principal <p>Students Remaining at School In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher, in consultation with the Daily Organiser, will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.</p> <p>Communication Parents are to be provided with after hours contact details to reach a staff contact person for events outside of school hours. All other communications are via Reception on the school number.</p> <p>During the excursion, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the designated contact person (and not personnel on the excursion) for the purpose of keeping the telephone lines free at the excursion site.</p>
<p>Equipment/ Packing Lists</p>	<p>Clothing Unless otherwise specified, all excursions require students to wear full school uniform, including to and from the excursion. Students who are not in full school uniform may not be permitted to attend the excursion.</p>
	<p>Electronic Devices On some camps, students are permitted to bring mobile phones however they can only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices. Any student who brings a phone should have insurance for that item. Students are advised against bringing any other electronic devices to camp.</p>

	Food: On some occasions students are permitted to bring food items to camps and excursions. Students are told not to bring nut-based products, or products that are messy to clean. Please refer to the packing list for each camp or excursions specific needs.
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Communication

- This policy will be communicated to our school community via the website and on Compass under School Documentation.
- Staff also receive checklists they must follow when it comes to running camps and excursions, as well as supporting documentation
- Camps and excursions are referenced in the Staff Induction Handbook

Further Information and Resources

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

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

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

Policy Review and Approval

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2028