COLLEGE EXCURSIONS & CAMPS POLICY 2024 - 2028

Help for non-English speakers

If you need help to understand the information in this policy, please email the General Office cranbourne.east.sc@education.vic.gov.au.

PURPOSE

To explain to our school community the processes and procedures Cranbourne East Secondary 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 Cranbourne East Secondary School. This policy also applies to adventure activities organised by Cranbourne East Secondary 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. Cranbourne East Secondary 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'.

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.

Excursions and camps are an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement and are an important aspect of the educational programs offered at the school.

An excursion or camp is defined as any activity beyond the school grounds. The Principal is responsible for the conduct of all excursions. Staff planning any camp or excursion must undertake a planning and approvals process though the Principal, which complies with Departmental policy requirements.

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. Cranbourne East Secondary 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 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.

Cranbourne East Secondary 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.

Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp. Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

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 and appropriate supervision available for those students not attending the camp or excursion.

Supervision

Cranbourne East Secondary 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. For further information refer to the CESC Duty of Care Policy.

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. For further clarification please refer to the CESC Volunteers Policy.

Volunteer and external provider checks

Cranbourne East Secondary 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. See CESC Volunteer Policy.

Parent/carer consent

For all camps and excursions, other than local excursions, Cranbourne East Secondary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Cranbourne East Secondary 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 some local excursions, Cranbourne East Secondary School will provide parents and carers with an annual Local Excursions consent form each school year or upon enrolment if students enrol during the school year. Cranbourne East Secondary School will also provide advance notice to parents/carers of an upcoming local excursion through email or via a Compass newsfeed. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Cranbourne East Secondary School will notify parents once only prior to the commencement of the recurring event.

Cost of camps and excursions, refunds and support

Most camps and excursions provided by Cranbourne East Secondary College 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.

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal/Business Manager 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.

Students who have not finalised payment by the required date will not be allowed to attend unless exceptional circumstances apply. An alternative educational program and appropriate supervision will be made available for those students not attending the camp or excursion.

Cranbourne East Secondary 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. Further information on Parent Payment Policies can be found here.

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 Administration of Medication Policy and the student's signed Medication Authority Form. To meet the school's obligations relating to safety, a first aid kit containing medical information, contact details of families 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.

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 and 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.

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

Electronic Devices

Students may be permitted to bring electronic devices, (such as iPads, iPods, mobile phones) at the discretion of the Principal, but these may only be used during times set by the Teacher in Charge. If permitted, students are responsible for the care of any personal electronic device brought to a camp or excursion and the school will not be responsible for lost or damaged devices.

Food

Students may be permitted to bring their own supply of food items to camps and excursions at the discretion of the organising teacher.

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, Cranbourne East Secondary 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.

Cranbourne East Secondary College recommends that all students and staff take out personal travel and medical insurance for any school-based camp, excursion or overseas trip.

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
- Parent Payment Policy
- Administration of Medication Policy
- First Aid Policy
- Health Care Needs Policy

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required

- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 2 2024
Approved by	Principal
Next scheduled review date	2028 – minimum review cycle for this policy is 3 to 4 years