GLEN HUNTLY PRIMARY SCHOOL

**NO. 3703**

## EXCURSIONS, CAMPS AND OUTDOOR EDUCATION POLICY

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| **RATIONALE:**This policy is to provide guidelines for the planning and implementation of school excursions and school camps. School excursions and camps provide engagement in educational activities, to extend student social competencies, to develop independence and self-confidence and to reinforce learning outcomes, reflect and extend classroom programs. External venues and activities chosen for excursions provide opportunities for students to participate in richer learning experiences, not normally available in the day-to-day school-based program. Teachers are encouraged to take students on excursions which are of an educational nature and which enrich, extend and enhance current programs and curriculum foci.**AIMS:**1. To develop independence, responsibility, positive social skills to further enhance relationships, cooperation, personal organisation and resilience. Camps and excursions will also provide students with the opportunity to communicate and interact as part of an effective group in a different context.
2. To provide all students with opportunity to participate in a camping program.
3. To provide shared class experiences and a sense of group cohesiveness.
4. To reinforce and extend class learning.
5. To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
6. To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

**POLICY GUIDELINES** **Information for Teachers:*** All excursion and camp forms need to be signed by the Principal/Assistant Principal and a copy supplied to the Office
* For excursions requiring transport, all appropriate permission forms outlining any necessary medical alerts and situations and emergency contact details, need to be issued to the parents and returned signed by parents/guardians, by a certain required date prior to the excursion. If a student has not returned a permission form with required emergency contacts and medical information, then that student cannot attend the excursion, unless permission is obtained from the parent via a phone call (where the time and date of this permission needs to be noted) or by email.
* Prior to an excursion or camp being conducted, approval must be obtained. Day excursions require approval by the Principal. Overnight excursions, camps or adventure activities require approval by School Council using the DET (Department of Education and Training) approval form and DET risk assessment process.
* Adequate pre-excursion planning and preparation must take place
* Monies for excursions and camps needs to be collected, recorded in a class cash book and sent to the office
* Required ratio on excursions: adult/student ( 1:20) must be adhered to
* Staff-student ratios should provide adequate supervision and be appropriate for the age of the students and the activity being undertaken. The suggested minimum ratio for day excursions (not involving adventure activities) is one staff member per twenty students. The suggested minimum ratio required by the school for camps is one staff member for every ten students. Minimum staff-student ratios for specific adventure activities are outlined in the Safety Guidelines for Education Outdoors (available on the DET website).
* Staff is defined as teachers, non-teaching staff, parents, pre-service teachers and other volunteer adults deemed appropriate by the Principal. However, staff ratios must have a majority of teachers if outside the local area and a minimum of 2 teachers/non teachers on any excursion.
* Non DET staff attending a school camp, must have a current Working with Children card
* Local walking excursions are confined to the local area and may vary in distance, but in determining these excursions the age of students and weather conditions will be considered
* Buses booked for excursions and camps must contain seat belts for all students and staff
* The DET requires an online Student Activity Locator (SAL) to be submitted to the DET for School Council approved camps or excursions, which consist of adventure type activities, at least three weeks before the commencement of the activity, so as to provide information to both DET and Emergency Services should an emergency arise.
* If a whole-school excursion takes place, which leaves the school unoccupied, the regional office should be notified
* Excursions may be cancelled at short notice where the Principal and/or Assistant Principal, in consultation, with the excursion organiser, deems the weather conditions to be unsuitable for the planned activity, or in other circumstances that have arisen which threaten the organisation of the activity. Notification of cancellation of an excursion will be emailed to parents no later than 8.45am on the morning of the excursion.
* The camping program will operate in Years 3 to 6, with the Years 3 and 4 camp being conducted over three days and two nights and the Years 5 and 6 camp being conducted over four days and three nights
* Camp venues will be selected with consideration to broadening the students’ exposure to different geographical environments and activities consistent with AusVELS learning outcomes. Camp venues (school specific camp sites as opposed to general accommodation) must be accredited through the Australian Campsite Accreditation Program.
* In the case where a new camp is being considered, at least two staff, including a team leader or Assistant Principal or Leading Teacher and camp coordinator, must visit the camp site in the preceding year to determine suitability
* Under normal circumstances, all classroom teachers of the year level involved in excursions and camps are expected to participate in the Camping Program
* A camp and excursion checklist will be provided to all team leaders and camp coordinators to assist them with administration and planning required for excursions or camps
* A risk assessment analysis, including risk assessment for bushfire, will be undertaken for School Council approved excursion and camps
* Emergency Management plans already in place at camp venues will be adhered to and students will be made aware of these on arrival at the campsite
* In the event of an emergency, an accident or injury on the camp or excursion, in addition to taking emergency action, the Principal is to be notified. The Principal is to contact DET’s Emergency and Security Management Branch as required
* First aid requirements for students with identified health care needs should be provided and supported with up to date information explained in the school Allergy and Anaphylaxis register, Asthma Management Plan or Anaphylaxis Management Plan
* When a private motor vehicle needs to be used to transport students, the parent/guardian of each student must be advised of the name of the driver and car registration and a consent form will be signed as part of permission forms for camp or excursion prior to the activity. Any private vehicle used on official business must have a comprehensive insurance policy that includes liability at law by way of damages to an amount not less than $2,000,000 and an indemnity to the Crown. Prior to using a private motor vehicle for official duties, the 'Application to Use a Private Vehicle on Official Duty' form should be completed. Proof of the appropriate comprehensive insurance policy and a copy of the current vehicle registration certificate will be required.
* A staff member’s private car should be available at any camp site, where buses will not be on site for the duration of the camp, for emergency transport of a student, if an ambulance is unavailable or deemed unnecessary. A staff member may accompany a student to hospital with the ambulance if circumstances deem this necessary, such as an interstate camp
* Camp coordinators are responsible to book camps at least one year prior to the camp date so as to secure a booking;

**Documents In Support Of This Policy include:** * DET School Policy Advisory Guide
* DET Circular S192-2012 ‘Student Activity Locator’ (SAL) Completion Requirements Prior to Camps and Excursions
* DET, Emergency Management Reporting requirements
* DET, Safety Guidelines for Education Outdoors
* DET Private Car Use Policy and form.
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| **IMPLEMENTATION GUDELINES** **Parent Information*** Parents/guardians will be provided with full details of excursions and camps in an excursion or camp notice and costs will be included in the term planner. Purpose, venue, date, costs and a medical permission form will be included in the camp/excursion notice. In addition, students will be given a list of items required for any camping activities.
* Payments for camps/excursions are to be paid prior to the event. In the case of camps at least 1/3 deposit will be required at least one term in advance.
* A parent or carer should ensure all documentation related to excursions and camps is read thoroughly, must sign a consenting form to their child’s participation in any excursion or camp, give consent to emergency medical treatment if needed and alert the school to any medical conditions or allergies. All parent forms need to be returned by the due date on the notice.
* Students will not be permitted to go on excursions or camps without a signed consent form prior to the activity. A separate consent form must be signed for every excursion.
* Parents or carers must complete a DET approved confidential medical information form for school council approved excursions. Parents or carers are given the opportunity to vary any information previously given to the school but should provide updated information to the school during the year if there is a change
* If a student behaves in a manner which threatens the safety or well-being of the group, parents will be contacted and it is expected that they collect their child immediately
* It is expected that parents ensure that students arrive and depart at the designated times for excursions or camps

**Information for Teachers*** Consent forms are to remain in the possession of the teacher in charge throughout the excursion or camp. A list of students attending an excursion or camp along with contact numbers will be taken by staff on the camp/excursion and a copy will also be left at the front office.
* All camps/excursions are to be planned and booked by a designated member at each year level with costs checked by the principal class team or Business manager prior to sending out parent notices
* The excursion organiser must provide a copy of each form in the in the Office. A copy of the notice sent home to parents/guardians must be attached.
* Parents should ensure their children are adequately and suitably clothed as explicitly advised in the relevant notice/s, for the nature of the excursion or camp and that all requirements listed by staff are met
* A camp list and costing must be completed by the camp coordinator and this needs to be checked by the Principal or Assistant Principal
* A camp checklist must be completed by the camp coordinator as part of the pre-camp planning process
* In the case of camps, there must be a staff vehicle on site in case of emergencies
* For excursions held outside school hours, parents/carers should be advised of a telephone number for the camp venue for emergency purposes

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| * Teachers must make sure that they have payment and a signed consent form at least *two days before* the actual excursion. Otherwise the class teacher will need to contact the

parent.* If there is no returned consent form on the day of the excursion, then that student cannot

attend the excursion* If a verbal permission has been provided over the phone, which is recorded on a consent form by the teacher, together with preferably two emergency contacts (one will suffice in this instance), then the student may attend the excursion
* The office staff will now send five extra notices for each excursion, to cater for lost/non-returned notices/consent forms
* The teacher-in-charge must take the medical information forms on the excursion and ensure that these forms are available for other staff in emergency situations. Copies of the forms should be held at school.
* The excursion or camp organiser must take a mobile phone to be used in emergency situations. Mobile phones may be taken on camp by teaching staff and volunteers.
* A staff member holding Workplace Level 2 first aid training will be nominated as being in charge of first aid and medication for each excursion and camp. It is recommended that a qualified first aid person will attend each excursion where possible and will be responsible

for ensuring a first aid kit, appropriate to the excursion and location, is taken and medication is given in accordance with school policy * In the event of a serious accident or incident where urgent medical attention is required by

a student, staff will ring for an ambulance. Parents will be contacted after an ambulance has been secured and after the Principal/Assistant Principal have been informed. However, in the event of accidents not requiring hospital attention, parents will be contacted so as to inform them of the injury and or incident if the teacher in charge deems it necessary at the time. In some cases, if a parent is rung they may be required to pick their child up if the illness or injury is of concern to staff or if the student is in discomfort. If a student sustains a knock to the head, eyes or teeth, parents will be contacted and if deemed necessary by the teacher in charge, parents will be asked to pick up their child.* On return to school from a camp/excursion, students remain in the teachers’ jurisdiction

and must be marked off a roll before they are released to parents* Regular contact is to be maintained with the school whilst on camp and updates are to be posted on the school website.

**EVALUATION** This policy will be reviewed every three years by the Curriculum and Policy sub-committee, or at the discretion of the Principal or School Council. |

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