



Swinburne Senior Secondary College

Excursions and camps

Policy Statement

Excursions and camps enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational program at SSSC.

Guidelines

An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition. A camp is defined as any school activity or excursion that involves at least one night's accommodation.

The Principal is responsible for the conduct of all camps and excursions. The Principal and School Council are responsible for approving all excursions and camps prior to running and ensuring they comply with the guidelines laid out in the [DET School Policy and Advisory Guide](#). No camp may occur unless all the formal record keeping has been completed and approved and a planning and approvals process has been undertaken in accordance with DET policy and requirements.

A designated 'Teacher in Charge' will be responsible for coordinating each camp/excursion and ensuring compliance with all risk management and health and safety, medical and duty of care arrangements. In principle, all camps will have an experienced teacher in attendance.

All effort will be made to ensure students are not excluded from excursions or camps for financial reasons.

Implementation

Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps must be approved by the Principal or Assistant Principal with regard to the educational outcomes of the camp as well as the impact on the school program for the proposed dates.

The Principal and Assistant Principal, in consultation with organizing teachers, will ensure that all excursions, camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.

The administration staff will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp four weeks prior to the excursion or camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organiser's Diary and are entered on the daily absence/planning sheets.

Once an in principle approval has been made, a full proposal and risk management assessment must be submitted to School Council for approval well in advance of the excursion or camp.

Details regarding the camp or excursion will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.

All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.

Administration staff will be responsible for managing and monitoring the payments made by parents and will provide the teacher in charge with detailed records on a regular basis. All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.

Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager, in consultation with the appropriate staff, on an individual basis.

The teacher in charge must provide the General Office with a final student list as well as posting a copy on the staff notice board. The teacher in charge will communicate the anticipated return time with the school's General Office where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can contact the General Office to receive an updated anticipated return time.

Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The teacher in charge, in consultation with a member of the leadership team, will make this decision. Any costs incurred will be the responsibility of the parent.

In the case where a camp or excursion involves a particular class or year level group, the teacher in charge will ensure there are alternative programs available for students not attending the camp.

The school will provide a mobile phone and first aid kit for each camp or excursion. The teacher in charge is responsible for collecting these prior to leaving.

Parents may be invited to assist in the delivery of school camps and excursions. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid), gender balance and special needs of particular students. A parent or other volunteer participating in a camp would be required to have a current Working with Children Check.

For high-risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.

The teacher in charge will ensure that student medical forms are available at the site and all camp and excursion staff and/or volunteers are aware of special medical issues or medication requirements of any student.

One staff member will be designated to take responsibility for administering student medication if required based on consultation with parents and/or appropriate medical practitioners.

Risk management and safety guidelines

A risk assessment and management plan is carried out as part of the planning for all camps and excursions and form part of the paperwork presented to School Council. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

For staff/student ratios refer to the School Policy Advisory Guide, Excursions and Activities, Staffing and Supervision

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx#H2N1004D>

Links and related policies

School policy advisory guide excursions and activities

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Duty of Care Policy

Working with Children checks

Evaluation and Review

This policy is for review every three years.

Certification

This policy was adopted at the School Council meeting held at

_____ on the _____ day of _____

Principal

School Council President

Endorsed by School Council and effective as of: (insert date)