



Camps, Incursions and Excursions

1. Rationale

The school's camps, incursions and excursions program enables students to further develop their learning and social skills in a school or non-school setting. The program may have a cultural, environmental, creative and/or outdoor emphasis and is an important aspect of the educational program offered at St Kilda Park Primary School.

2. Aims

- i. To build upon shared classroom experiences and develop a sense of group cohesiveness.
- ii. To provide a program that promotes self-esteem, cooperation, resourcefulness, independence, leadership and resilience. ^[L]_[SEP]
- iii. To provide a program that delivers skills and knowledge that promote a respect of the natural environment and which may stimulate an interest or involvement in future pursuits.
- iv. To be accessible to all families in order to maximise participation of students. ^[L]_[SEP]

3. Implementation

- i. The camps, excursions and incursions program should offer a variety of environments and experiences from year to year. It should be an integral aspect of the curriculum and expand and develop skills already learnt. It should cater for differing abilities. Students with special needs will be provided with an inclusive program. ^[L]_[SEP]
- ii. Camps, excursions and incursions will be selected with due consideration to the impact of cost and distance on the participation of students. The schedule of events should be sensitive to the school calendar and the school community. Cultural inclusion should be considered when planning camps, excursions and incursions. ^[L]_[SEP]
- iii. The cost of all camps, excursions and incursions are to be paid by parents/carers, using COMPASS. However family financial problems should not preclude attendance and, at the Principal's discretion, families may be provided with financial assistance.
- iv. It is the responsibility of parents/carers/guardians to ensure their child/children are in good health when attending camps, excursions and incursions. Children who recover from an illness/injury that prevents them from attending a camp may join a camp later; however transport to the camp is a parental responsibility. If a student becomes ill during a camp and is not able to continue at camp it is the parents/carers responsibility to collect them and cover costs of this. ^[L]_[SEP]
- v. Each camp/excursion will appoint a member of staff who is responsible for the health needs of the students. It is the parent/guardian's responsibility to provide teachers with specific student medical aides/medications and written instructions regarding the use, storage and administration for particular medical conditions (e.g. anaphylaxis, diabetes, asthma) prior to camps or excursions. Designated staff will administer any medication provided.
- vi. First aid kits and mobile phones will be taken by teachers on all camps and excursions.
- vii. The school follows the anaphylaxis policy guidelines for management of children with anaphylaxis on school camps, excursions and incursions.
- viii. Students not attending camps, excursions and incursions are to attend school.
- ix. Students participating in camps, excursions and incursions are required to undertake a commitment to cooperate and display appropriate behaviour in the interest of their own, and the group's safety and well-being. Prior to a camp or excursion parents/carers/guardians will be notified if it is likely a student will not be permitted to attend, due to behaviour that does not meet required standards at school. If on a camp, excursion or incursion the teacher in charge considers an individual student's behaviour does not meet required standards then the student may not be able to continue on the camp/excursion/incursion. In these circumstances, it is the parents/carers responsibility for the



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collection of the student and any costs associated with this.

- x. Buses that have lap sash seat belts will be used for camps and excursions.
- xi. Teachers, parents/carers and supervisors participating in camps, excursions and incursions will be informed of their roles and responsibilities. Teachers have the responsibility of managing the camps, excursions and incursions and parents/carers are required to follow their directions. Child Safety Standards and DET guidelines will be considered and followed at all times when planning for and implementing camps, excursions and incursions (see references).

Camps:

- i. The Principal is responsible for the conduct of all camps and must oversee and ensure that the designated "teacher in charge" of each camp has ensured that all camp destinations, travel arrangements, camp activities, staff-student ratios, and staff qualifications (including first aid) comply with all the relevant DET guidelines. In particular, adventure activities will comply with requirements outlined in the DET Safety Guidelines for that activity.
- ii. All students will be required to provide written permission from their parents/carers to attend camp, and a completed "Confidential Medical Information for School Council Approved Excursions" form.
- iii. All camps (i.e. any overnight excursions, including school sleepovers) require School Council Approval. The "teacher in charge" is responsible for submitting to the Principal the "Approved Proforma for all Excursions and Activities Requiring School Council Approval" form (Note: the most current version of this form can be downloaded from the DET website - Safety Guidelines for Education Outdoors - Forms) in time for inclusion in School Council meeting agenda. The Principal is required to submit this proforma to School Council for approval of camp. It is recommended that in approving the camp, School Council complete the School Council Checklist (the most current version can be downloaded from DET website).
- iv. School Council requires that the Principal provide a report back to School Council after each camp.
- v. The "Notification of School Activity" form will be completed and forwarded to the Emergency and Security Management Branch of DET three weeks prior to camp and excursion departure dates.
- vi. Parents/carers may be invited to assist in the program at school camp, if appropriate. Parents/carers attending school camp will be required to have a current Working with Children Check.
- vii. On camp a vehicle will be available for emergency use. A copy of the full details of children's names, medical information and contact details will be kept with the teachers on camp at all times and copies of this information will also remain at school.
- viii. Students are not allowed to bring electronic devices (such as iPads, iPods, mobile phones) or their own supply of food items, unless medically indicated or discussed with "teacher in charge".
- ix. Students will not be excluded from camps simply for financial reasons. Parents/carers experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- x. All families will be given sufficient time to make payments for individual camps. Children whose parents/carers have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- xi. Any family who has not met the required alternative payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalised.
- xii. Costs for staff replacement will be built into the cost of the camp.



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Excursions:

- i. The Principal is responsible for the conduct of all excursions and must ensure teachers follow all the relevant DET guidelines in their planning and running of excursions, including that the required staff-student ratio and staff qualifications (including first aid training requirements) are met.
- ii. An excursion information note will be distributed to parents/carers outlining means of transport, date, cost and time of activity. It will include a consent form, consent for medical attention, any payment requirements and emergency contact details. Teachers will take these forms with them on the excursion.
- iii. Failure to return the signed consent forms and payment by the requested due date may result in a student being not permitted to attend the excursion.
- iv. Parents/carers may be invited to assist with excursions. Teachers will notify parents/carers of any costs associated with attending an excursion. Teachers are in charge of excursions and parents/carers are to follow teachers' instructions. Teachers and parents/carers should be aware of their roles and responsibilities.
- v. Local excursions can be conducted within a 1 km radius of the school. A general permission form will be sent home for parents/carers to give signed permission for these short local excursions.
- vi. The "Notification of School Activity" form will be completed and forwarded to the Emergency and Security Management Branch of DET three weeks prior to camp and excursion departure dates.
- vii. Working with Children Checks will be required for all parents/carers/carers attending who are not under the direct supervision of a teacher.
- viii. Students in Years 3 to 6 may be required to wear an orange SKiPPS t-shirt to excursions.

Incursions:

- i. The Principal is responsible for the conduct of all incursions and must ensure teachers follow all the relevant DET guidelines in their planning and running of incursions, including that the required staff-student ratio and staff qualifications (including first aid training requirements) are met.
- ii. Incursion information will be distributed to parents/carers outlining date, costs (if any) and time of activity.
- iii. Parents/carers may be invited to assist with incursions. Teachers will notify parents/carers of any costs associated with attending an incursion. Teachers are in charge of incursions and parents/carers are to follow teachers' instructions. Teachers and parents/carers should be aware of their roles and responsibilities.

4. Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Definitions:

Excursion: An excursion is defined as an activity organised by a school whereby students leave the school grounds for the purpose of engaging in educational activities for a single day.

Incursion: An incursion is defined as an activity organised by a school whereby an outside body is employed to come into the school to run an educational activity for the students.

Camp: A camp is defined as one or more night's overnight stay organised by a school for the purpose of students engaging in educational activities at a location in or beyond the school grounds. ^{1}_{SEP}

This policy was ratified by School Council in June 2017

All policies are available at <http://www.skippa.vic.edu.au/about/policies.html>



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References:

- <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx> Student Activity Locator
- <http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx> Safety Guidelines for Education Outdoors
- <http://www.education.vic.gov.au/school/principals/health/Pages/outdoorplanapprove.aspx> Planning and approval process
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx> Excursions and Activities
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx> Staffing and supervision
- <http://www.vrqa.vic.gov.au/childsafes/Pages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf> Child Safety Standards
- <http://www.workingwithchildren.vic.gov.au> Working with Children