

COLAC SECONDARY COLLEGE

CAMPS AND EXCURSIONS POLICY

Purpose:

The College camps and excursion program enables students to further their learning and social skills development. These activities complement and are an important aspect of the educational programs offered at our College. For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library:

<https://www2.education.vic.gov.au/pal/excursions/policy>

This policy explains to our College community the processes and procedures Colac Secondary College (CSC) will use when planning and conducting camps, excursions, and adventure activities for students.

Scope:

This policy applies to all camps and excursions organised by CSC. This policy also applies to adventure activities organised by CSC, regardless of whether or not they take place on or off College 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. CSC 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:

Incursions

Learning experiences that occur on College grounds that are outside of normal classroom activities, and do not involve adventure activities.

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

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Camps are excursions involving at least one night's accommodation.

Adventure activities are activities that involve a greater than normal risk. There are additional mandatory guidelines associated with these activities.

Planning:

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. CSC 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 of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

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

Supervision:

CSC 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 College 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.

Volunteer and external provider checks:

CSC requires all parent/carer camp or excursion volunteers, and all external providers working directly with our students to have a current Working with Children Check card. For more information about when a WWC Clearance is required, see [Volunteers page](#) on the School Policy Templates Portal.

Parent/carer consent:

For all camps and excursions, other than local excursions, CSC will provide parents/carers with a specific consent form outlining the details of the proposed activity. **It is the responsibility of the teacher in charge to manage this process.** CSC uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the College to discuss any questions or concerns that they or their child may have with a proposed camp or excursion. For local excursions, CSC will provide parents and carers with an annual Local Excursions consent form, via Compass. CSC will also provide advance notice to parents/carers of an upcoming local excursion through Compass.

Parent consent for all camps and excursions must be via Compass or in writing (signed hard copy Compass permission form). **No verbal consent will be accepted.**

Funding and Payments:

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal (or delegate) 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 the Principal (or delegate) determines exceptional circumstances apply.

For camps and/or excursions that are deemed an essential part of the curriculum, all endeavours will be made to not exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp or excursion, will be required to discuss their individual situation with Principal (or delegate). Decisions relating to alternative payment arrangements will be made on a case-by-case basis.

Parents will be provided with reasonable notice of any payment requests well in advance so that they can save and budget accordingly. Eligible parents with a Health Care Card will be encouraged to apply for the Departments **Camps, Sports, Excursions Funding**, which provides funding for eligible students to attend College activities, including camps and excursions.

Refunds:

If a camp or excursion is cancelled or altered by the College, or a student is no longer able to attend part or all of the camp or excursion, our College will consider requests for partial or full credit/refund 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 College. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Attendance Requirements:

Only students who have displayed sensible, reliable behaviour at school will be invited to participate in camps and/or excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school.

The decision to exclude a student will be made by the Principal team, in consultation with the teacher in charge and relevant student manager.

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.

Students will only be considered for excursions if their attendance is above 80%.

Uniform:

All students are expected to wear full school uniform while attending an offsite activity. Those students who are not wearing full school uniform may be excluded from the activity. Parents/Carers and students will be reminded prior to activity date.

Some exceptions may apply, including year level camps, sports days etc. Sports uniforms must be worn when representing the College.

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 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.

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, CSC 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.

Communication:

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required

Further information and resources:

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

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

The following school policies are also relevant to this Camps and Excursions Policy:

- Student Engagement and Welfare Policy
- Volunteers Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

EVALUATION

This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	October 2023
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Review date	2026
DET/VRQA required	Yes