



TRARALGON SOUTH PRIMARY SCHOOL CAMPS AND EXCURSIONS POLICY

PURPOSE:

To explain to our school community the processes and procedures Traralgon South Primary 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 Traralgon South Primary School. This policy also applies to adventure activities organised by Traralgon South Primary School, regardless of whether or not they take place on or off school grounds, and to school sleepovers.

This policy is intended to complement the Department of Education and Training's (DET) policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Traralgon South Primary School will follow both this policy, as well as the DET policy and guidelines when planning for and conducting camps and excursions.

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; and/or
- Attend school sleepovers on school grounds.

Camps are excursions involving at least one night's accommodation (including school sleepovers).

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 DET website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

POLICY:

1. 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.
2. For all camps and excursions, including adventure activities, our school will follow the DET School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring School Council approval, our school will also follow the DET School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

3. Planning Process for Camps and Excursions:

All camps and excursions will comply with DET 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. As a school on the Bushfire At Risk Register (BARR), Traralgon South Primary School's risk assessment will also 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, such as severe weather events and a pandemic.

Traralgon South Primary 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.

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.

4. Supervision:

Traralgon South Primary School follows the DET 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.

5. Parent Volunteers:

Parents may be invited to assist with camps and excursions and school staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carers 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.

6. Volunteer and External Provider Checks:

Traralgon South Primary 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 (WWCC).

Traralgon South Primary School will adhere to our Volunteers Policy when any volunteers (parents, external providers or others) are invited to assist with camps and excursions. This policy is available on our website, or from our General Office upon request.

7. Parent/Carer Consent:

For all camps and excursions, other than local excursions, Traralgon South Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Traralgon South Primary School informs parents about school camps and excursions by sending permission forms home with students and asking parents/carers to return a signature confirming they consent to their child's participation. 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 local excursions, Traralgon South Primary School will provide parents and carers with a Local Excursions permission form upon enrolment (see Appendix A attached). Permissions can be altered by parents/carers at any given time thereafter by completing an updated Local Permission form. Where possible, Traralgon South Primary School will provide advance notice to parents/carers of an upcoming local excursion through a note home in the student's bag and/or a message on Class Dojo. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Traralgon South Primary School will notify parents once only prior to the commencement of the recurring event.

8. Cost of Camps and Excursions, Refunds and Support:

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. Traralgon South Primary School will endeavour to provide families 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 determines exceptional circumstances apply. Nevertheless, Traralgon South Primary 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/Principal/Organising Teacher. The Business Manager/Principal/Organising Teacher 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. Wherever possible, credit for the amount paid will be held on the student/family account, providing funds for future charges.

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.

9. 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 relevant 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 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.

10. 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, Bullying Prevention Policy, or any other relevant policy. The decision to exclude a student will be made by the 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.

11. Electronic Devices:

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

12. Food:

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher or included as an item on the clothing and equipment list for that camp or excursion.

13. Accident and Ambulance Cover:

Any costs associated with student injury rest with parents/carers unless the DET is liable in negligence (liability is not automatic).

Unless otherwise indicated, Traralgon South Primary School and the DET 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.

REVIEW CYCLE:

This policy was last ratified by School Council on 15 June 2020 and is scheduled for review in 2023.

APPENDIX A

TRARALGON SOUTH PRIMARY SCHOOL NO. 2114

Street Address: 13 - 19 Keith Morgan Drive Traralgon South 3844
 Postal Address: RMB 3015 Traralgon South 3844
 Telephone: (03) 5195 5244
 Facsimile: (03) 5195 5477
 Email: traralgon.south.ps@education.vic.gov.au



LOCAL EXCURSION CONSENT FORM

Traralgon South Primary School may take students outside of school grounds to undertake educational activities in the local area.

The purpose of this form is to obtain parent/carer consent for local excursions for the duration of the student's schooling at Traralgon South Primary School.

This form does NOT provide consent for excursions that go beyond the local area.

Local Excursions:

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'. These can be on an impromptu, one-off, or recurring basis.

Local excursions that your child may participate in could include:

- Physical Education lessons at CATS Cricket Oval – students will walk to neighbouring CATS Cricket Oval for sporting activities.
- Lessons in adjoining bushland – students will walk to adjoining bushland for occasional outdoor lessons.

Notification of Local Excursions:

Traralgon South Primary School will NOT seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming **planned local excursions** through school newsletter, class notes, Class Dojo posts, Facebook posts, and/or a personal phone message.

For local excursions that occur on a recurring basis, Traralgon South Primary School will notify parents/carers once only prior to the commencement of the planned recurring event (e.g.) weekly sports lessons at the local oval.

Please keep the school informed of any updated contact details to ensure you receive these notifications.

First Aid and Medical Attention:

Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education and Training (DET) is liable in negligence (liability is not automatic).

Accident and Ambulance Cover:

The DET does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

PLEASE KEEP THE ABOVE SECTION OF THIS FORM AND RETURN THE ATTACHED CONSENT INFORMATION.

Parent/carer consent for local excursions at Traralgon South Primary School

I have read all of the above information in relation to local excursions. I understand that:

- To ensure the school has up-to-date health and contact information about my child, I need to inform the school if this information changes
- The school will notify me prior to a planned local excursion(s) taking place
- I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting the General Office.

I give permission for my child _____ (full name) to attend local excursions at Traralgon South Primary School.

Parent/carer: _____ (full name)

_____ (signature)

_____ (date)

In case of emergency I can be contacted on:

_____ OR:

Alternative emergency contact person:

Name: _____

Relationship to student: _____

Phone number: _____

Please inform the school if guardianship/custody changes for your child, as this permission form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for local excursions.