

WARRAGUL REGIONAL COLLEGE

CAMPS AND EXCURSIONS POLICY

NOVEMBER 2016



COLLEGE VALUES

Warragul Regional College has four core values: Community: We take care of each other, Achievement: We strive for excellence, Respect: We respect people and property and Effort: We work hard. We expect all members of our learning community to demonstrate these values everywhere and all of the time.

The College is a leading school in this state in implementing a safe collaborative and inclusive environment with student having a strong sense of belonging, identity, self-worth and voice. Underpinning this commitment is School-Wide Positive Behaviour Support (SWPBS) and membership of the Safe School's Coalition. These initiatives promote health, wellbeing and social inclusion for every member of the Warragul Regional College community.

Warragul Regional College has a zero tolerance for child abuse.

PURPOSE

Warragul Regional College supports the use of camps and excursions to:

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world
- To provide a safe, secure learning experience for students in a venue external to the college
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- To further develop problem solving and life survival skills
- To extend understanding of their physical and cultural environment

RATIONALE

An excursion is an activity organised by the college during which students leave the college grounds to engage in educational activities (including camps and sport). Excursions and camps are seen as an integral part of the college's curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the college.

IMPLEMENTATION

Teacher Responsibilities

Organising teachers are responsible for the planning, coordination and operation, supervision and management of excursions and must ensure:

- A designated "Teacher in Charge" will coordinate each excursion
- Staff wishing to organise an excursion must complete a College Operations Group Event Date Request form and lodge this for approval
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or the Principal's nominee(s)
- The Teacher in Charge must provide the Administration Office with a final student list whom attended the event as well as marking the roll on the college COMPASS internet program

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- In the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion
- Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- A Compass report 'Event Handbook A-Z' must be carried (either hard copy or online version) by the Teacher in Charge at all time this information contains students medical and contact information
- Prior to leaving the Teacher in Charge is responsible for collecting a first aid kit provided by the College for each excursion
- The Teacher in Charge will communicate the anticipated return time with the administration office in the case where excursions are returning out of school hours.
- Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time
- For students in VCE, it is expected that the Teacher in Charge will consult with other staff before planning to minimise the impact on other classes
- The Teacher in charge may invite parents to assist in the delivery of excursions provided these parents have completed the required background checks including 'Working With Children' Check (WWCC)
- Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.
- Excursion groups are equipped with mobile telephones to be used in emergency situations.

Student Responsibilities

- All students attending the excursions must have returned a signed permission note and payment
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Wellbeing and Engagement Policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

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Principal Responsibilities

Principals are responsible for the conduct of all excursions and must ensure:

- A planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
 - Venue selection
 - Safety, emergency and risk management
 - informed consent from parents
 - medical information
 - appropriate staffing and supervision
 - student preparation and behaviour
 - requirements for any adventure activities
- All excursions and camps must be approved by the Principal or his nominee(s)
- The Principal or his nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or the Principal's nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent) <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent>
- The Principal or the Principal's nominee(s) will complete the 'Notification of School Activity' at : <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DETSAL/default.aspx> three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- All excursions and camps must be approved in a timely manner prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal
- On online notification of school activity form is completed prior to the activity
- The Principal or the Principal's nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as detailed below
- Where School Council approval is required, the principal or the Principal's nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved
- The school's emergency procedures include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, occurs.
- All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
- **In any event Risk Assessment documentation must be completed prior to approval.**
- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion
- Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

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Consideration in planning should include:

- Adventure Activities
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>
- Student Preparation and Behaviour
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx>
- Planning and Approvals <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>
- Safety, Emergency and Risk Management
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
- Venue Selection
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx>
- Parent or Carer Consent
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx>
- Staffing and Supervision
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>
- Student Medical Information
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx>

Note: The Regional Director should be informed if an excursion leaves a school unoccupied.

School Council Responsibilities

School Council is responsible for the approval of:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Activities defined by DET as high risk or Adventure Activities – refer to:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>
- School Council Approval forms are to be completed using checklists to ensure all requirements are completed in preparation for monthly School Council meeting.
- Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:
 - the contribution of the activity to the school curriculum
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities
 - emergency procedures and safety measures

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- staff-student ratios
- student experience

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Arrangements for Payments

- In accordance with the College Parent Payment Policy students wishing to participate must have paid all outstanding College fees, or have an organised payment plan in place.
- All efforts will be made not to exclude students solely for financial reasons. Parents experiencing financial hardship, who wish for their children to attend an excursion, 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.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

Date Implemented	
Author	
Approved By	
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	
References	DET Excursion Policy