



Burwood East Special Developmental School

Camps and Excursions Policy

Rationale

Camps and excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning, their functional and their social skills development, in a non-school setting. Camps and excursions will have an educational purpose and a clearly defined link to learning outcomes.

Aims

- To provide students with the opportunity to participate in an external program that is linked to social, cultural and educational outcomes.
- To provide shared experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To extend understanding of the physical and cultural environment

Implementation Camps:

The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.

- Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Team Leader for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider 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 organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.

- The Teacher in Charge of the camp will complete the “Notification of School Activity” online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the transport notes and are entered on the school calendar.
- Teachers are required to follow the guidelines for camp planning in the Camp Planning and Policy folder.
- Camp plans need to be presented to Section Team Leader and Principal for discussion, with risk assessments, planned documents, costs, and alternative arrangements for students and staff not participating in the camp included.
- Full documentation, including assessments, must be completed and approved by Section Team Leader and Principal before any notices or expressions of interest are sent out.
- Planning for a camp needs to be completed at least 12 weeks in advance. Parents need adequate time to plan for additional expenses. A payment plan over two terms is to be offered if at all possible.
- Information presented to Council should include:
 - o the educational aims and objectives of the camp
 - o the names of all staff and students attending
 - o Travel arrangements and costs
 - o Venue details and itinerary of activities
 - o Safety and emergency procedures
 - o Arrangements for students who may not be attending
- School Council will ensure that camps are kept at a reasonable cost.
- Once approved a full copy of camp book and documentation needs to be filed in the camp folder at the front office, and a copy given to the Principal. A full copy of camp documentation copy is to be taken on camp.
- The details of camps, including costs, will only be distributed to parents after school council approval for the camp has been given.
- Any changes to approved camps must be approved by Principal.
- Every endeavour will be made to include students whose parents may be experiencing financial difficulties. Any financial concerns are to be discussed with the Principal or Assistant Principal.

Staff are encouraged to participate in school camps, personal circumstances permitting.

- When documentation is returned by parents to the school, the Medical Consent Form (Appendix B) must be given to the Health Management person.
- Staffing for each camp needs to include a trained first aider.

- Prior to camp the school nurses will provide all necessary medical management documentation, details of medications, and a full camp first aid kit.
- The School Nurses must be involved in the planning.
- Where possible ensure all staff attending the camp, are involved in the discussions and development of the camp program.
- The teacher in charge of the camp will be responsible for co-ordinating the camp, including notifying Business Manager, methods of payment (e.g. cheque needed), return of slips, correct collection and recording of money, completion of risk assessments, proforma and checklist.
- Planning of camps will reflect an inclusive program linked to the curriculum.
- Approval needs to be sought from Principal and Section Team Leader if any of the following conditions arise after initial planning has been completed: staff changes, transport changes, total fire ban day, code red or extreme fire danger rating, extreme weather conditions, or any other extra-ordinary circumstances. Camps may need alternative arrangements, postponement or cancellation.
- In liaison with the OH&S representative risk assessments will be conducted, (including personal care, manual handling, behaviour management), and this may necessitate staff visiting the venue.

Access to Camp:

- Financial assistance can be accessed to support families experiencing financial hardship. This is agreed upon on an individual case by case basis.
- All aspects of the camp will be outlined to families 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 dates.
- All families will be given sufficient time to make payments for camps. All family 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.
- All medication required by a student on camp must be supplied and handed to the school nurse or nominee before the camp has begun, it is strongly recommended that

medication is provided in a Webster Pack..

- It is important that the school takes all reasonable steps to ensure all students participate in camp. However medical needs and behaviours of concern form a crucial part of a risk assessment. This may include modifying the camp experience of certain students, to make inclusion possible.

Organisation:

- All food, equipment, staffing, organisation 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. Families should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- 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 teacher in charge must provide office staff with a Camp Information form prior to departure listing:
 - Dates and itinerary of the camp
 - Destination and contact number
 - Staff attending the camp and mobile numbers
 - List of students attending and copies of confidential medical information forms
 - Provisions made for students not attending
 - Transport details for the camp
- The school will ensure a first aid kit, including an epipen, accompanies each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Families may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc.), gender balance and special needs of particular students.
- For high risk outdoor education activities the staff member organising 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 staff 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. The date and time will be recorded on a medication administration form.

Implementation Excursions:

- All excursions must be approved by the team leader and principal/assistant principal. Excursions involving a high level of risk i.e. adventure activities management need school council approval a list of these can be found at;

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

- Staff involved in the organisation of an excursion must complete an excursion protocol-form and lodge this with their team leader and principal/assistant principal for approval. The principal/assistant principal in consultation with appropriate staff will consider the educational outcomes of the excursion as well as the impact on the school program.
- The Principal and Assistant Principal in consultation with organising teachers will ensure that all excursions, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The teacher-in-charge will complete the Student Activity Locator (SAL) online form on the DET website prior to the excursion, The details of the excursion including a copy of permission forms, risk management, protocol form, contact details and emergency management plans (including missing persons forms) will be kept at school in the front office. As well as taken on the excursion. The staff must also take a first aid kit, including an EpiPen and any other required medication.

Emergency planning

- The emergency management planning in schools extends to and incorporates school excursions and camps.
- All excursion and camp staff and where appropriate, students, must be familiar with emergency procedures for each excursion.
- Planning must cover arrangements if the excursion or camp needs to be cancelled, recalled or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice or an emergency). This should include arrangements for communicating with families.
- Principals are responsible for negotiating terms and conditions with any third parties.
- School council approved camps/excursions must have an emergency response plan see: DET emergency response
- When staying at a residential campsite, emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to ensure that procedures are appropriate and staff and students are familiar with them.

Site Safety

- All safety requirements will be considered and a risk assessment carried out prior to departure.
- A designated teacher in charge will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The teacher in charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- Families will be requested to collect their child from camp, if in consultation with a member of the leadership team it is decided that it is not safe for a child to remain on camp,.

- School staff will ensure appropriate Child Safe Policy and Code of Conduct is in place and that the supporting organisation has strategies to ensure the safety of all students.
- The teacher in charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours. Parents/carers will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.
- Fire danger or fire ban: it may be necessary to review planned camps/excursions ahead of forecast days of significant fire risk or total fire ban days and liaise with the region about whether the excursion should be cancelled.
- If an excursion is not cancelled, special fire safety precautions may be required, depending on the location.
- When required, the school will follow their Emergency Management Plan and the Department's emergency management (bushfires) procedures for off-site activities for all excursions.
- On days determined Code Red by the Emergency Management Commissioner, all camps in the CFA fire district determined Code Red must be cancelled

This policy was updated December 2018 and is due for review 2019