

Camps & Excursions Policy

Rationale This policy covers the areas of camps, supervised and un-supervised excursions and school-based activities ('incursions') which augment and enrich the teaching and learning experience at the college.

Aim Camps, excursions and school-based activities are essential aspects of a comprehensive curriculum and have the capacity to enrich the educational experience of students. In particular they:

- Enable students to participate in a wide range of activities outside the physical environment of the college.
- Extend educational experience beyond the classroom.
- Extend social interaction.
- Form an essential part of the learning process.
- Enhance personal development through responsible interaction with others and responsible use of the natural environment.

Guiding Principles & Criteria An ongoing camps program opportunity will be offered to all students during their years at the college.

A comprehensive program of excursions and school-based activities (incursions) covering each KLA will be offered to all students during their years at the college.

All activities organised should fulfil 3 or more of the following criteria:

- The activity should be designed as far as practicable so that all students have access to them regardless of impediments which may result from factors such as gender, ethnicity, physical disability or financial constraints.
- The activity directly enhances the college curriculum in one or more learning areas.
- The activity fulfils a worthwhile educational objective which is not addressed elsewhere.
- The activity will enhance relationships among students and staff, making the college more productive in educational terms.
- The activity fosters attitudes among students which enhance the sense of community within the college.

Implementation Approval of all camps and excursions will be based on the criteria of the Camps, Excursions and Incursions policy and will be at the discretion of the Consultative Committee and School Council.

Activities should be planned well in advance. The coordinating teacher will need to enter the activity on the XUNO Camps / Excursions / Incursions Application online form by the second last week of the term prior to the activity/excursion/camp date. (e.g. Term 3 activities need to be submitted in the second last week of Term 2). Applications will be assessed by the Consultative Committee for approval

A notice of intention to run a camp must be lodged with the Consultative Committee by the second last week of Term 4 for camps planned for the following

year.

Where all the details of an activity cannot be finalised within this timeframe, full details must be provided to the Consultative Committee at least three weeks prior to the activity.

All events that relate to VCE students must be discussed with the Assistant Principal Senior School before being lodged on XUNO. The criteria that will be used in these discussions are:

- Maximizing time in class at school
- That excursions are related to the completion of required classwork and / or Outcome demonstration

For ease of understanding, activities will be categorised into the following categories; Camps, excursions and incursions requiring payment, excursions and incursions not requiring payment, unsupervised excursions and local excursions.

Online consent forms:

All consent forms will be completed through the XUNO system. Hardcopy permission slips will not be accepted unless a letter from parents / guardians is received stating that they do not have access to XUNO.

In this case a paper form may be used. The due date for hardcopy forms is one week before the excursion.

If students attempt to attend the excursion eg arrive at the train station without having met the deadlines, parents are to be called and the student sent home.

Unsupervised excursions should:

- Where practicable be organised more than 1 week in advance.
- The unsupervised excursion form must be complete within the required timeline.

Camps:

All Camps (And Excursions Which Include Adventure Activities) must be approved by the appropriate Year Level Coordinator, Assistant Principal, KLA before being entered onto the XUNO system. The Consultative Committee then will assess the camp according to the Guiding Principles. After approval by the Consultative Committee the Camp must be approved by School Council and the appropriate information entered onto the Department of Education Activities website. All Camp forms are to be completed within the required timeline.

Camps forms to be completed including the checklist.

- Information for students and parents
- Risk Assessment (to be completed prior to the Consultative Committee approval)
- Student Welfare and Discipline Procedures
- Permission form
- Clothing list
- Medical form
- Map of the camp and nearby area
- Staff experience and/or qualifications
- Activities requiring special precautions
- Emergency and first aid arrangements
- Day to day program including wet weather arrangements

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- Budget including number of CRTs required
 - Students attending

The decision to run or cancel a camps depends on sufficient collection rates as well as the benefit to those who attend. Cancellation of camps will be at the discretion of the Principal.

Students who have not paid in full and submitted signed consent forms for the camp prior to the cut-off date will not be attending.

Students who have not paid for their elective charges (i.e. VET / VCAL / Pathways etc.) must pay these before contributing to camp costs.

The cut-off date for payment of camp fees is one week before the camp date, however deposits and/or full payment may be required at an earlier date due to 3rd party requirements. In these cases the cut off dates will be provided to parent/guardians in a timely manner.

The cut-off date for submission of consent forms is one week.

Excursions and incursions requiring payment:

Excursions and Incursions must be approved by the appropriate Year Level Coordinator, Assistant Principal, KLA before being entered onto the XUNO system. The Consultative Committee then will assess the camp according to the Guiding Principles.

Excursion and Incursion information to be provided to the Consultative Committee:

- Information for students and parents
- Risk Assessment – including emergency and first aid arrangements
(excursions only)
- Cost – including recognising the cost of CRT coverage
- Students attending

The decision to run or cancel an excursion depends on sufficient collection rates as well as the benefit to those who attend. An excursion/incursion will be cancelled if the collection rate is under 85%. Excursions may continue to run even if the collection rate is below this if the excursion/incursion is a required part of the students' educational program eg Ecolinc or Unibridges or at the direction of the Principal.

Students who have not paid in full and submitted signed consent forms for the excursion prior to the cut-off date will not be attending.

The cut-off date for payment of excursion costs is one week before the excursion date, however deposits may be required before this.

The cut-off date for submission of consent forms is one week.

Excursions and incursions *NOT* requiring payment:

Excursions and Incursions must be approved by the appropriate Year Level Coordinator, Assistant Principal, KLA before being entered onto the XUNO system. The Consultative Committee then will assess the camp according to the Guiding Principles.

Excursion and Incursion information to be provided to the Consultative Committee:

- Information for students and parents
- Risk Assessment – including emergency and first aid arrangements
(excursions only)
- Cost – including recognising the cost of CRT coverage
- Students attending

The decision to run or cancel an excursion depends on sufficient collection rates as well as the benefit to those who attend. An excursion/incursion will be cancelled if

the collection rate is under 85%. Excursions may continue to run even if the collection rate is below this if the excursion/incursion is a required part of the students' educational program eg Ecolinc or Unibridges or at the direction of the Principal.

Students who have not received permission via XUNO for the excursion prior to the cut-off date will not be attending.

The cut-off date for submission of XUNO consent forms is one day. The cut off date for the submission of hard copy consent forms is one week. Hardcopy consent forms are not to be provided to students unless a discussion with the General Office has occurred.

Local Excursions:

Excursions that are local and/or excursions that occur within a teacher's classtime for the students attending the excursion must be entered into XUNO, whether or not those excursions require payment or not. This is to ensure that in the event of an emergency the college is able to determine where students are when they are under the care of a teacher from the college.

Arrangements for students not attending excursion/camp:

- Students remaining at school during the excursion will be distributed to other classes with work provided by the organising teacher (of the excursion).
- Classes remaining behind during the camp will have an alternative program organised for them and be placed into collapsed classes.

Guidelines

Staff / Student Ratios:

- For most "day excursions" the Department of Education mandates a ratio of 1 to 20. This ratio can be extended for senior secondary students on a case by case basis.
- Where possible, at least one female and one male staff member should attend excursions involving female and male students.
- Camp staff/student ratio is 1 to 10 (refer to Department of Education guidelines).

Excursion duration:

- Excursions should begin and end at the college and students must be appropriately supervised at all times. If changes are made to these arrangements parents must be notified.
- Students are expected to attend normal classes before and after an excursion.

Departure/Dismissal:

- Departure or dismissal from any location other than the college must be clearly indicated on the excursion approval form.
- Alternative departure or dismissal arrangements should only be made where departure from the college is inappropriate or would result in undue hardship for students or their parents. In general this would occur where the excursion begins or ends outside normal school hours.

Consent Forms:

- XUNO permission/consent is the default method of providing consent
- Consent information will detail the cut off dates for collection of consent and payment
- Hardcopy consent forms can only be printed after discussion with General Office. Due date for hard copy consent is one week before the event
- Copies of emergency contact and medical information must be taken on the camp/excursion by the organising teacher

Student Supervision:

- Students should always remain under the direct supervision of excursion staff.
- Students in years 7, 8, and 9 should always be kept together in groups directly supervised by excursion staff.
- In situations where it is inappropriate to keep students together, students in year 10 and VCE may be allowed appropriate "personal time" provided the excursion venue is self-contained/enclosed, and offers a high level of security.
- Students in year 10 and VCE may be allowed up to 30 minutes "free time" for lunch.
- If year 10 and VCE students are given "personal" or "free time", excursion staff must always be available to students in case of emergencies. The exact location of staff, meeting points and re-assembly times must be made clear to all students.
- Head counts should be undertaken whenever there is a distinct possibility of students becoming separated from the main group (e.g. boarding and disembarking from trains), as well as on arrival and departure from the excursion venue.

Travel Arrangements:

Bus:

- Students should line up and board buses only after their name has been checked off by the staff member marking the roll.
- Where more than one bus is being used, staff should be spread appropriately between buses.

Train / Tram:

- Students should travel on one carriage with excursion staff.
- Where more than one carriage is needed, staff should be spread appropriately between carriages.
- Students should never be permitted to travel on a carriage without a staff member present.

Private Car:

- Vehicles used to transport students must carry comprehensive insurance.
- The excursion approval form must clearly state that students will be travelling in a private vehicle and must specify the name of the driver and the registration number of the vehicle.
- Students are not permitted to drive other students under any circumstances.

Walking to and from train station:

- The 1:20 ratio must be adhered to as students walk to and from the station
- Students are to cross roads at intersections, school crossings, or roundabouts under the supervision of excursion staff.

Student Behaviour / Discipline:

- The college Code of Conduct applies while students are on excursions.
- In the event of severe misbehaviour, a student may be isolated from the group but must remain under the direct supervision of a staff member.
- Students will not be permitted to attend excursions unless they are in full school uniform (unless otherwise stipulated).
- Notes will not be accepted.

Emergencies:

- Organising teachers should take the excursion permission notes and a mobile

phone on the excursion.

- In the event of an emergency, accident or injury to an excursion participant, the organising teacher should notify the Principal immediately, in addition to undertaking appropriate emergency action.

Film Classification:

- Students Under 15 - PGR
- Students 15-18 - Parental permission for M rated films
- R rated films are not permitted

Staff:

Excursion / Camp staff must be approved by the principal or school council and may include:

- teachers employed by the Department or school council
- other adults on a volunteer or paid basis such as:
 1. parents or carers
 2. education support class officers
 3. community members
 4. trainee teachers
 5. campsite staff
 6. specialist instructors for excursion activities.

Important: school students cannot be used as excursion staff.

Staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance see:

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>

Where approved staff who are not teachers employed by the Department or school council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis).

Important: the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff and students prior to the commencement of the camp/excursion.

Any variations to these guidelines must be presented to the college Consultative Committee for approval.

Extra-curricular events:

All elective charges (VET, VCAL, Pathways, VCD, Studio Art etc) must be **paid in full prior** to participating in extra-curricular events such as Camps, Year 10 Formal, Valedictory, Varsity Jackets, End of Year Activity etc.

Parent Payments Receipts will be issued immediately upon receipt of payment and permission.

Under no circumstance are teachers to collect money on behalf of students.

Parent Refunds Refunds will be given to students only in exceptional circumstances or on presentation of a medical certificate or where the college cancels the excursion/camp/incursion. Students who are absent on the day of the camp/excursion/incursion will generally not be eligible for a refund as the college will have made financial commitments in terms of transport, entry fees etc. which are generally non-refundable. Deposits for camps are non-refundable.

- References
- XUNO Camps / Excursions / Incursions Application Form
 - Camp & Excursions Flow Chart
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Review This policy will be reviewed by the Consultative Committee every 4 years.

Ratified This policy was ratified by the School Council on 20 August 2018.
