

## INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children. Our College values of 'respect for self' and 'respect for others' provide a strong foundation for this policy.

## AIM

To explain to our College community the processes and procedures Bairnsdale Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

## SCOPE

This policy applies to all camps and excursions organised by Bairnsdale Secondary College. This policy also applies to adventure activities organised by the College, regardless of whether 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. Bairnsdale Secondary College 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

Bairnsdale Secondary College follows the definitions provided in the Department's guidelines on excursions, camps and adventure activities:

**Parent/carer:** Includes any parent, carer or guardian responsible for caring for a child.

**Excursions:** For the purpose of this policy, excursions are activities organised by the College where the students:

- are taken out of the College grounds (for example, a camp, day excursion, school sports), or
- undertake adventure activities, regardless of whether or not they occur outside the College grounds.

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

**Local excursions** are excursions to locations within walking distance of the College 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 Department's website under Adventure Activities, at the following link: <https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>.

Note: workplace learning activities and intercampus travel are not considered College excursions.

## POLICY

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.

For all camps and excursions, including adventure activities, our College will follow the Department's Policy and Advisory Library: Excursions.

## IMPLEMENTATION

### Planning Process for Camps and Excursions

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. Bairnsdale Secondary College's 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 if the camp or excursion needs to be cancelled, recalled or altered.

Bairnsdale Secondary College 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.

All documentation is required to be submitted to the Assistant Principal responsible for Camps and Excursions at least *six weeks prior* to the event. Excursion planning is to be conducted in accordance with the Excursions Planning flowchart and checklists. All excursions must be approved by the Executive Principal prior to communicating with students and families.

### Supervision

Bairnsdale Secondary College 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 primary responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether external providers are managing the activity.

### Parent Volunteers

Parents may be invited to assist with camps and excursions. College staff will notify parents/carers of any costs associated with attending. College staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend,

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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.

Please refer to the Colleges Volunteer Policy for further information about volunteers.

### **Volunteer and External Provider Checks**

Bairnsdale Secondary College 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 card.

### **Parent/Carer Consent**

For all camps and excursions (including local excursions), Bairnsdale Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Bairnsdale Secondary College uses Compass to generate permission forms to gain consent from parents/carers for camps and excursions. Teachers use Compass to obtain up-to-date medical information about students attending camps and excursions. Parents/carers are required to provide an up-to-date Action Plan along with all appropriate medication (must be in date) for anaphylaxis, asthma and/or any other serious medical condition prior to their child attending a camp or excursion. 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.

### **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. 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.

Bairnsdale Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to contact the finance staff, who will liaise with Hubs and Principals. The College Finance staff can also discuss Payment Plans and 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 College. 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 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 refunds of payments 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.

### **Student Health**

Parents and carers need to ensure the College 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 the College's Medication Policy and the student's signed Medication Authority Form. To meet the College's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

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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 costs of this. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

### **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 is an 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 inconsistent with the College Values, Student Wellbeing and Engagement Policy, Bullying Prevention Policy or Acceptable Use for Internet, Social Media & Digital Technologies Policy.

The decision to exclude a student will be made by the Principal or an Assistant 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 the College Policies listed above.

### **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 College will not be responsible for lost or damaged devices.

For further information about personal property, please refer to the College's Personal Property Policy.

### **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 Consent/Payment form and/or the clothing and equipment list for that camp or excursion.

### **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, Bairnsdale Secondary College 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.

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## RELATED DOCUMENTS / KEY REFERENCES

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

- Excursions
- Camps, Sports and Excursions Fund.

Bairnsdale Secondary College documents:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Personal Property Policy
- Parent Payment Arrangements: <http://bairnsdalesc.vic.edu.au/fees-information.html>

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