# Wycheproof P12 College
# Camps and Excursions Policy

**Help for non-English speakers**
If you need help to understand this policy, please contact Wycheproof P12 College. Phone: (03) 54937409 Email: wycheproof.p12@education.vic.gov.au

**Rationale:**
Camps and excursions are an integral part of the Wycheproof P-12 College curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps and excursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. This policy also explains to our school community the processes and procedures Wycheproof P12 College will use when planning and conducting camps, excursions and adventure activities for students. 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.

This policy applies to all camps and excursions organised by Wycheproof P12 College. This policy also applies to adventure activities organised by Wycheproof P12 College, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

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. Wycheproof P12 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.

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

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**Guiding Principles:**
(1) This policy applies to all camps and excursions organised by Wycheproof P-12 College. This policy also applies to adventure activities organised by Wycheproof P-12 College, regardless of whether or not they take place on or off school grounds and to school sleep-overs.
(2) 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. Wycheproof P-12 College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.
(3) This policy does not apply to student workplace learning or intercampus travel.
(4) Throughout the year, camps and excursions will be undertaken to provide students with the opportunity to participate in additional programs that are linked to social, cultural and educational outcomes for students.

(5) Camps and excursions provide shared class and year level experiences, team building opportunities and a sense of group cohesiveness. They may also promote opportunities for students to develop self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
(6) Camps and excursions may also provide opportunities to reinforce and extend classroom learning and further develop student problem solving and life survival skills.
(7) Skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits may also be enhanced through students developing a better understanding of their physical and cultural environment whilst undertaking camps and excursion opportunities.
(8) The Camps and Excursions program will be developed sequentially throughout the school beginning with an after-school activity for Prep children and a sleepover at school (for students in Years 1 and 2) and culminating in 3 to 5 day educational camps as a part of the study theme at secondary levels. A list of known yearly excursions and camps (with approximate dates and costs) will be published in the school newsletter at the beginning of each school year.

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;
- Attend school 'sleep-overs' on school grounds.

**Camps** are excursions involving at least one night's accommodation (including school sleep-overs).

**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 Department's Policy and Advisory Library, at the following link: https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

## 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. Wycheproof P12 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 for cancelling, recalling or altering the camp or excursion for any other reason.

Wycheproof P12 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.

## Supervision

Wycheproof P12 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 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.

## Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School 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, 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.

## Volunteer and external provider checks

Wycheproof P12 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. [For more information about when a WWC Clearance is required, see Volunteers page on the School Policy Templates Portal.]

## Parent/carer consent

For all camps and excursions, other than local excursions, Wycheproof P12 College will provide parents/carers with a specific consent form outlining the details of the proposed activity.

Wycheproof P12 College informs parents about school camps and excursions by asking parents/carers to return the part of the note that asks for parents/carers 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, Wycheproof P12 College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year.

## 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.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

Wycheproof P12 College 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. The Business Manager/Principal 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. 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.

## 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 *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.

## 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*. The decision to exclude a student will be made by the Principal or 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 our school's *Student Wellbeing and Engagement Policy, Student Code of Conduct* and *Bullying Prevention Policy*.

## 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.

## 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.

## 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, Wycheproof P12 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. [NOTE: Schools may wish to consider obtaining travel insurance for excursions that they consider involve a greater than normal risk, for example interstate or overseas trips. Information about travel insurance is available here.]

## COMMUNICATION

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Available for all staff to view in the internal Staff Shared Folder
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

### FURTHER INFORMATION AND RESOURCES

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

- Excursions
- Camps, Sports and Excursions Fund

The following school policies are also relevant to this Camps and Excursions Policy:

- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Parent Payment Policy

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 18th June 2025 |
| Consultation | School Council (discussion - 18th June 2025). Staff (ES and Teachers – via email – 18/6/2025). This school policy is optional as schools are required to follow Department's Excursions Policy and Guidelines (including for camps and adventure activities) on the Department's Policy and Advisory Library. |
| Approved by | Principal |
| Next scheduled review date | June 2029 |