



Hamlyn Views School

Camps and Excursions Policy

1. PURPOSE

The school's camp and excursions program enables students to further their learning, real-life and social skills in a non-school setting. Excursions and camps complement, and are an important aspect of, the educational provision at our school.

2. AIMS

- a. To reinforce, complement and extend shared learning opportunities beyond the classroom.
- b. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

3. IMPLEMENTATION

Expectations

- a. The Principal is responsible for the approval of all single-day excursions other than those that must be approved by School Council. These include;
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
- b. The Principal will ensure that all camps/excursions comply with DET policies and guidelines.
- c. Staff organising class excursions must complete the **HVS Excursion/Incursion Planning checklist** (see Appendix A) and create an **'Event' on Compass** and submit this to the Principal for approval. Where costs are involved, the Business Manager will be included in the notification chain approval process in Compass.
- d. Information will be provided to parents of non-English speaking children in a manner that allows them to provide informed consent for their children to attend excursions or camps.
- e. The Principal will ensure that adequate pre-planning and preparation, including the preparation of students takes place for all camps/excursions.
- f. Once a camp/excursion has been approved, all relevant documentation must be completed by the Teacher in Charge including notification to the DET using the **School Activity Locator** and completion of a **Risk Assessment**, at least three weeks prior to the activity date.
- h. Satisfactory arrangements should be made to provide continuous instruction for students remaining at the school during the absence of staff accompanying a camp/excursion.
- i. DET will not be involved in any expense associated with the conduct of camps/excursions. The school may choose to subsidise the cost of camps excursions from other funding sources such as, locally raised funds or grant monies.
- j. Students and their families will be made aware of behaviour expectations during a camp/excursion.
- k. The school's emergency management processes will extend to, and incorporate, all camps/excursions.

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- l. In the event of an emergency, during office hours, staff must first contact the school office who will then make contact with parents/carers as required.
- m. In the event of an emergency, after hours, staff must contact the Principal who will then make contact with parents/carers as required.

Program

- a. Prior to conducting a camp or excursion, DET's requirements and guidelines relating to camps or excursions will be rigorously observed. Planning considerations will include;
 - Safety, Emergency & Risk Management, including Bushfires
 - Student Preparation
 - Student Medical Information
 - Safety Guidelines for Education Outdoors
- b. The Principal will ensure that full records are submitted to School Council regarding a camp/excursion they must approve. This should be done well in advance of the date of the planned camp/excursion using the DET '**Camps and Excursions Requiring School Council Approval Form**'.
- c. In approving a camp/excursion, consideration will be given to the;
 - contribution of the activity to the school curriculum
 - 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
 - provision made for the safety and welfare of students and staff
 - experience and competence of staff relevant to the activities being undertaken
 - adequacy of the student supervision
 - high risk nature of some activities
 - emergency procedures and safety measures
 - staff-student ratios
 - student experience and accessibility
- d. Students not attending a camp/excursion will be provided with an alternate program at school, including the provision of appropriate learning material by their class teacher.
- e. Prior to the camp/excursion families will be informed that DET does not provide student accident cover and they may want to make their own arrangements for this.

Payment Arrangements

- a. Families experiencing financial hardship, and who wish for their child to attend an excursion/camp, are invited to discuss the matter with the Principal.
- b. Families will be given sufficient time to make payments for camps/excursions. Camp/excursion information will clearly state a payment finalisation date. Where payment is not finalised at least 24 hours prior to departure, families will need to make an alternative payment arrangement with the Principal to confirm student attendance.
- c. The Business Manager will be responsible for managing and monitoring the payments made by families for camps/excursions and will provide organising teachers detailed records as required.
- d. Some students may be eligible for financial assistance via DET's 'Camps, Sports and Excursion Fund'.

- e. Refunds for non-attendance will be examined on a case by case basis with reference to the school's out of pocket costs.

Staff Responsibilities

- a. A designated 'Teacher in Charge' will coordinate each camp or excursion.
- b. While school excursions/camps are a team activity requiring the cooperation and common sense of all participants, it is the Teacher in Charge who oversees all the operations of the excursion/camp, takes charge of events, makes key decisions and accepts ultimate responsibility. It is their responsibility to ensure appropriate planning and costing has been made in preparation for the camp/excursion.
- c. The Teacher in Charge will consider seeking "Expressions of Interest" from families for higher cost camps and excursions.
- d. The Teacher in Charge must completed itemised costs for the event through Compass and forward relevant quotes and documentation to the business manager.
- e. Any Education Support Staff who attend outside of their regular working hours will be appropriately compensated in alignment with DET's Enterprise Bargain Agreement. Any associated wage payments should be factored into the total cost of the activity.
- f. Classroom teachers will be expected to attend excursions for their class, where practical.
- g. The Teacher in Charge must print and complete an **Event Grid Roll** and hand in to the school office prior to departure.
- h. The Teacher in Charge will ensure that there is an appropriate alternate program for any student not attending the camp/excursion.
- i. All students must have returned a signed permission note and payment finalised prior to attending the camp/excursion, which must be submitted to the office and retained for school archives.
- j. An **Event Handbook** must be printed from Compass, which contains evidence of permission and medical information. The handbook, along with class folder must be carried by staff at all times, and should be retained for school archives.
- k. All camps/excursions must have an adult with a current First Aid Level Two qualification.
- l. The school will provide a First Aid Kit for each excursion/camp. The Teacher in Charge is responsible for its collection prior to departure.
- m. Teacher to student ratios will be assessed and will be dependent on the level of risk of the activity and needs of each student in the group.
- n. ID tags should be worn by Primary students or those with a communication difficulty.
- o. Medication given to the Teacher in Charge should be in its original container and accompanied by documented dosage and administration times for each student.
- p. The Teacher in Charge will communicate the anticipated return time with the general office in the case where excursions/camps are returning in out of school hours. Families will be informed prior to students leaving for the camp/excursion that they can contact the school office or a mobile phone number to receive any updates on the return time.
- q. Parents/carers may be invited to assist in the delivery of camps/excursions. When deciding on who may attend, the Teacher in Charge will take into account the;
 - Valuable skills the parents/carers have to offer. e.g. bus licence, first aid
 - Preference to include a mix of both male and female parents/carers
 - Special needs of particular students.
 - Current Working with Children Check status
- m. Behaviour expectations will be reinforced with students prior to participation in school camps/excursions. Where students are demonstrating behaviours of concern then parents will

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be notified and discussions held about the issues so informed decisions can be made as to whether the student will attend.

- n. Disciplinary measures apply to students on camps and excursions consistent with the School's Engagement and Inclusion Policy. In extreme cases, staff in consultation with, and approval of the Principal, may determine that a student should return home. In such circumstances, the parent/carer will be advised of the;
 - circumstance associated with the decision to send the student home
 - arrangement for the parent/carer to collect their child from the venue or the anticipated time that the student will be returned to school
 - any costs associated with the student's return which will be their responsibility.
- o. A camp/excursion **Risk Assessment** will be undertaken prior to each event. It will include the risk of, and emergency planning, for a bushfire in the location of the camp/excursion and the effects of an emergency on student supervision in the event of staff being required to assist injured students or seek help. **(See Appendix B)**
- p. All supervising staff, and where appropriate the students, will be familiar with the specific procedures for dealing with emergencies on a camp/excursion.
- q. There is an acknowledgement that due to the nature of the students at Hamlyn Views School, all of whom have disabilities, utmost care must be taken to ensure everyone's safety during camps/excursions. These activities will be treated as high risk, with appropriate staffing levels, qualifications and precautions taken.
- r. The Principal or Teacher in Charge may need to cancel camps/excursions at short notice on days of extreme fire danger or Total Fire Ban. On such days, the Security Services Unit will liaise with fire authorities and communicate to schools that may be affected by wildfire, including schools with students attending camps/excursions in high-risk areas. If a camp or excursion is not cancelled, special fire safety precautions may be required.
- s. Camp/excursion groups will be equipped with First Aid Kits and have access to a mobile phone to be used in emergency situations.

4. REFERENCES

- a. DET: Excursions and Activities Policy and links to related policies:
 - Adventure Activities
 - Approvals
 - Student Preparation and Behaviour
 - Emergency and Risk Management
 - Venue Selection
 - Parent or Carer Consent
 - Staffing and Supervision
 - Student Medical Information

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- b. DET: Safety Guidelines for Outdoor Education
<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx>
- c. DET: Student Activity Locator
<https://edugate.eduweb.vic.gov.au/Services/emergmgmt/Pages/Home.aspx>
- d. DET: Camps, Sports and Excursion Fund
<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>

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5. EVALUATION

This policy will be reviewed as part of the school's four yearly review cycle.

This policy was approved in March, 2019.
Date for next review: 2022

Appendix A: HVS Excursion/Incursion Planning checklist

To be completed by Teacher in Charge:	
Refer to 'Camps and Excursions' policy, located on HVS Google Drive at: https://drive.google.com/open?id=1u-P3g9F4w0xx2TLMFJ0F761ke-99LLrl	
Whole school sports / events to be coordinated with Principal approval	
Excursion / incursion rationale discussed in teams prior to the commitment of an event being made	
Check with Business Manager that funds are available through budgets and/or Camps, Sports and Excursion Funds (CSEF) for individual students	
Compass 'Event' to be generated. Refer to 'Generating Compass Event' video located on HVS Google Drive: https://drive.google.com/drive/folders/1QuLGyTkg9Sp8p70NMULc4t1pa3aX7slk	
If costs are involved: include Business Manager approval in Event notification chain; enter costs in event page; complete Purchase requisition requests and sent quotes to Business Manager.	
When Compass Event has been approved, contact office staff who will generate consent forms for distribution to students.	
Complete 'Student Activity Locator' (if not already completed in Compass Event). Access SAL: https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/sal.aspx	
Complete risk assessment and supervision plan (individual student safety plans as required)	
Prepare script / social narrative outlining event itinerary and expectations	
As consent forms and payments are received, these are to be forwarded to the office where administration staff will update details on Compass, and apply CSEF funds for payment where available.	
Two days prior to event, follow up on consent forms not returned and payments not received, with assistance from administration staff if required.	
Take the following items on excursion: red student details folder, medications, first aid kit, high vis vests for staff, name badge (with school phone number).	

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On the day; print and complete an Event Grid Roll from Compass and hand to office upon departure.	
On the day; print carry with you an Event Handbook from Compass (along with First Aid kit and Red student folders)	

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APPENDIX B: CAMPS AND EXCURSIONS POLICY

Risk Register

School: Hamlyn Views School 45 Calvert Street, Hamlyn Heights 3215

Teacher in Charge/Staff:

Camp/Excursion:

Location:

Group name: _____

Date: _____

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effective-ness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • <i>What will be done?</i> • <i>Who is accountable?</i> • <i>When will it happen?</i>
Natural disasters such as Bush Fire [or floods] can occur at any time.	No camps or excursions through forest areas on Total Fire Ban Days Buses are never to travel through flood waters Camps are not held through fire danger periods The school has a Bush Fire & Flood procedure High staffing ratios Carry mobile phone Carry First Aid Equipment	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

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<p>A student might become lost because they wander off or run off [abscond]</p>	<p>High staffing ratios</p> <p>Mobile phones with group</p> <p>Student name tags or identification cards</p> <p>Student history known to staff</p> <p>Safety rules / Stop, Wait understood by students</p> <p>Individual Behaviour Support Plans [BSP] of students known to staff</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<p>Look at practice of IDs for all excursions [local and out of town] and develop procedure</p> <p>Staff assigned to students at risk of absconding</p> <p>Class teams responsible</p>
<p>Some students are prone to seizures.</p>	<p>High staffing ratios</p> <p>Mobile phones with group</p> <p>Staff knowledge of seizure care plans</p> <p>Carry First Aid Equipment</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<p>Care Plans to be carried with group for high risk students</p> <p>Class teachers responsible</p>
<p>Road accidents and / or breakdowns can occur. Students could be injured and / or waiting to be collected.</p>	<p>High staffing ratios</p> <p>Mobile phones with group</p>					<p>Develop emergency procedure for bus accidents</p> <p>Principal & Leadership team responsible</p>

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	<p>All drivers must have license appropriate for the bus being driven</p> <p>Staff are seated in the back of bus so driver not distracted by students</p> <p>Buses have regular maintenance</p> <p>Seat belts and car seats are fitted and used</p> <p>Carry First Aid Equipment</p> <p>Student emergency contact details are carried</p> <p>Behaviour Support Plans are carried for students who are known to be an issue</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	
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<p>Students exhibit challenging behaviour</p>	<p>High staffing ratios Mobile phones with group BSP of students known to staff</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>Back up plans developed Class teams responsible</p>
		<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	
		<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	

Risk Treatment Priority Table

*Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

Consequences	Major				
	Moderate				
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
		Likelihood			

<i>Treat</i>	<i>Monitor</i>
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