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| Logo  Description automatically generated | **EMERALD SECONDARY COLLEGE** |

**CAMPS AND EXCURSIONS POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Emerald Secondary College on (03) 5968 5388 or email [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

## Purpose

To explain to our school community the processes and procedures Emerald 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 Emerald Secondary College. This policy also applies to adventure activities organised by Emerald Secondary College, regardless of whether or not they take place on or off school 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. Emerald 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

**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;

**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.

## 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 school will follow the Department’s Policy and Advisory Library: [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy).

**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. Emerald 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 for cancelling, recalling or altering the camp or excursion for any other reason.

Emerald 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.

**Supervision**

Emerald 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 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**

Emerald 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 and proof of vaccination status.

**Parent/carer consent**

For all camps and excursions, other than local excursions, Emerald Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Emerald Secondary College uses Compass to inform parents about camps and excursions and to seek their consent. 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, Emerald Secondary College will provide parents and carers with an annual Local Excursions consent form as required at the start of each school year or upon enrolment if students enrol during the school year. Emerald Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Emerald Secondary College will notify parents once only prior to the commencement of the recurring event.

**Parent Payments for camps and excursions**

Most camps and excursions provided by Emerald Secondary College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department’s Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

**Financial Help for Families**

Emerald Secondary 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 or Organising Teacher. The Business Manager, 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](https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy).

**Refunds**

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 (*[*Student Wellbeing & Engagement Policy*](https://dev-dom.emeraldsc.vic.edu.au/site/assets/files/7046/student_wellbeing_and_engagement_policy.pdf)[*Bullying & Harassment Policy*](https://dev-dom.emeraldsc.vic.edu.au/site/assets/files/7046/bullying_harassment_policy_1121.pdf%20)*)*. 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 not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

**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, Emerald 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.

**COMMUNICATION**

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

* Included in staff induction processes and staff training
* Available publicly on our school’s website
* Included in staff handbook/manual
* Discussed at staff briefings/meetings as required
* Discussed at parent information nights/sessions
* 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](https://www2.education.vic.gov.au/pal/excursions/policy)
* [Camps, Sports and Excursions Fund](https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy)
* [Parent Payments Policy](https://www2.education.vic.gov.au/pal/parent-payment/policy)

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

* [Statement of Values and School Philosophy](file:///\\8707AFS01\Users\ESC%20School%20Policies\Statement%20of%20Values%20and%20School%20Philosophy%20Policy.pdf)
* [Student Wellbeing and Engagement Policy](file:///\\8707AFS01\Users\ESC%20School%20Policies\Student%20Wellbeing%20and%20Engagement%20Policy.pdf)
* [Volunteer Policy](file:///\\8707AFS01\Users\ESC%20School%20Policies\Volunteers%20Policy.pdf)
* [Duty of Care Policy](file:///\\8707AFS01\Users\ESC%20School%20Policies\Duty%20of%20Care%20Policy.pdf)
* [Inclusion and Diversity Policy](file:///\\8707AFS01\Users\ESC%20School%20Policies\Inclusion%20and%20Diversity%20Policy.pdf)
* [Parent Payment Policy](file:///\\8707AFS01\Users\ESC%20School%20Policies\Payment%20Payment%20Policy.pdf)

**POLICY REVIEW AND APPROVAL**

|  |  |
| --- | --- |
| Policy last reviewed | 16/09/22 |
| Approved by | Principal – James Barut |
| Next scheduled review date | 16/09/25 |

**Appendix A: Pupil / Teacher Ratios**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Abseiling and Rock Climbing*** | | ***Ropes Course*** | |  |  |
| 1:1 | Rock Face | 1:12 | 3 students to any one element, 1 participating, 2 spotting |  |  |
| 1:10 | Others | **NOTE:** | No student on any element unless supervised |  |  |
| 2 | Experienced Staff |  |  |  |  |
|  | |  | |  |  |
| ***Base Camping*** | | ***Scuba Diving*** | |  |  |
| 1:10 | Residential; canvas | 1:8 | Pool training |  |  |
| 1:15 | Study: residential | 1:4 | Diving, 2 buddy systems |  |  |
|  |  | **NOTE:** | 2 qualified staff |  |  |
|  | |  |  |  |  |
| ***Board Sailing*** | | ***Shooting*** |  |  |  |
| 1:3 | Beginners | 1:1 | New or inexperienced |  |  |
| 1:5 | Novice; intermediate; advanced | 1:5 | On the track or mound |  |  |
| 2 | Experienced sailors | 1:15 | Observers or waiting |  |  |
|  | |  | |  |  |
| ***Boats, Small Sailing - (Dinghies, Catamarans)*** | | ***Snorkeling*** | |  |  |
| 1:8 | Enclosed Waters | 1:8 | Closed water: pool |  |  |
| 1:6 | Open Waters | 1:4 | Open water |  |  |
| 1:4 | Open Waters, Adverse | **NOTE:** | 2 qualified staff |  |  |
|  | |  | |  |  |
| ***Bushwalking*** | | ***Snow Activities*** | |  |  |
| 1:5 | Overnight | 1:8 | Alpine, Nordic – overnight |  |  |
| 1:10 | Day | 1:10 | Alpine, Nordic – day |  |  |
|  |  | 1:10 | Non-skiing |  |  |
|  | |  | |  |  |
| ***Canoeing*** | | ***Surf Activities*** | |  |  |
| 1:6 |  | 1:10 | Beach |  |  |
| 2 | Staff members | 1:8 | Surf |  |  |
|  |  | **NOTE:** | 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on |  |  |
|  |  |  | beach |  |  |
|  | |  | |  |  |
| ***Cycling*** | | ***Swimming*** | |  |  |
| 1:10 |  | 1:20 | Enclosed pools |  |  |
|  |  | 1:10 | Open water |  |  |
|  | |  | |  |  |
| ***Horse Riding*** | | ***Water Skiing*** | |  |  |
| 1:1 | Basics | 1:20 | Shore |  |  |
| 1:5 | Beginners | 1 | Student on two at any one time; if highly experienced two may be |  |  |
| 1:8 | Semi-experienced |  | taken together |  |  |
| 2 | People in boat – driver and observer; one must be staff |  |  |
|  |  |  |  |
| ***Riding School:*** | |  | member |  |  |
| 1 | Experienced teacher with instructor |  |  |  |  |
| 2 | Experienced teachers if no instructor or group exceeds 10 |  |  |  |  |
|  | |  |  |  |  |
| ***Orienteering*** | |  |  |  |  |
| 1:10 | Bush |  |  |  |  |
|  | |  |  |  |  |
| ***General Excursions*** | |  |  |  |  |
| 1:20 | except for senior students where Principal discretion applies | 1:10 |  |  |  |

**Appendix B:**

**Excursion Risk Management Assessment Form**

**Section 1 –Environment Emergency Management Assessment**

**Venue Assessed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for **month** of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

|  |  |  |
| --- | --- | --- |
| * Bushfires * Severe storms and flooding * Earthquake * School Bus Accident/Vehicle Accident | * Missing Student * Medical Emergencies * Incidents * Aggressive student behaviour | * Intruders * Internal fires and smoke * Snakes and other wildlife * Other relevant to camp area |

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**Appendix C:**

**Emerald Secondary College Excursion Protocol**

***Your duty of care on an excursion is ABOVE AND BEYOND WHAT A PARENT WOULD REASONABLY PROVIDE.***

During an excursion you are on duty all day. Lunch breaks etc. should be taken with the students to ensure maximum student supervision at all times.

***Emerald Secondary College Contact Details-***

**Call in the case of any emergency or if you are in doubt about anything at all:**

**(During office hours**) **5968 5388**

*Program this number into your mobile phone. Ask students to program this number into their mobile phones in case they become separated from the group.*

**In the case of a medical emergency always call: 000**

**In the event of an emergency outside of school hours, or if you are in doubt of anything at all, please call the following Principal Class members:** Jodie Doble, Jonathon Rogers, Janine McMahon

*Student Absences must be called through to the college*

***Remember to turn on your mobile phone so that you are contactable during the excursion!***

**Victorian Bushfire Information Line (24 hours) 1800 240 667**

**Excursion Process: Staff information prior to leaving the College**

* Completed the necessary Operations Committee Processes.
* Organise electronic or hardcopies of work and put it up on Compass, for students not attending the excursion.
* Collected completed permission forms with emergency contact details for students to be taken with staff on excursion.
* Hardcopy roll prepared to be taken with staff on excursion.
* Mobile telephone (with College number programmed in), batteries full charged.
* Notified the College First Aid Co-ordinator of excursion to ensure the preparation of first aid kit aid kit collected and signed out first aid kit as required.
* Copy of the excursion risk assessment taken with staff on excursion.

**If a student does not return the permission note PRIOR to the excursion:**

* **PRIOR to the day of excursion call the parent** to advise that the student is unable to attend the excursion.Verbal permission may be granted so consent can be entered into Compass.
* If the student is absent prior to the excursion and you do not have their permission note, as above call the parent prior to the excursion (not on the day of the excursion).
* **If the parent informs you that they will bring the note on the day, please seek advice from administration staff. There is a high likelihood that the student will not be able to attend regardless of securing the appropriate permissions due to timelines, booking constraints and/or excursion fee payment.**
* If administration says that the student can still attend if the appropriate permission is secured you will be asked to call the parent and inform them that it is preferable to deliver permission to the teacher personally (to ensure that the student is not dropped off without the note) at the point of departure.

**Excursion Process: On the day of the excursion**

* Mark the roll accurately on Compass prior to leaving the College (if students leaving after Home Group).
* Any student not meeting the uniform requirements of the day must be sent to the Assistant Principal or Sub School Leader for direction.
* Students not attending should be sent to the designated place for school supervision.
* Get students to save the school number into their mobile phones (to be used in the event of an emergency/if they are separated from the group/need assistance).
* The hardcopy roll MUST be kept with you at all times during the excursion. It should be marked:
  + Before students get on the bus/train
  + When you reach your destination
  + At lunch time
  + Before the students get on the bus to return to school
  + At end of day.
* No eating or drinking on the bus/train.
* Seat belt must be worn if available.
* Make sure students are aware; under no circumstances are they allowed to change buses.
* Make sure you check with the bus driver about the pickup location and time. Ask him if he will be your driver on your return trip (it makes it easier to locate your bus).
* Remember/write down your bus number for the return trip.
* It is advisable to ‘buddy’ up your students to keep an eye on one another.
* Advise students that they are representing the College and accordingly they are expected to act appropriately at all times during the excursion.
* Reinforce to all students that they are not allowed to leave designated areas for any reason.
* Advise students of details relating to activities, time of lunch etc.
* Strictly adhere to departure times. Always ensure that you have done a head count prior to assembling for the bus/train and before departure.

**What do I do if:**

**A student comes to the train station without permission to attend the excursion?**

* Call the college on 5968 5388 to inform them. Under no circumstances can a student participate in an excursion without written consent. In some cases, even if written consent is obtained on site the student may still not be able to participate due to booking constraints (Venue) or non-payment of fees.
* You may be advised by the college to call the parent and get them to return to the station to secure written permission. There is a chance that they are still in the vicinity and that they can come back to the station to sign a permission form.
* Do not leave the student unattended at the station without the permission of the college. The college will advise the course of action for managing a student’s duty of care in this instance.
* You may be asked to delay your departure to ensure that the duty of care is met for all students.

**A student becomes separated from the group?**

* Call the College to notify them.
* Call the parent. There is a likelihood that the student will call their parent and they can then advise the student to return to the meeting point.
* Try and contact the student via mobile phone- ask the parent for the student number or one of the student’s friends.
* Return to the pre-designated meeting point and wait for the student.
* Always keep the College informed of your whereabouts and progress.
* Seek further direction from the Principal or his representative as required.

**A student disembarks the train without the group?**

* Call the College immediately and inform a principal or SSL. If the student calls the College they will be advised to stay where they are.
* Call the parent an inform them. There is a chance that the student will contact their parent. The parent can then advise them to wait where they are.
* Get off at the next station (with the rest of the group) and return to the station that the student disembarked from.
* Always keep the College informed of your whereabouts and progress.
* Seek further direction from the Principal or his representative as required.

**A student becomes ill or is injured?**

* In the case of a medical emergency, dial 000. After doing so, contact the College to inform them.
* Always keep the College informed of your whereabouts and progress.
* Seek further direction from the Principal or his representative as required.

**Your transport is delayed, rerouted or has broken down:**

* Contact the college and seek advice.
* The college may in turn seek advice from police or transit authorities and will advise you accordingly.
* In the event that a student’s parent attends the location to collect the student, you must advise the college.
* ***In the event that you are unsure of any aspect of the advice from the college or in the event that you feel your duty of care is potentially being compromised by either the students themselves (trying to leave the location without your consent) or a parent (asking you to allow a student to leave the location independently or with a third party) you must seek further clarification or advice from the College Leaders.***