

1. Purpose & Rationale

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

2. Policy Goals

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

This policy is designed to complement the Department and Education and Training's (DET's) policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Sandringham College will follow this policy, as well as the Departments policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

3. Implementation

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 School Policy and Advisory Guide: Excursions and Activities For Camps and Excursions Requiring School Council Approval, our school will also follow the Department's School Policy and Advisory Guide: Safety Guidelines for Education Outdoors.

3.1. 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. Sandringham 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.

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.

School Council is responsible for the approval of:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations

- Adventure activities

Sandringham College will consider the following factors when planning camps, activities or excursions:

- Educational purpose of the excursions and its contribution to the curriculum – all excursions will be linked to ALT's (with the exception of co-curricular related excursions)
- Suitability of the environment and or the venue for the excursion and safe transport arrangements
- Informed consent from parents and carers
- Adequate student and staff medical information
- Adequate student preparation and clear behaviour expectations
- The importance of providing an inclusive excursion for all students, including students with disabilities and additional needs
- Special consideration for Aboriginal and Torres Strait Islander students/venues
- Appropriate education programs and supervision for students not participating in the excursion and remaining at school
- Completion of a risk matrix for all day and local excursions

3.1.1. Inclusivity

Sandringham 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. The support needs of students with disabilities or medical conditions, multicultural groups – including racial and religious backgrounds, transgender and intersex will require careful consideration and consultation. Sandringham College will endeavour to put in place appropriate support measures for these students to enable them to access the learning experiences available through camps, activities and excursions.

3.1.2. COVID-19 guidelines and restrictions

Sandringham College will comply with the CHO and Department of Education guidelines when organising Camps, activities and excursions. Sandringham College will communicate arrangements relating to COVID-19 to parents, carers and students prior to the activities occurring. Due the rapidly evolving situation of COVID-19 this information will be provided on an as needs basis.

3.2. Supervision

Sandringham College follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including Education Support staff, volunteers and student teachers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion. Sandringham College will ensure that staff supervising excursions have the appropriate level of experience, qualifications and skills required to provide effective supervision.

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.

3.2.1. 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.

3.2.2. Volunteer and external provider checks – WWC cards/Vaccination Documentation

Sandringham 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 to comply with current COVID-19 vaccination guidelines.

3.3. Parent/Carer consent

For all camps, activities and excursions, other than local excursions, Sandringham College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Sandringham 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, weekly sports and College Athletics and Swimming Days, Sandringham 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. Sandringham 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), Sandringham College will notify parents once only prior to the commencement of the recurring event.

3.4. Cost of camps, activities and excursions, refunds and support

The cost of all camps, activities and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal/Business Manager/Wellbeing Team at least one week prior to the event. 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.

Sandringham 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/Organising Teacher. The Business Manager/Principal/Organising Teacher 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. Please refer to the Sandringham College Refund policy. 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.

3.5. Travel

Safe travel arrangements will be made – walking or transport (supervised or unsupervised) for whole day excursions:

- Sandringham College will use public transport wherever possible to reduce costs
- Students may travel in staff car for small group events only. Staff will be required to obtain permission from the College Principal for the use of private vehicles and provide details of their Comprehensive Insurance

3.6. 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.

3.7. 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.

3.8. Electronic devices

Students will be advised whether they are permitted to bring electronic devices (such as iPads, iPods, mobile phones) to any camps, activities and excursions. If permitted, 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.

3.9. Food

Students will be advised whether or not they are permitted to bring their own supply of food items to camps. Information will be provided to parents and students via Compass.

3.10. 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).

Sandringham 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. Sandringham College will offer to organise travel insurance for any interstate/overseas trips. Information will be provided to parents via Compass.

4. Monitoring & Review

This policy was last updated on May 2020. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions

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 property

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 website under Adventure Activities, at the following link:

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

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

DET – Department of Education and Training

6. References

This policy should be read in conjunction with the following school policies:

School Policy and Advisory Guide:

- [Excursions and Activities](#)
- [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#)
- [Code Red Days](#)

Sandringham College Student Wellbeing and Engagement Policy

Sandringham College Duty of Care Policy

Sandringham College Inclusion and Diversity Policy

Sandringham College Parent Payment Policy

Policy Number	SC-OP-05	Last Date Approval	November 2021
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Steering Committee	Next Review Date	1 st May 2024
Review Frequency	Document Availability	Policy Delivery	

- 1 Year
- 2 Years
- 3 Years
- As Required
- n/a

- College Website
- Student Compass
- Parent Compass
- Staff Compass
- Staff Information Drive
- Enrolment Pack

- Annual Staff Meeting
- Annual Parent Meeting
- Annual Student Meeting
- Annual School Assembly
- Staff Handbook/Manual
- Newsletter Article
- Staff DL