

CAMPS AND EXCURSIONS POLICY

POLICY

Ripponlea Primary School (RPS) runs camps and excursions to enable students to develop their learning skills in a non-school setting. RPS camps and excursions are an important aspect of the school's educational program.

PURPOSE

The purpose of this policy is to ensure the RPS camps and excursions program is:

- well planned to meet the camp or excursion's specific educational aims;
- run with the safety and well-being of all students, staff and volunteers being a primary concern;
- affordable to all families in order to maximise participation of students.

IMPLEMENTATION

1. Aims and Costs

RPS's camps and excursions should offer a variety of environments and experiences from year to year.

They should be an integral aspect of RPS's curriculum and aim to:

- promote self-esteem, cooperation, resourcefulness, independence, leadership and resilience;
- deliver skills and knowledge which promote a respect of the natural environment;
- develop leisure and recreational skills;
- provide the opportunity for students to try new things in a supportive environment.

Camps and excursions will be selected having consideration to the impact of cost on the participation of students. The cost of camps and excursions is to be paid by parents/carers. However, family financial difficulties should not preclude attendance and families may be provided with financial assistance at the Principal's discretion.

2. Parental Permission

Parents/carers are required to provide written permission for their child to attend any camp or excursion. This written permission will be forwarded by RPS and will include a consent to attend, consent for medical attention, any payment requirements and emergency contact details.

3. Health

- a. It is the responsibility of parents/carers to ensure their child is in good health when attending excursions and camps.
- b. Children who recover from an illness or injury that prevented them from attending an excursion or camp may join later, however transport to the camp is a parental/carer responsibility.
- c. If a student becomes ill during a camp and is not able to continue it is the responsibility of the parent/carer to collect the student and cover the associated costs.
- d. It is the parent/carer's responsibility to provide teachers with specific medications for their child, together with written instructions regarding the use and administration prior to camps or excursions. RPS will appoint a member of staff who is responsible for the health needs of students on each camp or excursion. Teachers will administer any medication provided.

- e. A first aid kit will be taken by teachers on all camps and excursions.

4. Student Behaviour

Students participating in camps and excursions will commit to cooperate and display appropriate behaviour in the interest of their own and the group's safety and wellbeing.

If the teacher in charge considers an individual student's behaviour does not meet required standards then the student may not be able to continue on the camp or excursion. In these circumstances it is the parents'/carers' responsibility to collect the student and pay any costs associated with this.

5. Transport

- a. RPS will use transport for camps and excursions which complies with the requirements of the DET Guidelines for Transporting Students:
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/transporting.aspx>
- b. RPS will hire only hire accredited, insured and roadworthy vehicles which provide a lap sash seat belt for every student.
- c. RPS will use rail or tram transport for travel to and from school sports and other excursions where practical and convenient.
- d. RPS discourages the use of private cars to transport other staff, students, or equipment for school activities. However, when use of private vehicles is unavoidable the Principal must:
 - ensure the application form to use a private vehicle on official duty is completed;
 - view the current and valid registration certificate for the vehicle and driver's licence of the driver;
 - sight the vehicle's comprehensive insurance policy that includes:
 - liability at law by way of damages no less than \$20 million
 - an indemnity to the employer;
 - approve the vehicle for use on duty by signing the approval form;
 - provide written authority to the person where they are approved to receive reimbursement for using their private vehicle which specifies the conditions under which that the vehicle may be used;
 - ensure parents/carers are advised that their child will be transported in a private vehicle and by whom;
 - ensure the school keeps accurate records of the students travelling in each vehicle, in case of an accident occurring.

For further information refer to link below:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/privatecar.aspx>

- e. On occasions, students may travel to and from school sports activities and other excursions by foot. Students will only participate in a walking excursion once approval has been granted by the Principal and where parents/carers have provided written consent. Walking excursions will only occur when the activity is within walking distance of the school grounds.
- f. In cases where students have been transported to a particular location and a parent/carer wishes to take their own child/children from the location at the conclusion of the activity,

prior written or verbal parental/carer consent is required to be given to the supervising teacher.

- g. No child is to be taken by another parent/carer from a school sports activity or an excursion without the prior written consent of the child's parent/carer.

6. Risk of Bushfire

In planning for camps and excursions RPS teachers will consider the risk of bushfire in the activity location and ensure that this risk is documented in the risk management documentation as applicable.

7. Approvals

The Principal is responsible for the conduct of all camps and excursions and will work with the designated teacher in charge of each camp or excursion to ensure that all aspects comply with all the relevant DET guidelines on excursions and activities. The guidelines cover the following topics:

- Adventure Activities
- Parent or Carer Consent
- Approvals
- Emergency and Risk Management
- Staffing and Supervision
- Student Medical Information
- Student Preparation and Behaviour
- Venue Selection

For more information refer to:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

All overnight camps (including sleep overs at RPS) and one day excursions which include adventurous activities require the prior approval of School Council. The teacher in charge is responsible for submitting the "Approved Proforma for all Excursions and Activities Requiring School Council Approval" form (available at the website link below) in sufficient time for the appropriate approval to be considered and granted.

<http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/schops/edoutdoors/approvalform.doc>

All other day excursions can be approved by the Principal.

After receiving the appropriate approval from the Principal or School Council the teacher in charge must, at least three weeks prior to the camp or excursion commencing, complete DET's online notification of school activity form using the Student Activity Locator (SAL).

8. Supervision ratios and staffing

All RPS camps and excursions will comply with the following ratios to ensure students are appropriately supervised in accordance with the DET Guidelines:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx#2>

| Type of excursion | One excursion staff member per: |
|------------------------|--|
| Day excursion | 20 students |
| Overnight camps | 10 students |
| Adventurous Activities | As per specific DET Guidelines for that activity |

Classroom teachers will be given the option to attend camps and excursions and parents/carers may also be invited to attend. When deciding on which parents/carers will attend, teachers will take into account any particular skills parents/carers have to offer, the need to include both male and female parents/carers and the special needs of particular students. Parents/carers attending school camps or excursions will be required to have a current Working with Children Check.

Teachers have the ultimate responsibility of managing the camps and excursions with parents/carers required to follow their directions. At least 50% of the excursion or camp staff should be teachers.

RELATED POLICIES:

- Duty of Care
- Student Engagement and Wellbeing
- Working With Children Check

Ratified by School Council:

Next review date: June 2020