



ELTHAM HIGH SCHOOL

POLICY DOCUMENT

Camps and Excursions

INTRODUCTION

Camps, Excursions, Tours and Incursions are an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. These programs complement, and are an important aspect of the educational programs offered at the school.

PHILOSOPHY

The goals of the Camps, Tours and Excursions program are to:

- Develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- Provide a safe; secure learning experience for students in environments external to the school.
- Further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- Promote inclusion in line with the school values.
- Further develop problem solving and life survival skills.
- Extend understanding of students' physical and cultural environment.

POLICY STATEMENT

The purpose of the Camps and Excursions program is to reinforce, complement and extend the learning opportunities beyond the classroom.

GUIDELINES/PROCESSES FOR IMPLEMENTING THE POLICY

Approvals

All excursions, camps, and tours must be approved in the first instance by the School Consultative Committee (Operations) in accordance with the School Guidelines. The School Consultative Committee (Operations) will ensure that for all Items considered within the Camps and Excursions Program including but not limited to, transport arrangements, risk management, emergency procedures and staffing comply with DET guidelines. Refer to: www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx

Once approved by the School Consultative Committee (Operations), all camps, tours and high risk excursions as defined by Department Policy are presented to School Council for final approval. The organising staff member must liaise with, and submit all necessary paperwork, including risk assessments to the Assistant Principal, Strategic Management and Community for presentation to School Council.

DET expectations

- DET will not be involved in any expense associated with the conduct of excursions. The school, however, may wish to subsidise some excursions or some student expenses.
- Ensure equal access to Camps and Excursion program for all students
- Only students who have displayed sensible, reliable behaviour at school will be invited to participate in excursions.
- In rare cases where student behaviour would put the student, other students, staff or the school at risk, the School Principal will make the final decision as to whether a student is able to participate in an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.

Responsibilities:

School Principal

- The Principal or their nominee will ensure that full records are maintained regarding all excursions and archived for the required amount of time.
- The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- The Principal has the final decision as to whether an event is approved.

School Council

The 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.

The School Consultative Committee (Operations):

The School Consultative Committee (Operations) is responsible for the approval of all single-day excursions and incursions other than those that must be approved by School Council, as mentioned above.

A range of factors are taken into consideration by the School Consultative Committee (Operations) and/or School Council, including:

- The contribution of the activity to the school curriculum;
- The 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 and timing of activity;
- The provisions made for the safety and wellbeing of students and staff;
- The experience and competence of staff relevant to the activities being undertaken;
- The adequacy of the student supervision;
- The high risk nature of some activities;
- Emergency procedures and safety measures;
- Staff-student ratios in accordance with/as prescribed by DET guidelines; and
- Student experience.

Teachers:

- A designated 'teacher in charge' will coordinate each excursion.
- Arrangements must be made by the individual teachers to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion. It is the staff members' responsibility to leave appropriate work for their classes, on Compass.
- The School will provide a First Aid kit suitable for the activity and any other medical requirements as per student list (eg Epipen). The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the General Office or relevant Sub School Leader. Parents will be informed that they can ring for an updated anticipated return time.
- In rare cases where student behaviour would put the student, other students, or staff at risk, the Principal will make the final decision as to whether a student is able to participate in an excursion. Parents will be notified by the relevant Sub-School Leader if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school or if the decision has been made to exclude a student from the excursion. All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- On days of extreme fire danger or total fire ban, the Principal or Nominee may need to cancel an excursion at short notice.
- Excursion groups will be equipped with mobile phones and first aid kits to use in the event of an emergency situation.
- Any teacher with a Bus licence and driving more than 100km from the school is required to follow National Heavy Vehicle Regulator requirements by purchasing a Work Diary and keep records in accordance with the information supplied at <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-diaries-and-record-keeping/work-diaries>. Carbon copies of these logs are required to be archived.

Parents:

- Parents may be invited to assist in the delivery of excursions but must have a current Working With Children Check (WWCC).

Students:

- Normal School rules and expectations apply to any student participating in an excursion.
- Any student who brings the good name of the School into disrepute, or breaks School rules, while participating in excursions, may have their right to participate in future events removed for a period of time. This decision would be made by the Principal in consultation with relevant staff.
- In extreme cases, the excursion staff, following consultation with and approval from the Principal or Principal Nominee, may determine that a student should return home during an excursion. In such circumstances, the parent/carer will be advised:
 - Of the circumstances associated with the decision to send their child home
 - Of the time when the parents/carers may collect their child from the excursion
 - Of any costs associated with the student's return which will be the responsibility of the parents/carers.

For additional information in relation to the implementation of this policy refer to the Guidelines for Implementation of the Camps and Excursions Policy

RELATED POLICIES

- Student Engagement and Well Being Policy
- Staff Code of Practice
- DET Guidelines
- Industrial Awards and Agreements
- DET Emergency Management Policy

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 21/10/15

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by: Darren Squires

Consultation has taken place with the following groups:

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Planning and Policy Review Team of Council	✓
School council	✓
Other (Camps and Excurions Working Party – Outdoor Ed Teachers and LOTE leader)	✓

PROCESS FOR POLICY DEVELOPMENT AND REVIEW

