



# ELTHAM HIGH SCHOOL

## *Camps, Tours and Excursions Policy*

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### **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 both 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 a school-based environment, and that valuable and powerful learning also takes place in a real world setting.
- Provide a safe and secure learning experience for students in environments external to the school.
- Further develop social skills such as cooperation, tolerance, communication and individual and group interaction.
- Promote inclusion in line with our school values.
- Further develop problem solving and life survival skills.
- Extend an understanding of students' physical and cultural environment.

### **Policy statement**

The purpose of the camps, tours and excursions program is to reinforce, complement and extend the learning opportunities beyond the classroom.

### **Guidelines/processes for implementing the policy**

#### **Participation**

Eltham High School supports all students to engage actively in the camps, tours and excursions program by:

- Communicating clear processes and expectations to all students and their families.
- Making reasonable adjustments so that students with special needs have equal access.

Communicating with eligible families about the DET Camps, Sport and Excursions fund,

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>.

In rare cases where student behaviour would put the student, other students, staff or the school at risk or impinge on the learning of others; the School Principal will make the final decision as to whether a student is able to participate in an incursion, excursion, camp or tour.

#### **Approvals**

All events including camps, tours and excursions must be approved in the first instance by the School Consultative Committee (Operations) in accordance with the DET 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: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx> and <https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/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 - Empowering Students and Building School Pride, for presentation to School Council.

## **Responsibilities:**

### **School Principal**

- The Principal or their nominee will ensure that full records are maintained and archived for the required amount of time regarding all excursions.
- The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including preparing students for the event, takes place.
- On days of extreme fire danger or total fire ban, the Principal or nominee may need to cancel an excursion at short notice. This would be done in line with the DET guidelines, <https://www.education.vic.gov.au/school/principals/spag/management/Pages/bushfireprepare.aspx>
- 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 attending individual teachers to provide continuous instruction for the students who remain 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. 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 instances 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.

- 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>. 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
- Equal Opportunity Policy
- DET Guidelines
- Industrial Awards and Agreements
- DET Emergency Management Policy

#### **REVIEW**

This policy should be reviewed every 3 years.

Date Endorsed: 19/12/18

#### **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:**

<b>Group</b>	<b>Consultation</b> ✓
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

