



# Dingley Primary School

## Camps and Excursions Policy

### 1. Rationale:

- 1.1. Excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning, and development their social skills, in a non-school setting. Excursions and camps complement, and are an important aspect of, the educational programs offered at Dingley Primary School.

### 2. Aims:

- 2.1. To ensure that all students have the opportunity to attend camps and excursions.
- 2.2. To Reinforce, complement and extend learning opportunities beyond the classroom.
- 2.3. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### 3. Implementation:

#### 3.1. Planning:

- 3.1.1. The Principal is responsible for the conduct of all excursions and must comply with the Department of Education and Training's (DET) policy on the *Schools Policy Advisory Guide*. The Principal must ensure an online *Notification of School Activity* form is completed 6 weeks prior to the activity.

#### 3.2. Approvals:

- 3.2.1. All excursions and camps must be approved before they can take place. Overnight excursions, camps or adventure activities require School Council approval.

#### 3.3. Duty of Care:

- 3.3.1. All staff attending camps or excursions owe a duty of care to the students. Reasonable steps are to be taken to prevent any foreseeable harm.
- 3.3.2. The designated teacher in charge has ultimate responsibility for all students in their care.
- 3.3.3. External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed.
- 3.3.4. Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

#### 3.4. First Aid

- 3.4.1. At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent.
- 3.4.2. Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

#### 3.5. Students with disabilities

- 3.5.1. Students should not be denied attendance to any excursion or camp because of disability or medical condition.
- 3.5.2. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.
- 3.5.3. Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

#### 3.6. Emergency Notifications or Contacts

##### Dingley Primary School will notify the:

- 3.6.1. DET of any approved school camp or excursion at least three weeks beforehand using the Student Activity Locator online form.
- 3.6.2. Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the school contact person, in the event of an emergency.
- 3.6.3. Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.



## Dingley Primary School Camps and Excursions Policy

- 3.6.4. Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.
- 3.7. In the event of an emergency, accident or injury staff on the excursion will:**
- 3.7.1. take emergency action as documented in the excursion and camp's emergency and risk management plan
  - 3.7.2. notify the parents/carers of the students affected
  - 3.7.3. immediately notify the school principal
  - 3.7.4. the Principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266
- 3.8. Fire Danger or Ban/Extreme Weather**
- 3.8.1. The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools, that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.
  - 3.8.2. When required, Dingley Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities.
- 3.9. Risk Management**
- 3.9.1. **An assessment of excursion risks will be undertaken in accordance with Department guidelines - Planning – Managing Risk. (Appendix A)**
  - 3.9.2. For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.
- 3.10. Payments**
- 3.10.1. **All efforts will be made not to exclude students simply for financial reasons.**
  - 3.10.2. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the principal.
  - 3.10.3. All families will be given sufficient time to make payments for excursions.
  - 3.10.4. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates.
  - 3.10.5. Students whose payments have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the principal.
- 3.11. Teacher Responsibilities**
- Teachers participating in an excursion and/or camps will:**
- 3.11.1. understand the purpose of the program and its connection to student learning
  - 3.11.2. be aware of their supervisory responsibilities throughout the program, see: Excursion support - supervision
  - 3.11.3. know who is the nominated member of staff who will provide first aid if required, see: Excursion support - first aid
  - 3.11.4. know the exact location of students they are responsible for at all times including during travel.
  - 3.11.5. **In addition the nominated teacher-in-charge will:**
    - 3.11.5.1. know the exact location of students at all times including during travel.



## Dingley Primary School Camps and Excursions Policy

- 3.11.5.2. maintain a record of telephone contacts for the supervising staff accompanying the excursion.
- 3.11.5.3. know who the school contact person is and their phone number.
- 3.11.5.4. have a copy of the names of family contacts for all students and staff on the excursion.
- 3.11.5.5. have copies of the parental approval and medical advice forms for those students on the excursion.
- 3.11.5.6. maintain a copy of the completed approval form (including all attachments) submitted to the school council.
- 3.11.5.7. have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion, see: Student Activity Locator online form

### 3.12. **Student Behaviour**

- 3.12.1. Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of the principal or their nominee, may determine that a student should return home during a camp or excursion.
- 3.12.2. **In such circumstances, the parent/carer will be advised:**
  - 3.12.2.1. of the circumstance associated with the decision to send the student home
  - 3.12.2.2. of the time when the parents/carers may collect their child from the camp or excursion
  - 3.12.2.3. of the anticipated time that the student will arrive home
  - 3.12.2.4. of any costs associated with the student's return which will be the responsibility of the parents/carers.

### 4. **Resources:**

- 4.1. The Key Links which are connected with this policy are sourced through: DET School Policy Advisory Guide - Excursion and Activities
- 4.2. 4.2. School Policy and Advisory Guide
- 4.3. Notification of School Activities

### 5. **Evaluation:**

- 5.1. This policy will be reviewed as part of the school's three-year review cycle.  
Review Date: 2020

This policy was last ratified by School Council in: **June 2017**