



# Warracknabeal Secondary College

## Camps & Excursions Policy

**Child Safety statement: Warracknabeal Secondary College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.**

### **Rationale:**

- The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and offer learning opportunities beyond the classroom. They are an important aspect of the educational programs offered at our school.
- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at our school.
- Warracknabeal Secondary College is committed in our duty of care of providing child safety (**Ministerial Order No. 870**), ensuring that **all** children in our care are safe, happy and empowered. Our College acts in the best interests of **all** of our students at all times and takes all reasonable steps to ensure that the safety of our students is paramount in all school environments.

### **Aims:**

- To reinforce, complement and learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To gain an understanding of environmental changes and risk management strategies.
- To provide all students with an opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning in 'Child safe' environments and situations

### **Implementation:**

- A camp is defined as any activity involving at least one night's accommodation, including sleepovers at school.
- As necessary, advance notification of dates, costs and organisational details should be provided to students, parents/guardians and staff.
- Office staff will be responsible for managing and monitoring the payments made by parents/guardians and will provide the camp/excursion organiser with the necessary records when they are processed. They are not responsible for chasing forms or payment.
- School council will ensure that all school camps are maintained at a reasonable and affordable cost and comply with all DET and VRQA Child Safety requirements.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be invited to discuss their individual situation with the principal. Decisions relating to alternative payment arrangements will be made by the principal on a case by case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Students whose payments have not been finalised by the designated date will not be allowed to attend unless an alternative payment arrangement has been organised with the principal.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- School council is responsible for approval of all overnight excursions; camps; interstate or overseas visits; excursions involving weekends or vacations; and adventure activities.

- Prior to the commencement of any detailed planning relating to a proposed school camp or excursion, the organising teacher must complete the top section of the Camps and Excursions checklist, and seek “in principle” support for the event by the Assistant Principal.
- If approval for any camp or excursion is granted, detailed planning should commence using the checklist and the planning questions proforma as a guide. This must include a site visit and risk assessment for all overnight camps and adventure activities. Prior to seeking school council approval for the camp, organising staff are required to meet again with the daily organiser and present him/her with all documentation, including the completed School Council approval proforma and all attachments, at least 10 weeks prior to the activity commencing, and if approved, that the online Notification of School Activity form then be submitted 4 weeks prior to the activity.
- The ‘Teacher in Charge of the camp must ensure that the Risk Assessment section of this documentation contains a Child Safety risk description, identifies the existing controls and treatment tasks. Please note: the School council is within their rights to deny permission for an excursion or camp to proceed if there is no evidence of this section in the Risk Register or if, as a School council, they believe the existing controls and/or treatment do not comply with the VRQA Child Safe standards or meet the expectations outlined in WSC Duty of Care and Yard Duty policy.
- When presenting information to School Council, organising staff must be aware that Council will consider the following:-
  - The educational aims and objectives of the camp.
  - The names of all adults attending and their expertise and experience
  - Is an appropriately trained member of staff able to provide First Aid?
  - Travel arrangements and costs.
  - Venue details and an itinerary of events
  - Procedures followed to ensure the safety of the students.
  - Alternative program for students not attending camp.
  - Compliance with VRQA Child Safety expectations.
- The school will provide a mobile phone and a first aid kit for all camps.
- The designated “Teacher-in-Charge” of each camp will ensure that all camps, bus arrangements and camp activities comply with DET and VRQA Child Safety guidelines. Details can be found at: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>
- Parents may be invited to assist in the camps program. If accepted they will be required to undertake a working with children check. This is a free service for volunteers.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the principal, will make this decision. Costs incurred will be the responsibility of the parent.
- Only students who have displayed appropriate behaviour at school will be invited to participate in camps and excursions. Parents/guardians will be notified if a child is at risk of not participating in a camp or excursion due to poor behaviour at school. If the unsatisfactory behaviour continues, the student may be excluded from the camp/excursion. The decision to exclude a student will be made by the principal, in consultation with the activity organiser.
- For serious, illegal or potentially harmful incidents, where the Police are not already involved the “Teacher in Charge” in consultation with the Principal may report the incident to Police. Students involved in these situations will be subjected to the penalties outlined in the Student Welfare and Engagement Policy.

### **Excursions**

- An excursion is defined as any activity beyond the school grounds.
- As necessary, advance notification of dates, costs and organisational details should be provided to students, parents/guardians and staff.
- Office staff will be responsible for managing and monitoring the payments made by parents/guardians and will provide the camp/excursion organiser with the necessary records when they are processed. They are not responsible for chasing forms or payment.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the principal. Decisions relating to alternative payment arrangements will be made by the principal on a case by case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent reminder notices before the excursion date reminding them of the need to finalise payment. Students whose payments

have not been finalised by the designated date will not be allowed to attend unless an alternative payment arrangement has been organised with the principal.

- The school will provide a mobile phone and a first aid kit for all camps.
- The designated “Teacher-in-Charge” of each camp will ensure that all excursions, transport arrangements and excursion activities comply with DET and VRQA Child Safety guidelines. Details can be found at: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>
- Parents of students involved in excursions may be invited to assist in the delivery of excursions. If accepted they will be required to undertake a working with children check. This is a free service for volunteers.
- Parent volunteers may be required to pay costs associated with the excursion.
- Only students who have displayed appropriate behaviour at school will be invited to participate in camps and excursions. Parents/guardians will be notified if a child is at risk of not participating in a camp or excursion due to poor behaviour at school. If the unsatisfactory behaviour continues, the student may be excluded from the camp/excursion. The decision to exclude a student will be made by the principal, in consultation with the activity organiser.
- Once all expenses for a Camp or Excursion have been finalised a Profit and Loss statement must be submitted to the Business Manager. This statement will be presented at the next, available School council meeting. Where there is a difference between the amount charged and the final cost per student that indicates an overcharge to families, this money will be reimbursed to the relevant family’s account. Please note: the per kilometre charge for petrol/ wear and tear on the vehicle may not match the petrol receipts. School council and parents will be made aware of this.
- All camps and excursions must be entered into the DET Student Activity Locator prior to the activity. <https://partner.eduweb.vic.gov.au/sites/sal#/>

## Links

Links which are associated with this policy are:

- [http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_4.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm)
- <http://www.education.vic.gov.au/management/school operations/edoutdoors/links.htm>
- <http://www.education.vic.gov.au/management/school operations/edoutdoors/activities/default.htm>
- <http://www.education.vic.gov.au/management/school operations/edoutdoors/people/default.htm>

### Evaluation:

- This policy will be reviewed annually at the conclusion of the school’s camps program, and as part of the school’s three-year review cycle.
- The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm> as well as the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety and Risk Management.
- For the purposes of this policy **Work Experience** and **Work Placement** do not fall into the category of excursion.

This policy should be read in conjunction with the school camps and excursions planning proforma timeline and checklist.

Ratified by School Council

Date:17/06/2019

Signed:

Principal:



School Council President:

