

## Rationale:

The Camps and Excursions Policy at Barton Primary School supports the school curriculum. Camps, excursions and incursions provide the students with educational, physical and social capabilities to complement experiences provided in the school environment. Camps, excursions and incursions enhance and support the delivery of the Victorian Curriculum.

Camps are seen as part of Outdoor Education experiences.

## Aims:

At Barton Primary School we aim to:

- provide students the opportunity to extend their learning through a variety of experiences
- ensure that all camps, excursions and incursions support the implementation of the Victorian Curriculum

## Implementation:

In accordance with DET School Policy and Advisory Guide

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

At Barton PS we will:

- consider the educational purpose of the camp/excursion/incursion and its contribution to the curriculum
- adhere to DET approval requirements for a camp/excursion/incursion and staff travel
- maintain full records, including documentation of the planning process
- consider the suitability of the environment and/or venue for the camp/excursion/incursion
- ensure emergency and risk management is planned for including:
  - assessment of risks
  - procedures in the event of an emergency
  - arrangements in place if the camp/excursion/incursion needs to be cancelled, recalled or altered
  - completion of online notification of school activity form three weeks prior to the activity using the **Student Activity Locator**  
<https://edugate.eduweb.vic.gov.au/CookieAuth.dll?GetLogon?curl=Z2FsitesZ2Femergen cymanagementZ2FDEECDSALZ2Fdefault.aspx&reason=0&formdir=6>
  - first aid requirements
- minimise disruptions or costs to parents in the event of cancellations or alterations
  - we will inform parents that any costs associated with the student returning from an excursion early due to illness or serious misbehaviour are the responsibility of the parents
  - ensure parents are advised of the possibility of cancellations or alterations and of any cancellation fees imposed on the parents by third parties

- with respect to arrangements between the school and third parties, we will carefully negotiate terms and conditions with third parties prior to accepting arrangements and ensure the terms of any travel insurance offered to the school by the third part are satisfactory
- ensure staffing and supervision is adhering to DET guidelines
  - that there are sufficient staff to provide appropriate and effective supervision
    - day excursions – 1 staff member to 20 students
    - adventure activities – adhere to the DET specific guidelines for the activity <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx#2>
    - overnight excursions – base camps in residential premises or under canvas – 1 staff member to 10 students. Study camps in residential premises – 1 staff member to 15 students
    - local and interstate tours – 1 staff member to 15 students
    - overseas tours – 1 staff member to 10 students
  - the experience, qualifications and skills of each staff member (including volunteers, instructors etc) will allow them to provide effective supervision in general and for planned activities, as applicable
  - there are appropriate levels of supervision in view of the activities undertaken and students involved
- have informed consent from parents or carers
- collate adequate student and staff medical information
- ensure student preparation and behaviour expectations
- adhere to requirements for any adventure activities (these involve greater than normal risk – there are additional considerations associated with these activities)
- consider transportation requirements
  - Public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
  - Camps and excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
- consider communication requirements
- ensure that staff and students have appropriate clothing and personal equipment
- ensure that group or technical equipment is in good condition and suitable for the activities undertaken
- ensure that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- inform the Regional Director if an excursion leaves the school unoccupied
- consider any information which has been provided by specialists in the activities proposed
- adhere to requirements for interstate or overseas excursions
- consider that where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students, as the duty of care of the school staff to students cannot be delegated to a third party

- ensure that the camp/excursion/incursion meets the requirements of all Barton Primary School, policies and procedures
- ensure the documentation at P:\Staff\Administration\Excursions, incursions & Camps\Excursion incursions camp documents is completed satisfactorily by the teacher in charge, and within the stipulated timeline. This includes:
  - Activity Teacher's Checklist
  - Document A – Pre Activity Details
  - Document B – Activity Budget
  - Document C – School Council approval form
  - Document D1 – Excursion outline
  - Document D2 – Camp note details
  - Document E – Activity Staffing details
  - Driving Students Permission Form
  - Excursion Notice
  - Excursion Note – no cost
- ensure that School Council approve all camps and excursions
- provide parents with details of the camp/excursion/incursion and a variety of payment options, in a timely manner, taking into consideration the varying financial status of our community
- ensure that all staff and adult volunteers have a current WWC card and adhere to the Barton Primary School's Child Safe Policy – see Child Safe Policy
- provide eligible students information about and the opportunity to attend Somers Camp, as organised and distributed via the Principal and Camp Co-ordinator

### Approved

Ratified by School Council Wednesday 31<sup>st</sup> May 2017



### Evaluation:

- This policy will be reviewed in 2019 as part of the school's three-year review cycle.

**Barton**  
PRIMARY SCHOOL

