ELTHAM HIGH SCHOOL

Camps, Tours and Excursions Policy

Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office at 03 9430 5111.

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.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Eltham High School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

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://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy

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.

Planning
For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: Excursions.

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Eltham High School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Eltham High School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

Eltham High School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent and community volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Approvals

All events including camps, tours and excursions must be considered in the first instance by the School Consultative Committee (Operations) in accordance with the DET Guidelines and then approved by the principal. 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 prior to recommending approval to the principal.

For excursions that include an overnight component, adventure activities, interstate, overseas or travel by air or water, a completed Excursions – principal approval form (DOCX) and must be submitted to the Principal.

Refer to:
https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx,
https://www2.education.vic.gov.au/pal/excursions/guidance/supervision
https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities

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 approval in so far as it relates to the scope of School Council powers and functions. The organising staff member must liaise with, and submit all necessary paperwork as defined in the Excursion Summary Document to the Assistant Principal - Empowering Students and Building School Pride, for presentation to School Council in accordance with the attached flowchart/timeline.

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://www2.education.vic.gov.au/pal/bushfire-and-grassfire-preparedness/policy
- The Principal has the final decision as to whether an event is approved.

School Council

The School Council is responsible for the approval of:

- Excursions
- Overnight activities;
- Camps;
- Interstate visits;
- International visits;
- Excursions requiring sea or air travel, weekends or vacations;
- Adventure activities.

  In so far as it relates to the school's budget, the parent payments policy or entering into any contract or other such agreement with a third party, as these aspects of excursions fall within the scope of school council powers and functions. If appropriate the Principal can consult with school council on other aspects of excursions.

The School Consultative Committee (Operations)

The School Consultative Committee (Operations) is responsible for reviewing of all events including camps, tours and all single-day excursions and incursions and then making recommendations for approval to the principal.

A range of factors are taken into consideration by the School Consultative Committee (Operations), 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 as per DET guidelines;
- Staff-student ratios in accordance with/as prescribed by DET guidelines; and
- Student experience.

Teachers

- A designated 'Teacher in Charge' will coordinate each excursion. The 'Teacher in Charge' for organising a school camp and/or water-based excursion activity, must complete the mandatory excursions e-learning module, before commencing planning. Staff must complete the module annually. Staff responsible for organising excursions of any other type are also encouraged to complete the module. The module is located on eduPay
- 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/carers and community volunteers may be invited to assist in the delivery of excursions and other activities but must have a current Working With Children Check (WWCC).
- School staff are in charge of camps and excursions and parent volunteers are expected to follow teachers' instructions.
- When deciding which parent/carer or community volunteers will attend, the organising teacher will take in to account any valuable skills the parents and community volunteers have to offer (e.g. bus licence, first aid etc) and the special needs of the activity and students.

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.

Communication

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website www.elthamhs.vic.edu.au
- Information Included in staff induction processes and staff training
- Information Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Information Included in transition and enrolment packs
- Discussed at parent information nights/sessions where appropriate
- Reminders in our school newsletter
- Hard copy available from school administration upon request

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 Inclusion Policy
- Staff Code of Practice
- Equal Opportunity Policy
- DET Guidelines
- DET Water Based Activity Policy
- Industrial Awards and Agreements
- DET Emergency Management Policy

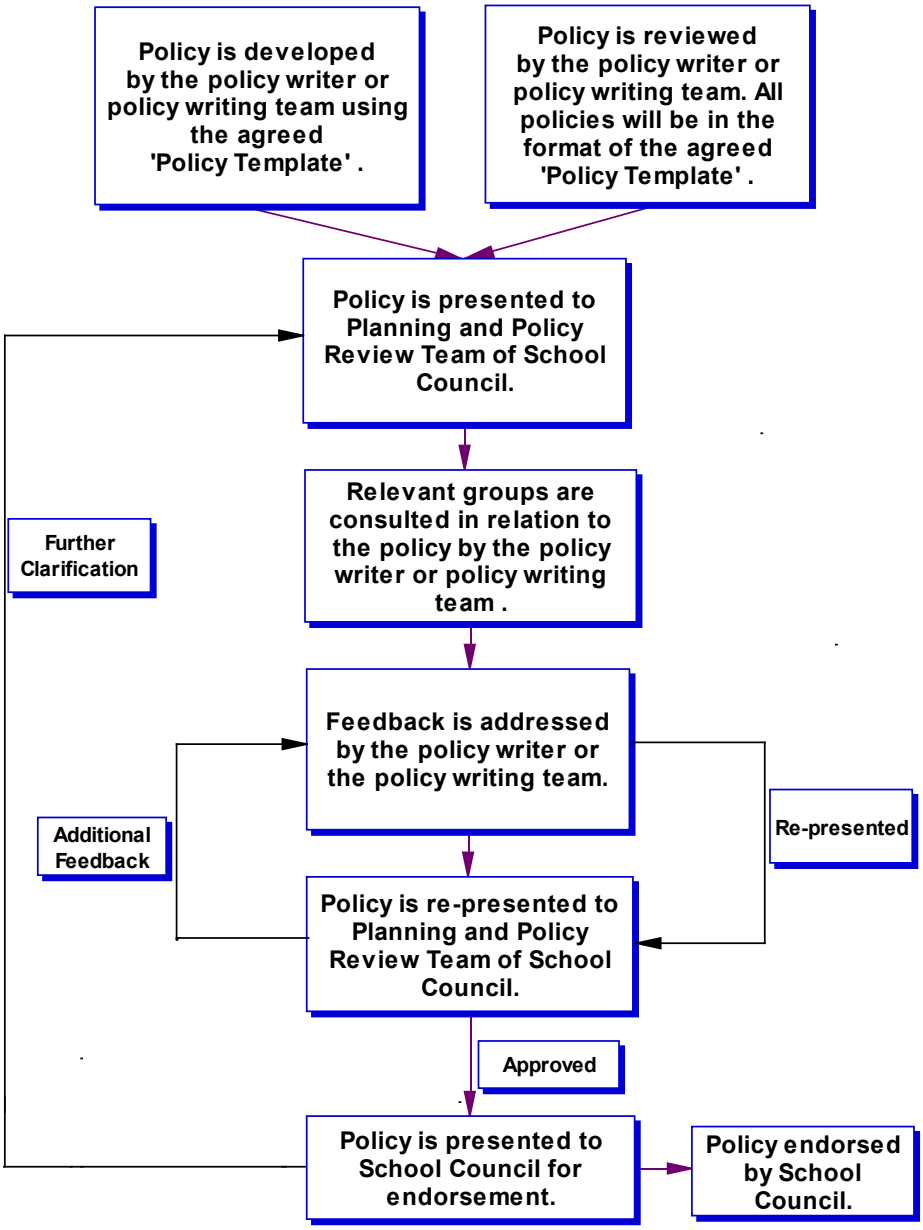
Review
This policy should be reviewed every *3* years.

Date Endorsed: 17/05/23

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