



# NORTHERN BAY COLLEGE

## CAMPS AND EXCURSIONS NBC075

### 1. PURPOSE

To explain to our school community the processes and procedures Northern Bay College will use when planning and conducting camps, excursions and adventure activities for students.

### 2. SCOPE

- This policy applies to all camps and excursions organised by Northern Bay College.
- This policy also applies to adventure activities organised by Northern Bay College, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.
- 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. Northern Bay College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.
- This policy does not apply to student workplace learning or intercampus travel.

### 3. DEFINITIONS

**Excursions:** For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds
  - College parent approval signed annually in the agreement approves all excursions in a wide area from the You Yangs / Staughton Vale to Anglesea where there are no risks beyond normal travel. Parents must be informed but are not asked for approval
  - Parent Approval is required for all other excursion areas and these deemed at risk following the risk assessment plan undertaken for every excursion or camp.

**Camps** are excursions involving at least one night's accommodation (including school sleep-overs).

**Local excursions** are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'. Parents need notification of absence from campus.

**Adventure activities** are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

### 4. POLICY

- 4.1.** Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.
- 4.2.** For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#).
- 4.3.** For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).
- 4.4. Planning process for camps and excursions**
  - 4.4.1.** All camps and excursions will comply with Department planning requirements.
  - 4.4.2.** 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. Northern Bay College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. See DET Risk Register
  - 4.4.3.** An online notification of school activity form is completed by the lead teacher at least three weeks prior to the activity using the [Student Activity Locator \(SAL\)](#)
  - 4.4.4.** When planning consideration of risk of bushfire in the activity location must be included in the risk assessment. 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.
  - 4.4.5.** Northern Bay College 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.

**4.4.6.** 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.

#### **4.5. Supervision**

**4.5.1.** Northern Bay College follows the Department's guidelines in relation to supervision of students during excursions and camps.

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

**4.5.3.** 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.

#### **4.6. Parent Volunteers**

**4.6.1.** Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the 'Organising Teacher' will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and special needs of particular students.

#### **4.7. Volunteer and External Provider Checks**

**4.7.1.** Northern Bay College requires all parent or carer, camp or excursion volunteers and all external providers working directly with our students to provide a current Working with Children Check card.

#### **4.8. Parent/carer consent**

**4.8.1.** For all camps and excursions, other than excursions within the greater Geelong area outlined in definitions, Northern Bay College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Northern Bay College uses Compass to inform parents about camps and excursions and to seek their consent.

**4.8.2.** Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

**4.8.3.** For local excursions, Northern Bay College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Northern Bay College will also provide advance notice to parents/carers of an upcoming local or greater Geelong excursion through a note home in the student's bag or Diary

**4.8.4.** For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Northern Bay College will notify parents once only prior to the commencement of the recurring event.

#### **4.9. Cost of Camps and Excursions, Refunds and Support**

**4.9.1.** Budgets and Parent Payments are approved by school council. Planning for excursions (and Incursions) must be finalised in November of the year prior to the activity in order to have costing presented to school council's last meeting. It is understood that changes to dates, destination or incursion provider may change, however, the funding allocation must be closely aligned with documented annual plan.

**4.9.2.** The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities.

**4.9.3.** Planners should identify all costs including:

- Price per head camp charges
- Costs for activities if additional
- Staffing costs – ES support reimbursement
- CRT costs if applicable
- En route meals
- Transport costs

**4.9.4.** Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

**4.9.5.** Northern Bay College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Campus Manager from the College Administration Hub.

**4.9.6.** The Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

**4.9.7.** If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion for which full payment has been received, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. A medical certificate is required for non-attendance. Generally Northern Bay College will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible for excursions but consistently for every camp we will provide information about refunds to parents/carers at the time of payment.

#### **4.10. Student Health**

**4.10.1.** Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication Policy* and the student's signed *Medication Authority Form*.

**4.10.2.** To meet the school's obligations relating to safety, a first aid kit and staff member mobile phone will be taken by teachers on all camps and excursions.

**4.10.3.** It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

#### **4.11. Behaviour Expectations**

**4.11.1.** Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

**4.11.2.** Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy*

**4.11.3.** The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the organising teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

**4.11.4.** If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances, the parent/carer is responsible for the collection of the student and any costs associated with this.

**4.11.5.** Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

#### **4.12. Electronic Devices**

**4.12.1.** Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

#### **4.13. Accident and Ambulance Cover**

**4.13.1.** Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

**4.13.2.** Unless otherwise indicated, Northern Bay College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

#### **4.14. Further Information and Resources**

This policy should be read in conjunction with the following Department policies and guidelines:

##### **School Policy and Advisory Guide:**

- [Excursions and Activities](#)
- [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund.](#)
- [Code Red Days](#)

## **5. EVALUATION**

**5.1.** This policy was reviewed July 2019 as part of the college's three year review cycle and due for revision June 2022.