

## LEARNING, TEACHING AND CURRICULUM IMPROVEMENT

### Camps, Excursions (including local) and Incursion Policy

#### PURPOSE

To outline the processes and procedures Springvale Rise Primary School will follow when planning and conducting incursions and excursions (including both local and adventure activities) for students.

#### SCOPE

This policy applies to all incursions and excursions (including camps) organised by Springvale Rise Primary School. This policy also applies to adventure activities organised by the school, regardless of whether they take place on or off school grounds.

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. Springvale Rise Primary School 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.

#### DEFINITIONS

**Incursions:** are activities that involve school visitors onsite to provide a performance, lesson, or service for students.

**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.

**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'. Note: Walking from one campus to another (Springvale Campus to Heights Campus or visa versa) is considered a local excursion.

**Adventure activities** are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, through the following link:  
<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

**External Provider** is any other person who facilitates a planned event during a camp, excursion or incursion but is not employed by the school. Schools must be aware that even when they are using external providers, school staff still have duty of care for the students.

#### POLICY

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Incursions and excursions can provide a valuable educational experience for our students which are complementary to educational programs offered at Springvale Rise Primary School. Incursions/Excursions often provide access to resources, environments and expertise that may not be available in the classroom. They enable students to explore, extend and enrich their learning and their social skills development and may have a cultural, environmental, or outdoor emphasis.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

## Planning Process for Incursions and Excursions (including Camps)

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. Springvale Rise Primary 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.

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

In cases where an incursion 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 incursion or excursion.

## Supervision

Springvale Rise Primary School will follow the Department's guidelines in relation to supervision of students during excursions and camps.

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

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

## Parent Volunteers

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 consider: any valuable skills the parents/carers have to offer (eg. bus licence, first aid etc.) and the special needs of particular students.

## Volunteer and external provider checks

Springvale Rise Primary School requires all parent/ carer volunteers attending a camp or excursion as well as all external providers working directly with our students to have a current Working with Children Check. Further information is outlined in the school's *Volunteers Policy* and *Visitors Policy* which are available on the school's website.

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## Parent/Carer Consent

For all camps and excursions, other than local excursions where prior consent may have been already given, Springvale Rise Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Springvale Rise Primary School informs parents about school camps and excursions via hard copy and if required follow up phone call / communication. Parents/carers are to return the relevant note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact their child's classroom teacher or Sub-School Team Leader (Leading Teacher) to discuss any questions or concerns that they or their child may have with a proposed camp or excursion. For parents who speak a language other than English, time with a multi-cultural aide can be arranged to facilitate in the translation and explanation of consent forms and activities.

For local excursions, Springvale Rise Primary School will provide parents/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. Springvale Rise Primary School will also provide advance notice to parents/carers of an upcoming local excursion through a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Springvale Rise Primary School will notify parents once only prior to the commencement of the recurring event.

## Cost of Camps, Excursions and Incursions, Refunds and Support

The cost of all camps, excursions and incursions are to be paid by parents/carers unless alternative arrangements have been agreed upon by the Principal beforehand. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates. Reminder notices may be sent home and payments that are outstanding will be followed up by the Business Manager in consultation with the Classroom Teacher.

Springvale Rise Primary School 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 Principal. The Business 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](#).

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, 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. Generally the school will not be able to refund payments (including deposits) 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, the school will provide information about refunds to parents/carers at the time of payment.

## Student Health and Safety

It is the responsibility of all staff to know and follow the schools Anaphylaxis, First Aid, Health Care Needs, and Medication Policies. To meet the school's obligations relating to safety, seat belted buses are required for all excursions, and first aid kits and mobile phones will be taken by teachers on all camps and excursions. Students on the Program for Students with Disabilities will be accompanied by an ESO Staff Member where necessary.

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A staff members attending the camp/excursion will be in charge of ensuring that a sufficient number of first aid bags are taken on the camp/excursion, that those bags are adequately stocked with first aid supplies, and are distributed strategically across the group of students attending the camp/excursion. They will also be responsible for ensuring that

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all asthma plans, relevant medication, emergency anaphylactic kits and management plans (where applicable) are organised. This includes determining how many 'general use' EpiPen's are required. The staff member in charge of first aid will be responsible for the health needs of the students and will administer any medication provided according to our *Medication Policy* and the student's signed *Medication Authority Form*.

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.

All excursion staff and where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each excursion. In the event of an emergency, staff will:

- Take emergency action
- Immediately notify the school Principal who will then notify the Department's Incident Support and Operations Centre (ISOC).

## Accident and Ambulance Cover

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

Unless otherwise indicated, Springvale Rise Primary School 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.

## Behaviour Expectations

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

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an camp, excursion or incursion due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher and Sub-School Team Leader (Leading Teacher). Both the parent/carer and the student will be informed of this decision prior to the camp, excursion or incursion.

Behaviour associated with a student's disability will be considered throughout the planning and preparation of both camps and excursions and reasonable adjustments will be made to cater for these students according to our *Inclusion and Diversity Policy*.

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.

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

## Electronic Devices

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Students will not be permitted to bring electronic devices to camps and 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. In these exceptional circumstances, as per the school's *Mobile Phone Policy*, students will be responsible for the care of any personal electronic device brought to a camp or excursion and the school will not be responsible for lost or damaged devices.

## Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

## FURTHER INFORMATION AND RESOURCES

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

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Sun and UV Protection](#)

The following school policies are also relevant to the Camps, Excursions (including local) and Incursions Policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Inclusion and Diversity Policy
- Anaphylaxis, First Aid, Health Care Needs and Medication Policy
- Duty of Care Policy
- Volunteer Policy
- Visitors Policy
- Parent Payment Policy
- Mobile Phone Policy

## REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for review prior to the next school review, or if guidelines change.