Morwell Central Primary School

Camps and Excursion Policy 2025

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568.

PURPOSE

To explain to our school community the processes and procedures Morwell Central Primary School will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Morwell Central Primary School. This policy also applies to adventure activities organised by Morwell Central Primary 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. Morwell Central 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

Excursions:

For 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 they occur outside the school grounds.

Camps are excursions involving at least one night's accommodation (including school sleepovers).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

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, at the following link:

https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities

POLICY

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. They promote self-esteem, resourcefulness, independence, resilience, leadership, judgement, cooperation and tolerance. They provide shared experiences with a sense of group cohesion and provide educational experiences that enhance the classroom learning.

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. Morwell Central Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Morwell Central Primary 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

Morwell Central Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All camp and excursion staff (including parent 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.

Parent volunteers

Parents may be invited to assist with camps and excursions in exceptional circumstances. School staff will notify parents/carers of any costs associated with attending. School staff oversee 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 (e.g. bus licence, first aid etc.) and the special needs of students.

Volunteer and external provider checks

Morwell Central Primary School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/carer consent

For all camps and excursions, other than local excursions, Morwell Central Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Morwell Central Primary School informs parents about school camps and excursions which is sent home with the students involved and asking parents/carers to return the part/s of the note that asks

for parents/carers signature confirming they consent to their child's participation. 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. Reminders are included in newsletters and via COMPASS and Facebook posts.

For local excursions, Morwell Central Primary School 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. Morwell Central Primary School will also provide advance notice to parents/carers of an upcoming local excursion through a note home in the student's bag. Reminders are included in newsletters and via COMPASS and Facebook posts.

For local excursions that happen on a recurring basis (for example weekly outings to the local oval for sports lessons), Morwell Central Primary School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Morwell Central Primary School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to arrange payments, using CSEF, the School Saver Bonus or other means.

Students who have not provided permission forms or finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution, but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Morwell Central 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 Business Manager. 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.

Refunds

A refund will be made if a student can no longer attend the event due to a family crisis or sudden serious illness. The refund is usually paid into the account from which the money came (eg CSEF). Where the payment was made in cash, the school will contact the parents for instructions.

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Generally, we 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, we will provide information about refunds to parents/carers at the time of payment.

Student Health

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

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 cannot 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.

Medication and First Aid:

- A designated teacher will coordinate First Aid on the camp. Duties include:
    - Keeping the medical details of all students who attend
    - Highlighting students with specific medical needs including medication
    - Overseeing medication administration
    - Attending to all students who need medical attention
    - Recording details of treatment of any illnesses and accidents as well as the administration of medication.
- Should an accident occur, the following procedures must be followed:
    a) The student should be treated by the teacher
    b) Assistance (eg. Ambulance) should be called
    c) Contact the school
    d) Contact parent/carer, who should be informed of the exact nature of the accident and the treatment the student has received.

Behaviour expectations

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.

Prior to camp individual student behaviour incident data will be checked and monitored to determine if students with behavioural concerns are entitled to attend camp. Parents and Carers will meet with the Principal and/ or Assistant Principal to discuss behavioural concerns in the month prior to camp.

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*.

In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.
In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home

- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers.

Electronic Devices

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.

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.

Special dietary requirements will be taken into consideration when the menus are being organised.

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, Morwell Central 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.

COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter and via the school Facebook page
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

- Excursions
- Camps, Sports and Excursions Fund
- Parent Payments Policy

The following school policies are also relevant to this Camps and Excursions Policy:

- Vision and Values
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy

- Inclusion and Diversity Policy

https://www2.education.vic.gov.au/node/1938

EVIDENCE OF RISK ASSESSMENT FOR LOCAL AND DAY EXCURSIONS – Template

Excursions e-learning module

From 15 December 2022 onwards, school staff with primary responsibility for organising a school camp and/or water-based excursion activity must have completed the mandatory excursions e-learning module. These staff are encouraged to complete the module annually.

Staff responsible for organising excursions of any other type are also encouraged to complete the module.

The module is located in eduPay.

Attachments:

- Camp planning form
- Camp Checklist
- Excursion planning form
- Excursion Checklist

POLICY REVIEW AND APPROVAL

Policy last reviewed	16/5/2025
Consultation	
Approved by	Principal
Next scheduled review date	May 2028

Camp Planning Form

This form is to be completed prior to a camp and returned to the office. Attach copies of the camp notes and any other relevant details.

Camp Organisation:

	Camp (title and location):				
	Camp organisational details:				
	Teacher in charge:				
	Attending Staff:				
	Staff member with First Aid:				
	Classes involved:				
	Total number of students:				
	Ratio of staff/students: (minimum of 1:20)				
	Proposed date:				
	Have you checked the diary:		**Yes**		**No**
	Estimated departure time:	**Depart school:**		**Arrive location:**	
		Depart location:		**Arrive school:**	
	Transport:				
	Cost of camp:		**Free**		**Paid**
	Parent helpers required:		**Yes**		**No**
	Consent form required:		**Yes**		**No**
	Leadership approved:		**Yes**		**No**
	Signed:				

Notes:

Office staff to have a copy of any notes that go home with students

	Have notes been authorised by Leadership?	**Yes**		**No**	
	When are notes to go home with students?				
	1. Initial Note				
	2. Permission Note				
	3. Reminder Note				
	4. Additional Notes				

Camp Company/Organisation:

	Camp company/organisation:									
	Contact person:									
	Telephone:									
	Date of confirmation:									
	Cost per student:		$		Total due:		$			
	Deposit required:	Yes		No		Deposit paid:	Yes		No	

Buses:

	Bus Company:									
	Contact person:									
	Telephone:									
	Date of confirmation:									
	Number of buses required:									
	Cost per bus:		$		Total due:		$			
	Deposit required:	Yes		No		Deposit paid:	Yes		No	

Cost:

Total cost per student to be calculated minus 8 students – not all students will attend.

	Total cost of camp company:	$
	Total cost of buses:	$
	Total cost:	$
	Number of students:	
	(- minus 8 students)	
	Total cost per student:	$

Parent Helpers:

	Parent helpers required:	Yes		No		Number required:						
	Name:							Female		Male		
	Working with children	Yes		No		First Aid		Yes		No		
	Name:							Female		Male		
	Working with children	Yes		No		First Aid		Yes		No		
	Name							Female		Male		
	Working with children	Yes		No		First Aid		Yes		No		
	Name:							Female		Male		
	Working with children	Yes		No		First Aid		Yes		No		

Yard Duty:

	Rostered yard duty:		Swapped yard duty:	
	Person	Duty	Person	Duty

	Signed:	
	Date:	

Camp Checklist

Camp: _____

Grade Level: _____

Teacher in Charge: _____

Before Camp:

TASK	Person Responsible	Date to be Completed	Task Completed
Diary has been checked for availability.			
Camp Planning Form completed and handed to Leadership Team for approval.			
Copies of all notices have been attached to Camp Planning Form and supplied to office.			
Online Notification of School Activity has been submitted (for excursions beyond local town/school).			
Camp company/organisation has been booked.			
Buses have been organised and booked.			
Total cost per child has been calculated.			
Notice has been sent to parents detailing dates, times, costs, location, student's requirements and reason for the excursion.			
Consent forms have been sent to parents.			
Consent forms have been collected for all students.			
Money has been collected from all students.			
Parent helpers have been selected.			
Working with Children checks have been sighted for all parent helpers.			
Camp is thoroughly planned, allowing for contingencies such as emergencies, undue weather and behavioural issues and formulated relevant plans for such cases.			
Office has contact details for all staff attending camp.			
Buses have been confirmed.			
Camp company/organisation has been confirmed.			
Camp tasks have been allocated.			

Days of Camp:

TASK	Person Responsible	Date to be Completed	Task Completed
Office has been notified of any absences.			
First aid kits have been collected.			
All classroom teachers have excursion folders.			
Staff have mobile phones to be used in an emergency.			
Relevant work has been left for students not attending excursion.			
First aid kits have been returned.			
Accident and first aid forms have been filled in for any accidents that occurred during excursion.			

Excursion Planning Form

This form is to be completed prior to an excursion and returned to the office. Attach copies of the excursion note and any other relevant details.

Excursion Organisation:

	Excursion (title and location):					
	Excursion organisational details:					
	Teacher in charge:					
	Attending Staff:					
	Staff member with First Aid:					
	Classes involved:					
	Total number of students:					
	Ratio of staff/students: (minimum of 1:20)					
	Proposed date:					
	Have you checked the diary:		**Yes**		**No**	
	Estimated departure time:	**Depart school:**		**Arrive location:**		
		Depart location:		**Arrive school:**		
	Transport:					
	Cost of excursion:		**Free**		**Paid**	
	Parent helpers required:		**Yes**		**No**	
	Consent form required:		**Yes**		**No**	
	Leadership approved:		**Yes**		**No**	
	Signed:					

Excursion Company/Organisation:

	Excursion company/organisation:									
	Contact person:									
	Telephone:									
	Date of confirmation:									
	Cost per student:		**$**		**Total due:**		**$**			
	Deposit required:	**Yes**		**No**		**Deposit paid:**	**Yes**		**No**	

Notes:

Office staff to have a copy of any notes that go home with students

	Have notes been authorised by Leadership?	**Yes**		**No**	
	When are notes to go home with students?				
	1. Initial Note				
	2. Permission Note				
	3. Reminder Note				
	4. Additional Notes				

Buses:

Cost:

Total cost per student to be calculated minus 8 students – not all students will attend.

	Bus Company:								
	Contact person:								
	Telephone:								
	Date of confirmation:								
	Number of buses required:								
	Cost per bus:	**$**			**Total due:**			**$**	
	Deposit required:	**Yes**		**No**	**Deposit paid:**	**Yes**		**No**	

	Total cost of excursion company:	**$**
	Total cost of buses:	**$**
	Total cost:	**$**
	Number of students:	
	(- minus 8 students)	
	Total cost per student:	**$**

Parent Helpers:

	Parent helpers required:	**Yes**		**No**		**Number required:**			
	Name:						**Female**		**Male**	
	Working with children	**Yes**		**No**		**First Aid**	**Yes**		**No**	
	Name:						**Female**		**Male**	
	Working with children	**Yes**		**No**		**First Aid**	**Yes**		**No**	
	Name						**Female**		**Male**	
	Working with children	**Yes**		**No**		**First Aid**	**Yes**		**No**	

Yard Duty:

	Rostered yard duty:		**Swapped yard duty:**	
	Person	**Duty**	**Person**	**Duty**

	Signed:	
	Date:	

Excursion Checklist

Excursion: _____

Grade Level: _____

Teacher in Charge: _____

Before Excursion:

TASK	Person Responsible	Date to be Completed	Task Completed
Diary has been checked for availability.			
Excursion Planning Form completed and handed to Leadership Team for approval.			
Copies of all notices have been attached to Excursion Planning Form and supplied to office.			
Online Notification of School Activity has been submitted (for excursions beyond local town/school).			
Excursion company/organisation has been booked.			
Buses have been organised and booked.			
Total cost per child has been calculated.			
Notice has been sent to parents detailing dates, times, costs, location, student's requirements and reason for the excursion.			
Consent forms have been sent to parents.			
Consent forms have been collected for all students.			
Money has been collected from all students.			
Parent helpers have been selected.			
Working with Children checks have been sighted for all parent helpers.			
Excursion is thoroughly planned, allowing for contingencies such as emergencies, undue weather and behavioural issues and formulated relevant plans for such cases.			
Office has contact details for all staff attending excursion.			
Buses have been confirmed.			
Excursion company/organisation has been confirmed.			
Day of Excursion tasks have been allocated.			

Day of Excursion:

TASK	Person Responsible	Date to be Completed	Task Completed
Office has been notified of any absences.			
First aid kits have been collected.			
All classroom teachers have excursion folders.			
Staff have mobile phones to be used in an emergency.			
Relevant work has been left for students not attending excursion.			
First aid kits have been returned.			
Accident and first aid forms have been filled in for any accidents that occurred during excursion.			