



# Camps – Excursions – Incursions – Tours Policy

## 1. BACKGROUND

Our school's camps, excursion, and incursion program enables students to explore, extend and enrich their learning and social skills development. Activities (as defined in Section 3 of this policy) complement all aspects of the College's educational program, whilst providing further opportunities in the development of student confidence and self-esteem. Camps, excursions and incursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our 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. Apollo Bay P-12 College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

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.

## 2. PURPOSE & AIMS

**The purpose of this policy is to:**

- provide all children with the opportunity to participate in a sequential camping and excursion program
- provide shared class and year level experiences and a sense of group cohesiveness
- reinforce and extend classroom learnings
- provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance

**Our College aims to:**

- build a school environment based on our College Values of Excellence, Respect, Balance and Integrity
- provide successful activities that are cost effective, safe and well attended
- manage unacceptable behaviour in a positive and professional manner and establish well understood and logical consequences for student inappropriate behaviour
- ensure excursions are planned and approved appropriately
- ensure the selection of safe and suitable excursion venues
- ensure excursions are appropriately staffed

## 3. PRINCIPLES & DEFINITIONS

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

## Definition of ACTIVITIES

### 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

**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'.

**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>

## 4. IMPLEMENTATION

**School Council will ensure that all 'Activities' (as defined above) comply with all DET requirements as per the Schools Policy and Advisory Guide**

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

### 4.1 Planning of Activities

- 4.1.1 A designated '*Teacher in Charge*' (TIC) will plan, coordinate, and oversee the smooth running of each activity (Excursion, Incursion, Camp or Tour)
- 4.1.2 An *APPLICATION TO CONDUCT A CAMP EXCURSION OR INCURSION* **must** be completed in Hard Copy and on COMPASS prior to any activity occurring (see Appendix 1).

***When presenting information to the Principal, the TIC must be aware that the Principal will consider the following:-***

- a. The purpose of the excursion and its connection to student learning. That all attending staff members have the competence to provide the necessary supervision of students throughout the excursion.

Apollo Bay P-12 College follows the Department's guidelines in relation to supervision of students during excursions and camps. 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.

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.

- b. At least one appropriately trained/certified member of staff is able to provide [first aid](#)
- c. Supervisory adults who are not registered teachers have completed a Working with Children Check (see point 5)
- d. The location of staff and students throughout the excursion including during travel is documented and known and considered safe and appropriate
- e. A record of telephone contacts for supervising excursion staff is available and carried by the TIC
- f. A record of the names and family contacts for all students and staff is available and carried by the TIC

- g. Copies of the '[parental consent](#)' and '[confidential medical advice](#)' forms for those students on the excursion are available and carried by the TIC.
- h. Copies of all completed and approved forms (including risk management plans- see appendix 4) are available and carried by the TIC
- i. The *Student Activity Locator Online Form* has been submitted three weeks prior to the excursion (as per requirements contained within the application form).

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

- 4.1.3 It is expected that a list of students who will be attending/participating any given excursion/incursion or camp will be displayed in the College "staff lounge" on the noticeboard *at least ONE week prior to the activity*.
- 4.1.4 APPROVAL by College Council of Excursions, Incursions, Camps or Tours is required where adventure activities or overnight stays are included. Interstate and/or Overseas tours also require approval by the DET. Reference should be made to these requirements from the DET Policy & Advisory Guide.
- 4.1.5 Apollo Bay P-12 College is committed to ensuring students with additional needs/disability 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.

#### **4.2 Risk Management and General Management during the Activity**

- 4.2.1 If day excursions include adventure activities organising staff should consult the DET '[Adventure Activities](#)' website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements
- 4.2.2 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. A 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.
- 4.2.3 The principal requires that a report from the Teacher in Charge occur after each activity if any mishaps or concerns have arisen including how improvement for prevention will occur for future activities of the same nature
- 4.2.4 The school will provide a first-aid kit for all activities outside of the school.
- 4.2.5 Teachers should carry their own mobile phones at all times during excursions.
- 4.2.6 Copies of completed Permission forms, signed Confidential Medical Forms, and an emergency phone contacts list must be carried by excursion/camp staff at all times. ALL forms must then be returned to the General Office immediately at the completion of any Excursion and any incidents reported accordingly.
- 4.2.7 The excursion roll must be marked via COMPASS prior to leaving the College grounds.
- 4.2.8 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable, unsafe to themselves or others, or they become unwell. The Teacher in Charge will make this decision in consultation with the Principal where necessary. Costs incurred will be the responsibility of the parent.

### **4.3 Financial Considerations**

- 4.3.1 The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- 4.3.2 All camps will be budgeted for in conjunction with the Business Manager with detailed and accurate costing and then presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 4.3.3 Students will not be excluded from camps or excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Organising Teacher/ Principal and/or Business Manager prior to the event. Decisions relating to alternative payment arrangements will be made by the Principal and/or Business Manager on a case-by-case basis.
- 4.3.4 All families will be given sufficient time to make payments for individual camps and activities. Consent forms will have clearly stated payment amounts and payment finalisation dates. Children whose payments have not been finalised at least two school days before the departure date unless the Principal determines exceptional circumstances apply.
- 4.3.5 To assist in financial matters, parents have an opportunity to use their CSEF money if applicable to support Camps and Excursions for their child or children. 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.
- 4.3.6 Any family who has not met the required alternative payment for a previous activity will be unable to participate in the continuation of the program or new programs until the outstanding payment is finalised.
- 4.3.7 Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- 4.3.8 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, 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. Refunds will only be granted at Principal's/Business Manager's discretion.

### **4.4 Student Inclusion and/or Exclusion from Activities**

- 4.4.1 Permission forms and money must be returned to the office by the stated date and time. Late forms will not be accepted unless exceptional circumstances exist. The acceptance of any late forms shall be determined by the Principal.
- 4.4.2 Students who do not attend activities will be provided with suitable alternative arrangements at school.
- 4.4.3 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. **ONLY** students who continually demonstrate sensible and reliable behaviour in accordance with our college 'Behaviour Guidelines' and our basic expectations and values, will be permitted to participate in activities.

**NOTE:** Heads of Junior or Senior School in consultation with the Teacher in Charge of an activity and or the AP/Principal may determine a student's suitability to attend. Should the matter arise where a student may be deemed as "unsuitable" to attend a particular activity due to ongoing behaviour concerns or issues, parents will be notified. Where required or deemed necessary, *the final decision on attendance rests with the Principal in consultation with the Teacher in Charge of the activity and other necessary staff as deemed necessary or appropriate.*

- 4.4.4 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 and Bullying Prevention Policy*.
- 4.4.5 *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.*
- 4.4.6 *Disciplinary measures apply to students on camps and excursions consistent with our school's Student Wellbeing and Engagement Policy and Bullying Prevention 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.*
- 4.4.7 Disabilities that can present with challenging behaviour include Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. Refer item 4.1.5

#### **4.5 Student health**

- 4.5.1 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*. 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.
- 4.5.2 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.

#### **4.6 Electronic Devices**

Students will not be permitted to bring electronic devices (iPods, iPads, Mobile Phones, etc) 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. The school will not be responsible for any loss or damage to any mobile phones or electronic devices.

#### **4.7 Parental Involvement**

- 4.7.1 Parents may be invited to assist in the provision and supervision of camps, excursions and school activities. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions.
- 4.7.2 Parent volunteers may however be required to pay the accommodation and meals cost of the camp. School staff will notify parents/carers of any costs associated with attending.
- 4.7.3 When deciding which parents will be invited to assist/attend, the Teacher in Charge will take into account;
- Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  - The need to include either or both male and female parents.
  - The special needs of particular students.
- 4.7.4 Parents selected to assist with activities will be required to hold a current Working with Children Check Volunteer Status Card.

#### **4.8 Accident and Ambulance Cover**

- 4.8.1 Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic). Unless otherwise indicated, Apollo Bay P-12 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.
- 4.8.2 Travel Insurance shall be arranged for excursions that may involve a greater than normal risk, for example interstate or overseas trips. Information about travel insurance is available [here](#).

## 4.9 Parent/carer Consent

4.9.1 **For all camps and excursions, other than local excursions**, Apollo Bay P-12 College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Apollo Bay P-12 College informs parents about school camps and excursions by distributing notes to students to take home and asking parents/carers to return the part 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.

4.9.2 **For local excursions**, Apollo Bay P-12 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. Consent is implied unless the school office is otherwise notified.

4.9.3 **For local excursions that occur on a recurring basis** (for example weekly outings to the local oval for sports lessons), Apollo Bay P-12 College will notify parents once only prior to the commencement of the recurring event.

4.9.3 **If a student has enrolled in an outdoor education subject or similar**, this consent is implied as it is integral to the curriculum. Apollo Bay P-12 College will also provide advance notice to parents/carers of an upcoming local excursion through Compass notifications.

4.9.3 **For camps to the value of \$200 or greater per student, special conditions apply.** A signed consent form and full payment to confirm their child's participation need to be received to the school office at least a week prior to departure (unless the Principal has made an exception).

## 5. RESOURCES

### 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
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

### FURTHER INFORMATION AND RESOURCES

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

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

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

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

## 5. EVALUATION

|                            |           |
|----------------------------|-----------|
| Policy last reviewed       | July 2022 |
| Consultation               | July 2022 |
| Approved by                | Principal |
| Next scheduled review date | July 2026 |



Brian Humphries  
**Principal**



Dan Holthouse  
**College Council President**





# APPLICATION TO CONDUCT AN INCURSION – EXCURSION – CAMP – TOUR

Please complete this form at least 3 weeks prior to an excursion or 6 weeks prior to a camp.

Excursion Name: \_\_\_\_\_  
 Year Level/s \_\_\_\_\_ Total # of students attending: \_\_\_\_\_ Total cost per student \$ \_\_\_\_\_  
 Date/s: \_\_\_\_\_ Teacher in Charge \_\_\_\_\_

### COMPLETE THE FOLLOWING TASKS IN ORDER AS STATED

| PRIOR to APPROVAL   | Date                             | Signed |
|---|----------------------------------|--------|
| 1. Discuss activity with Daily Org  |                                  |        |
| 2. See Business Manager for costing (and complete COSTS INCURED table below)  |                                  |        |
| 3. <b>NOTIFY ALL</b> staff of <b>PROPOSED</b> excursion/incursion via DL Email or Newsfeed  |                                  |        |
| 4. Complete and attached a <b>Risk Management Assessment Form</b>   |                                  |        |
| 5. Book College bus or arrange alternative transport as required<br><br><i>If College bus indicate driver's name:</i><br><br><i>(Or) Name of Bus Company or Transport Group:</i>                                    |                                  |        |
| If overnight or adventure excursion also complete these tasks:  | Date                             | Signed |
| 1. Make accommodation and other bookings (e.g. tours etc.)<br><i>Attach Itinerary and Accommodation details to this application.</i>  |                                  |        |
| 2. Complete section on Page 2 detailing all <i>Adventure Activities</i>   |                                  |        |
| 3. Submit a copy of this application to the Principal for College Council approval  |                                  |        |
| SEE PRINCIPAL- EXCURSION APPROVED-  | YES                              | NO     |
| ENTER EVENT ON COMPASS  | Signed + DateD                   |        |
| 1. Application to <b>OFFICE</b> to generate <i>Parent Permission Forms</i>  | Signed + Date received by Office |        |
| 2. Notify excursion to SAL<br><a href="http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx</a> | Signed + Dated by TIC            |        |

| COSTS INCURED-<br>COMPLETE this section with Business Manager   | Total (Inc GST)  |
|---|--|
| <b>Accommodation</b> (Not including food unless a package deal)<br>Venue Name: _____<br>Contact Person at Venue: _____ Phone #: _____           |  |
| <b>Food</b> (meal costs)  |  |
| <b>Transport</b> (If College bus @ 60c per Km)  |  |
| <b>Admissions</b> - List the name of each venue requiring admission costs per head (attach separate sheet if necessary)<br>1. _____<br>2. _____ |  |
| <b>Incidentals</b> (list any)   |  |
| <b>Other</b>  |  |
| <b>ANY INCOME</b> towards this Excursion? E.g. Grants/Donations/Fundraising<br><br>Income from: _____ Total Amount \$ _____                     | Total Cost of Excursion<br>(LESS any income)<br>\$ _____ |

**Total Cost \$ \_\_\_\_\_ / # of Students \_\_\_\_\_**

Signed LAUREN: \_\_\_\_\_

Sub Program #: \_\_\_\_\_

Cost per student = \$ \_\_\_\_\_

### EXCURSION DETAILS AS PER COMPASS

| Event Details                           |  | Save                                      |  |
|---|--|---|--|
| <b>Event Name:</b>                      | <input type="text"/>   |   |  |
| <b>Description / Educative Purpose:</b> | <input type="text"/>   |   |  |
| <b>Date Range:</b>                      | <b>Start:</b>  | <input type="text"/> <input type="text"/> | Select a period... <input type="text"/>                              |
|   | <b>Finish:</b>   | <input type="text"/> <input type="text"/> | Select a period... <input type="text"/>                              |
| <b>Location:</b>                        | <b>Campus:</b>   | <input type="text" value="ON/OFF"/>       | <b>Room:</b> (Choose date and time-range first) <input type="text"/> |
|   | <b>Custom location:</b>  | <input type="text"/>                      |  |
| <b>Additional Event Details:</b>        | <input type="text"/>   |   |  |
| <b>Dress Code:</b>                      | <input type="text"/>   |   |  |
|   | eg. Full School Uniform, Sport Uniform, Neat Casual                  |   |  |
| <b>Transport:</b>                       | <input type="text"/>   |   |  |
| <b>Consent:</b>                         | <input type="checkbox"/> Parental consent is required for this event |   |  |
| <b>Default Cost per-attendee:</b>       | <input type="text" value="0"/>                                       |   |  |

|   |   |
|---|---|
| <b>Roll Marking Mode:</b>                   | <input type="text" value="Normal"/>   |
| <b>Attendance Code when marked Present:</b> | <input type="text" value="Excursion or Camp"/>  |
| <b>Administration Details:</b>              | <input type="text" value="Add any additional important information here:"/>   |
| <b>Faculty / KLA:</b>                       | <input type="text" value="This event is not associated with a faculty"/>  |
| <b>Risk Management:</b>                     | Please review the <a href="#">DET event planning guidelines</a> .<br><input type="checkbox"/> I have read and understand these guidelines   |
| <b>School Council Approval:</b>             | School Council approval is required for events that involve interstate travel, overnight stays or high risk activities.<br><input type="checkbox"/> This event requires School Council approval     |
| <b>DEECD School Activity Locator:</b>       | DET school approved camps and excursions must be entered into the Student Activity Locator (SAL) database at least three weeks prior to the activity.<br><a href="#">Click here to open the SAL</a> |

#### Indicate all Adventure Activities to be undertaken on this excursion:

1. Activities:
2. Staff who hold any special qualifications to oversee the activities?
3. Will qualified instructors be provided at the activity? YES / NO

Excursion APPROVED by:

Principal: \_\_\_\_\_  
 College Council: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

# Risk Management Assessment Form

## Emergency Management Assessment

Assess each of the following hazards and any others you think relevant and complete table below:

|  |   |  |
|--|---|--|
| 1 Bushfires<br>2 Severe storms and flooding<br>3 Earthquake<br>4 School Bus Accident or Vehicle Incident | 5 Missing Student<br>6 Medical Emergencies<br>7 Incidents<br>8 Aggressive student behaviour | 9 Intruders<br>10 Internal fires and smoke<br>11 Snakes and other wildlife<br>12 Other relevant to camp area<br>13 Other relevant to overall excursion |
|--|---|--|

|                   |                  |            |                 |             |                  |
|-------------------|------------------|------------|-----------------|-------------|------------------|
| <b>Likelihood</b> | <b>Very High</b> |            |                 |             |                  |
|                   | <b>High</b>      |            |                 |             |                  |
|                   | <b>Moderate</b>  |            |                 |             |                  |
|                   | <b>Low</b>       |            |                 |             |                  |
|                   |                  | <b>Low</b> | <b>Moderate</b> | <b>High</b> | <b>Very High</b> |
| <b>Impact</b>     |                  |            |                 |             |                  |

| Environmental Emergency   | Potential Event (use number from above) | Risk Management Strategies |
|---|---|----------------------------|
| <b>Very high or high likely-hood / very high or high impact</b>                     |   |                            |
|   |   |                            |
|   |   |                            |
| <b>Very high, High and moderate likelihood / Very high, high or moderate impact</b> |   |                            |
|   |   |                            |
|   |   |                            |
| <b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>      |   |                            |
|   |   |                            |
|   |   |                            |
|   |   |                            |
|   |   |                            |

*Emergency Services Phone Numbers and Locations:*

**Police** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Fire** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Doctor** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Hospital** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Ambulance** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Other** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_