



Help for non-English speakers

If you need help to understand the information in this policy please contact Auburn High School on (03) 9822 3247 or auburn.hs@education.vic.gov.au

PURPOSE

To explain to our school community the processes and procedures Auburn High 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 Auburn High School. This policy also applies to adventure activities organised by Auburn High School, regardless of whether or not 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. Auburn High 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 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.

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>

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

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.

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. Auburn High 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.

Auburn 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

Auburn High School 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.

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 take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Auburn High 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 and to sign our Child Safe Code of Conduct document.

Parent/carer consent

For all camps and excursions, other than local excursions, Auburn High School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Auburn High School uses Compass to inform parents about camps and excursions and to seek their consent. 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.

For local excursions, Auburn High School will provide parents and carers with a Local Excursions consent form upon enrolment. Auburn High School will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Auburn High School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

The camps and excursions provided by Auburn High School are intended to 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 finalisation dates, and families will be given sufficient time to make payments.

Students who have not 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

Auburn High 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

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 credits or 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 credit or 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 credits or 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 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.

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.

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 *Code of Conduct*. 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.

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*, *Student Code of Conduct* and *Bullying Prevention Policy*.

Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from a member of the Principal Team. The Principal Team 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.

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, Auburn High 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 ways:

- Included in staff induction processes and staff training
- Available via School Documentation on Compass
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- 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](#)
- [Parent Payments Policy](#)

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

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	20th August 2023
Approved by	Principal
Next scheduled review date	August 2027

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

APPENDIX A

Pupil/Teacher Ratios

Abseiling and Rock Climbing 1:1 Rock Face 1:10 Others 2 Experienced Staff	Ropes Course 1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised
Base Camping 1:10 Residential; canvas 1:15 Study: residential	Scuba Diving 1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff
Board Sailing 1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors	Shooting 1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting
Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse	Snorkelling 1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff
Bushwalking 1:5 Overnight 1:10 Day	Snow Activities 1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing
Canoeing 1:6 2 Staff members	Surf Activities 1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE: 1 teacher/instructor on beach
Cycling 1:10	Swimming 1:20 Enclosed pools 1:10 Open water
Horse Riding 1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10	Water Skiing 1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member
Orienteering 1:10 Bush	

APPENDIX B

Pro-forma for School Approval for all Camps

**This form must be completed and handed to the Principal (or Assistant Principal). Approval is required at least one semester before the scheduled Camp departure date.*

1. Camp title / Year level / Group _____

2. Camp Location / Phone

Name of Camp: _____

Address of Camp: _____

_____ Postcode: _____

Telephone of Camp: () _____

Emergency Services Phone Number and Locations if available

Police - Phone: () _____ at _____

Fire - Phone: () _____ at _____

Doctor - Phone: () _____ at _____

Hospital - Phone: () _____ at _____

Ambulance - Phone: () _____ at _____

Other - Phone: () _____ at _____

Type of Camp Accommodation: Single / Twin / Dorm style (circle)

Canvas
Motel

Bunkhouse
Hotel

Chalet
Other

If *other*, please give details:

Students of opposite gender will not be roomed together.

3. Dates / Times

Leave School at _____ am/pm on _____ (day/month/year)

Arrive back at School _____ am/pm on _____ (day/month/year)

No. of days of Camp _____

Is this Camp in: School time only? Yes No

Holidays time only? Yes No

School time and holidays/weekends time? Yes No

Does this camp clash with any major school activities on the School calendar? Yes No

If Yes, list these activities:

4. Staff included

Teacher(s)-in-charge: _____

No. of extra staff required to meet safety ratios:

Male: _____ Female: _____ Other: _____ Totals: _____

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). All adult attendees must hold a valid Working With Children Check, sign the Auburn High School Child Safe Code of Conduct and will undergo appropriate volunteer induction including Child Safe Standards.

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

Attach additional sheet if required.

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. Auburn High School will adopt the Guide to staff supervision ratios (see Appendix A).

Has the teacher-in-charge checked these ratios? Yes No
Can these ratios be met with the above staff requested? Yes No

5. Student Numbers / Age

**Actual names are NOT required when this approval application goes to the Principal.*

Boys: _____ Girls: _____ Other: _____ Totals: _____

Age range of most students: _____ to _____

Cost of camp (per student): \$ _____

6. Educational aims of Camp *(state briefly)*

7. Method of Travel / Route

Travel to the Camp: _____

Travel back to School: _____

Travel while at Camp: _____

Are staff member's cars involved? Yes No

If Yes, describe and complete the details below:

Car Owner	Type	Reg. no.	Insurance	Company	Signature
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		

Attach additional sheet if required.

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff members driving buses? Yes No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

Name of Staff	Licence no.	Expiry Date

NOTE: If a bus is hired (self-drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

Route

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

8. Activities on this Camp

- i. Pupil/Teacher Ratios – (see Appendix A). You may use on-site camp staff in these activities.
- ii. Special Qualifications – list staff with the required qualifications where appropriate.
- iii. Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

Activity	Staff ratio	Special Staff on site qualifications	Student equipment

9. Camp Insurance

A member of staff needs to SIGHT a copy of the Camp's Insurance Policy and note details below.

Insurance company	Policy no.	Type of insurance	Limit of cover

10. [Risk assessment template](#) must be completed and attached.

The Emergency Management Plan must have clearly written emergency response procedures that:

- address the consequences (rated moderate or above) of all risks identified in the risk register
- are understood by those involved in the program (this may, where appropriate, include a trial evacuation exercise carried out at the venue to ensure that procedures are appropriate and staff and students are familiar with them.

11. Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in DET Policy Advisory Library related to the activities above.

Signed: _____

Date: _____

12. Post Approval Requirements

If the camp receives Principal's approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- Complete online Student Activity Locator (SAL)
- Ensure students/parents receive the following information:
 - Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
 - Parent consent via Compass Events
 - Confidential medical report for School camps.
 - List of clothing/bedding/safety gear required.
- The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- The first aid kit must be taken on all camps.
- No student may attend camp unless all forms are signed and returned, and camp fees paid (unless special arrangements are made with the Business Manager). For some camps, School levies must be paid before a camp fee is accepted.

- vi. The Assistant Principal must be informed of any change of planned activities/itinerary.
- vii. Organising teacher must take the Event Handbook with them to camp and return it to the office for archiving upon return to school.

APPENDIX C

Guidelines for teachers planning a camp

1. Introduction

Camps need to be planned well in advance and their purpose should be clearly articulated ie: related to the curriculum being taught or building community in line with Year Level Statement.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the Incursion/ Excursion Approval Form must be completed as per the Excursion Policy.

The Principal is responsible for the approval of:

- overnight excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving a camp or excursion, consideration by the Principal needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent (via Compass) for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Compass Event Handbook is to be taken on the excursion by the teacher in charge.

In addition to any teachers employed by the DET or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and pre-service teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement. For example, the PE uniform may be more appropriate.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Students may not bring mobile phones on camps/ excursions as per Mobile Phone Policy, unless otherwise specified (with Principal's approval).

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- approval forms to be completed as per school protocols
- arrangements for covering camp staff classes while they are away from school

3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- preliminary classroom activities
- collection of monies
- arrangement of payment
- medical information, precautions and First Aid kit
- school mobile phone

APPENDIX D

Notification of School Activity (Camps)

The Principal is responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with DET guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time from the documentation prepared for the activity which is held by the school.

Relevant details about approved camps and excursions must be entered into the DET database using the Student Activity Locator online notification form available at:

<https://partner.eduweb.vic.gov.au/sites/sal#/>

This notification should be provided three weeks prior to commencing the activity:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

Notes

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.