

Policy: SCS007 Camps, Excursions and Incursions	Issued: February 2023
Review: February 2026	Approved: Sue Holmes (Principal)

CAMPS, EXCURSIONS AND INCURSIONS



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school reception on 03 9755 2007.

Purpose

To explain to our school community the processes and procedures Sherbrooke Community 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 Sherbrooke Community School. This policy also applies to adventure activities organised by Sherbrooke Community School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Sherbrooke Community 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.

Definition

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 [here](#).

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. Our school's camp, excursion, and incursion program enable students to explore, extend and enrich their learning and social skill development. Activities (as defined in Section 3 of this policy) complement all aspects

of the school's educational program, whilst providing further opportunities for 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.

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. Sherbrooke Community 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 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.

Sherbrooke Community 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

Sherbrooke Community 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

Sherbrooke Community 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 must have a current covid vaccination.

Parent/Carer Consent

For all camps and excursions, other than local excursions, Sherbrooke Community School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Sherbrooke Community 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, Sherbrooke Community School will provide parents and carers with an annual Local Excursions consent form on Compass at the start of each school year or upon enrolment if students enrol during the school year. Sherbrooke Community 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), Sherbrooke Community School will notify parents once only prior to the commencement of the recurring event.

Cost of Camps and Excursions, Refunds and Support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

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

Sherbrooke Community 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 or principal team. 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, 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 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*. 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 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.

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, Sherbrooke Community 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 on compass under school documentation/policies
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- 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:

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

APPENDIX 1-

PUPIL/TEACHER RATIO

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>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</p>	<p>Water Skiing</p> <p>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</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

**APPENDIX 2 – APPLICATION TO CONDUCT AN EVENT/COUNCIL APPROVAL
& FINANCIAL PLANNING CHECKLIST**

INFORMATION	DETAILS
DATE OF ACTIVITY	
ACTIVITY/DESTINATION/VENUE	
DETAILS OF EVENT	
HOME/STUDENT GROUP	
DEPARTURE/RETURN TIME & POINT	
TEACHER IN CHARGE	
OTHER STAFF	
TRANSPORT METHOD	

ACTIVITY FINANCE PLAN

ITEM	GST INCLUSIVE PRICE	GST DEDUCTED (DIVIDE BY 11)	TOTAL TO BE CHARGED	COST PER STUDENT
Accommodation				
Food				
Travel				
Entry Fees/Charges				
CRT Replacement (No GST)				
Other				
Totals:				

RISK ASSESSMENT MUST BE COMPLETED AND ATTACHED.

PRINCIPAL'S SIGNATURE.....

SCHOOL COUNCIL PRESIDENT SIGNATURE.....

OFFICE USE ONLY:

Checked: _____ Office Staff

CHARGE DETAILS:

Fee Code:			
Description:			
Code:			
GST Details:			

APPENDIX 3 - TASK SHEET TO BE COMPLETED IN ORDER

PRIOR to APPROVAL	Date	Signed
1. Discuss activity with AP and/or Principal		
2. Discuss with Leader of Learning if applicable		
Complete the Events Details on Compass & Finance Planning Checklist, if applicable. (Appendix 2)		
Place details of Event on Staff Room Notice Board		
3. Complete the attached Risk Management Assessment Form		
4. Book School bus or arrange alternative transport as required <i>If School bus indicate driver's name:</i> <i>(Or) Name of Bus Company or Transport Group:</i> <i>Had cost of hire bus been included in costings.</i>		
If overnight or adventure excursion also complete these tasks	Date	Signed
1. Make accommodation and other bookings (e.g. tours etc.) <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 School Council approval		
SEE PRINCIPAL- EXCURSION APPROVED-	YES	NO
1. Event to be finalised on Compass and submitted for approval		
2. Notify excursion to: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp	Signed + Dated by TIC	
3. Ensure details entered in the Daily Org diary in AP's office		

ANY INCOME towards this Excursion? E.g. Grants/Donations etc..	Total Cost of Excursion
Income from:	LESS INCOME
Total Amount \$	\$

Indicate all Adventure Activities to be undertaken on this excursion:

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

Were all staff members happy for this excursion/incursion to proceed?	YES	NO- The following staff objected:
A Confirmation of excursion/incursion approval email has been sent to all staff?	YES	Email Sent- Date:

Excursion APPROVED by:

Principal: _____

Date: _____

If overnight and/or Adventure Excursion:

School Council: _____

Date: _____

APPENDIX 4 -

CHECK LIST

EXCURSION/INCURSION CHECK LIST

AT LEAST 3 WEEKS PRIOR TO ACTIVITY

- Enter activity into the Student Activity Locator (SAL) on the below link.
<https://www.eduweb.vic.gov.au/forms/school/sal>
- Comply with the requirements as set out in the School Policy and Advisory Guide at
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>

AT LEAST 2 WEEKS PRIOR TO ACTIVITY UNLESS A CAMP

- Completed Events entry on Compass
- Add Attendees, Staffing and Costs in Events section on Compass
- Completed Risk Assessment form. Can be either emailed or given to Dot
- Forms signed off by Principal
- Add details in the Daily Org Diary (AP's Office)
- Approval given by Council (Camps)
- Make relevant bookings (bus, venue)
- Received invoice and forwarded to Dot (main office invoice tray)
- Book school bus if necessary
- Complete Student Activity Locator (SAL) and forward copy to Dot

1 WEEK PRIOR

- Check Compass Attendees and chase up students who have not consented and/or paid
- Chase up late payments with students
- Check return of excursion forms if not completed online via Compass
- Leave list of students attending in Front Office
- Delete students not attending from Attendees List on Compass

ON DAY OF EXCURSION

- Print out Event Handbook (A-Z) from Compass
- Check list from Handbook with students present
- Ensure all students have paid
- Leave list of students attending with office
- First Aid Kit/s and student medication if required
- Take all forms and Event Handbook on excursion
- Complete roll on Compass (if unable to complete roll, ring office with names of students)

AFTER EXCURSION

- All forms and Event Handbook to be returned to Front Office to be archived
- Return any medication to parents

If incident/accident occurred complete all relevant paperwork and advise Dot and Sue.

Appendix 5

*(Remember **Spot the hazard; Assess the risk, Fix the problem; Evaluate the result**)*

Excursion Coordinators Name: _____ **Date of Excursion** _____

Description and location of excursion: _____

Names of Staff, Teachers, Parents and Volunteers that are or will be involved with the excursion: _____

Checklist;

1. Elimination and control measures have been incorporated in planning document? Yes No
2. Support staff, parents and volunteers have been made aware of potential risks and the strategies to avoid risks? Yes No
3. Venues and locations have been thoroughly checked for hazards and risks? Yes No
4. Registered venues (workplaces) have safety inductions and risk management strategies in place to minimize injury? Yes No

If Yes, please comment:

5. Does students to staff / volunteer ratio exceed 5 : 1 Yes No

If Yes, what is the ratio? _____ Include this as part of your risk management plan.

Activity	Spot the hazard. Type / Cause	Assess the risk. Use Matrix	Fix the problem.	Who	When

Risk Management Plan approved, not approved by Principal / Assistant Principal _____

Signed: _____ Date: _____

School Council (if required) approved, not approved

Signed: _____ Date: _____

Policy Review and Approval

Approved by:	School Council
Approval Authority (Name & Date)	Sue Holmes (Principal) 15/02/2023
Responsible for Review	Principal – Policy and Planning Sub-Committee
Next Review Date	February 2026 (3 years)