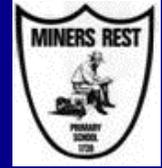
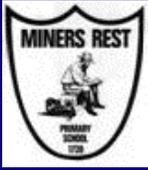


# Miners Rest Primary School



## Camps & Excursions Policy

Policy 2017

### INTRODUCTION

Excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and social skills development, in a non- school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at Miners Rest Primary school

### PLANNING

- Details that require School Council approval must be forwarded to the General Manager at least six weeks prior to the proposed date
- if approved, the online Notification of School Activity form (Student Activity Locator online form), then be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).
- teachers will follow the procedures outlined in the school program and Ministerial Guidelines
- if the principal's approval is granted, detailed planning should commence using the approval form and must include a risk assessment. Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process. Teacher/ student ratios will be adhered to as advised in the DET School Policy Advisory Guide- Excursion and Activities
- if the camp or excursion includes adventure activities organising staff should consult the 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
- School Council requires that students travel on buses fitted with seatbelts (or train).
- Supervisory adults who are not registered teachers completed a Working with Children Check and approved 'volunteers' by School Council
- a written statement should be obtained from a parent or guardian granting permission and medical information for the child to take part in the excursion (parents asked to sign consent forms must be given sufficient information about both the nature of the proposed activity and the nature of the risks involved in order for them to make a proper judgement)
- consent forms are to remain in the possession of the teacher in charge throughout the activity. A list of participants contacts in the case of emergency is to be filed at the school
- teacher's discretion will be used to decide if parents and guardians are contacted in the event of illness or accident
- a mobile phone will be carried on ALL camps and excursions, parents will be supplied the phone number on a permission form
- the teacher in charge of the excursion can withdraw at any time anyone from the excursion for inappropriate behaviour
- the parent/guardian is responsible to collect those who have been withdrawn
- parents will be involved in the excursion on the recommendation of the excursion organiser

- permission notes to be given to the Principal for storage following the excursion
- volunteer/supervising adults participating in the excursions must hold and present a current Working With Children Check card, this is to be copied and retained with excursion permission forms
- school camps are developed at school level and reflect the needs of the cohort of students and are supported within the curriculum at classroom level
- attendance at Miners Rest Primary School camps takes precedence over Cluster camps and / or Somers camp, offered annually and bi-annually respectively
- staff reserve the right to postpone or cancel any camps for reasons relevant to the school requirements of the time; and
- students remaining at school will be catered for with abbreviated programs in alternative rooms.

### **STUDENT BEHAVIOUR**

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion 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:

1. of the circumstance associated with the decision to send the student home
2. of the time when the parents/ carers may collect their child from the camp or excursion
3. of the anticipated time that the student will arrive home
4. of any costs associated with the student's return which will be the responsibility of the parents/ carers

### **TEACHER RESPONSIBILITIES**

Teachers participating in an excursion and/or camp will:

1. understand the purpose of the program and its connection to student learning
2. be aware of their supervisory responsibilities throughout the program
3. know who is the nominated member of staff who will provide first aid if required
4. know the exact location of students they are responsible for at all times including during travel

In addition the nominated teacher in charge will:

1. Know the exact location of students at all times including during travel
2. Maintain a record of telephone contacts for the supervising staff accompanying the excursion.

### **DUTY OF CARE**

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to an external camp or education provider, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care. External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guide followed.

Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

### STUDENTS WITH DISABILITIES

Students should not be denied attendance to any excursion or camp because of a disability or medical condition. Parents and carers will be consulted about reasonable

Adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp. Principals will ensure that appropriate risk management planning is undertaken for students with disabilities attending excursions and camp

### OVERSEAS TRAVEL

The [Smartraveller](#) website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

Miners Rest Primary School will ensure that we:

- comply with any DFAT travel advice current for the proposed location;
- subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas and;
- review their risk assessment if there are any changes to the DFAT travel advice.

The cost of medical and hospital treatment is high in some countries; therefore Miners Rest Primary school recommends that all students and staff take out travel and medical Insurance for the duration of the entire trip.

### FIRST AID

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

### CAMPING STRUCTURE

Year Level	Every Year
Two	School Sleep Over (1 night)
Three	Cave Hill Creek (2 nights)
Four	Araluen Camp at Anglesea (2 nights)
Five	Grampians (4 nights)
Six	Canberra ( 4 nights)
Five/ Six Biennially	South Korea

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References: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>

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