



CAMPS AND EXCURSIONS

PURPOSE

The purpose of this policy is:

- To give each child the opportunity through direct experiences, to learn new worthwhile skills which would otherwise not have been undertaken in the school or the local environment
- To assist the overall social development of children whilst developing a positive approach to the use of leisure time and the outdoors.
- To reinforce, compliment and extend learning opportunities beyond the classroom.
- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills of students.

GUIDELINES FOR ACTION

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

- Learning experiences will be integrated with all other areas of the school curriculum
- A sequential camps program will be provided from Grades 2-6:

Year	Possible Experience
Prep	Sleep over / Major excursion
Gr1	Tea at school/Major excursion
Gr 2	Overnight camp/Major excursion
Gr 3/4	Bi-annual camp program/Major excursion (alternating years)
Gr 5/6	Bi-annual camp program/Major excursion (alternating years)
- The direct experiences undertaken at camps will be based on pre-camp activities
- Camping experiences and follow-up activities will reflect the Australian Curriculum.
- Pre Camp information to be provided to parents
- When planning for camps, consideration will be given to the reduction of camp time lost due to travel by using earlier departure and later return times
- The Principal or their nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal or their nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- A designated "Teacher in Charge" will coordinate each excursion/camp. All excursions/camps will have an experienced teacher in attendance where possible.
- School Council must receive the appropriate DEECD Camp/Major excursion documentation in order to approve



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the activity

- The teacher in charge will notify the Principal 3 weeks prior to the camp/excursion to complete the DEECD online 'Notification of a School Activity' form.
- When required, parents will be invited to be included with camp staff. Parents used as staff for overnight camps must have a current Working With Children Check. Parents will be chosen, after an expression of interest or because of specific skills or training or through a ballot.
- Briefing sessions will be run with Volunteer Parents prior to accompanying students and staff on excursions or camps (where necessary).
- Timetabling during camp times will be designed to reduce disruption to normal school program operation
- The Principal will endeavour to make arrangements to assist all children to participate in the program
- Parents experiencing financial difficulty, who want their children to attend the camp/excursion will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case by case basis
- All families will be given sufficient time to make payments for camps/excursions. Parents will be sent notes before the camp/excursion date reminding them of the need to finalise payment.
- Office staff are responsible for managing and monitoring the payments made by parents
- Prior to any child attending an excursion, parents, guardians must have provided to the school a signed permission form. These forms need to be carried by camp/excursion staff
- No alcohol will be consumed by camp staff (teachers or parents) throughout the duration of the camp.
- Local contacts and facilities (such as BSSC and La Trobe), where possible will be utilised to run Outdoor Education skills with Grade 3-6 students.
- Staff resourcing to be included in the budget for school camps, e.g. male/female mix.
- Buses hired for out of Bendigo activities {potential 110 kph} need to be fitted with seat belts. Within Bendigo travel, buses with or without seat belts can be hired. Buses hired need to be from the School Council approved list (located on the office noticeboard).
- Children who do not display sensible, reliable behaviour at school may not be able to participate in school camps or excursions. Parents will be notified if a child is at risk of not being able to participate due to poor behaviour choices at school. The decision to exclude a student will be made by the Principal, the classroom teacher and the teacher in charge.
- The school will provide a mobile phone and first aid kits for all camps/excursions.

BUSHFIRE RISK ASSESSMENT

- Prior to booking a camp or excursion in areas of bushfire risk, staff will contact the camp/excursion provider to ascertain if a bushfire risk assessment has been undertaken for the venue/site and that an emergency management plan is in place for the venue/site, which includes a bushfire response and appropriate evacuation procedures.
- For excursions into forested or woodland areas, with no service provider, staff should refer to the Bushfire and Emergency Management Self-Assessment tool available from the DEECD website to assist in determining the level of risk at the site. Appropriate bushfire emergency management and evacuation procedures must be identified prior to the excursion.
- Excursions will not be conducted into areas of high fire risk as deemed by the CFA, on days of total fire ban or days declared code red by the Bureau of Meteorology.

EVALUATION

This policy will be reviewed in 2018 as part of the school's four-year review cycle.