

MORNINGTON PRIMARY SCHOOL



Camps and Excursions Policy

PURPOSE

To explain to our school community the processes and procedures Mornington Primary 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 Mornington Primary School. This policy also applies to adventure activities organised by Mornington Primary 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. Mornington Primary 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 (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 website under Adventure Activities, at the following link:

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

POLICY

Camps, excursions and incursions complement the quality, innovative teaching and learning opportunities that challenge and engage students and teachers within and beyond the classroom at Mornington Primary School.

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](#).

For all camps and adventure activities, a Risk Assessment will be presented to School Council. School Council must approve Risk Assessments for all camps and adventure activities.

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Implementation Procedures - Teachers:

1. The leadership team/Mod leader will be the P-6 camps and excursions coordinator/approver/overseer.
2. Each module will appoint a camps and excursions staff member to liaise with the mod leader/ the leadership team member.
3. All parent notices and documentation is to be checked by the Principal or Assistant Principal prior to distribution to parents.
4. A copy of approved notices is to be given to the office and an Assistant Principal.
5. For each camp/excursion, a CAMPS AND EXCURSIONS ORGANISATION CHECKLIST will be used at module level.
6. For each camp/excursion, a CAMPS/EXCURSIONS/INCURSIONS PLANNING AND COSTING FORM will be completed at module level and given to a member of the leadership team for approval at a Leadership Meeting.
7. Where possible, parents should be given 4 weeks preliminary notice of any school activities that will incur a cost to families and 12 weeks notice for camps. It is acknowledged that from time to time this is not always possible with incursions and excursions
8. Parents are to be informed by term one of the approximate expected cost of all camps and excursions in the school year. This will be done through the parent payment schedule endorsed by School Council.
9. Ideally one week's notice to parents is required for local excursions when no cost is required. However it is acknowledged that this is not always possible.
10. Planning for an excursion/incursion should begin at least 6 weeks prior (wherever possible) and a camp 12 months prior.
11. Staff are to provide a detailed note to parents about any incursion, excursion or camp which is to be offered. All activities apart from local walking excursions must also include a permission form.
12. Before attending camp, parents who have volunteered to help, must provide a current Working With Children card to the office. It is the camp leader's responsibility to check this.
13. All parents helping on an excursion must provide a current Working With Children card to the office. It is the excursion leader's responsibility to check this.
14. Before attending camp, parent helpers should be provided with a copy of 'Guidelines and Information for parent volunteers' as attached below. This should be signed and returned to school before the start of camp.
15. Staff should leave the names of students attending and those not attending at the office, with their class placement.
16. Where students are allocated to various teachers, parents and modes of transport for an excursion, the excursion leader will provide the office and all participating staff/parents with detailed information relevant to the excursion.
17. A first aid kit will accompany all camps and excursions, ensuring there is an 'instant' cold pack in it, asthma medication and specific medication for students with particular

needs i.e. Epipen. Every camp must take an Epipen, even if there are no diagnosed anaphylactic students attending.

18. Signed permission forms and a charged mobile phone must be taken on camps and excursions.
19. After the activity, all permission forms and medical forms are to be sent to the office to be archived for 7 years.

Implementation Procedures - Parents:

1. Camp/excursion/incursion permission slips requiring payment need to be paid in full by the due date.
2. While all effort is made by teachers to include all students, permission slips must be returned by the due date in order for students to be included, unless there are exceptional circumstances negotiated with the Assistant Principal or Principal.
3. If it is not possible to return the permission slip due to absence or illness, the teacher organising the camp/excursion/incursion must be consulted.
4. Prior arrangements can be made in exceptional circumstances to extend payment or pay by instalments with permission from the Assistant Principal or Principal.
5. All cash payments go through the classroom teacher's cash bag with the exception of Compass, Eftpos, direct deposit and BPay payments.
6. Parent support is vital to the effective implementation of camps/ excursions/ incursions and their assistance will be actively sought.
7. Parents attending will act with Duty of Care (Loco Parentis) and are responsible to the teacher in charge of the activity.
8. Parents attending any camp or excursion are required to provide a current Working with Children card to the office.
9. Before attending camp, parents attending camp must read, sign and return 'Guidelines and Information for Parent Volunteers'.
10. When a parent/guardian signs the approval for their child to attend a camp or excursion, they consent to their child being sent home in the event of the child's serious misbehaviour on the excursion. Any costs associated with the student's return will be the responsibility of the parents/guardians.

Implementation - Students:

1. In order to participate in camps/excursions/incursions, children must have demonstrated that they consistently behave appropriately for the safety of all and display respect for adults, peers, property and school rules.
2. Acceptable standards of behaviour will be expected during excursions. In extreme cases the excursion staff, may determine that a student should return home during an excursion or camp.
3. School uniform is to be worn on day excursions.
4. 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.
5. 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*. 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.
6. 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.
7. Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy and Bullying Prevention Policy*.

Resources:

1. DEECD guidelines available at

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

2. Camps/ Excursions/Incursions Organisation Checklist (Below)
3. Camps/ Excursions/Incursions Planning and costing form. (Below)
4. 'Guidelines and Information for Parent Volunteers' (Below)
5. Compass calendar, notifying parents of upcoming events
6. Risk Management -

<https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Pages/Risk-Management-in-Outdoor-Education.aspx>

Supervision

Mornington Primary 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.

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

Mornington Primary 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.

Parent/carer consent

For all camps and excursions, other than local walking excursions, Mornington Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Mornington Primary School uses Compass to inform parents about camps and excursions and to seek their consent **OR** informs parents about school camps and excursions by placing a note in student bags 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.

For local walking excursions, Mornington Primary School 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. Mornington Primary 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), our 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.

Mornington Primary 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](#).

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.

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, Mornington Primary 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.

FURTHER INFORMATION AND RESOURCES

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

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#).
- [Code Red Days](#)

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

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

REVIEW CYCLE

This policy was last updated on 15/06/2020 and is scheduled for review in June 2023.

This form is to be completed by the Teacher-in-Charge of the event and the Business / Office Manager.

Mornington Primary School

Excursions, Incursions and Camps Checklist

TEACHER – IN - CHARGE			BUSINESS / OFFICE MANAGER		
1.	Costing form submitted to Business Manager		1.	Initial costing form discussed with Teacher	
2.	Principal notified of event		2.	Form presented to Leadership for approval	
3.	Approval from Leadership Team		3.	Confirm cost per student \$ Total no. of students Costing approved. Date	
4.	Submission of final costing to Business Manager				
5.	Confirm transport bookings ** Order Number :				
6.	Confirm venue booking Order Number:		4.	Print CASES 21 Permission forms	
7.	Event noted on school calendar		5.	Attach class lists for checking payments & forms	
	IMPORTANT Complete DoE Notification Form so that office staff can submit online		6.	Copy & collate permission forms for teachers to distribute	
8.	Prepare information notice to send home with permission forms		7.	Email DoE Notification Form	
9.	Permission Forms sent home with payment information/options		8.	Set up charges /print our attendance lists to confirm student numbers and total income expected.	
10.	Collect money & permission forms / checklist		9.	Check information on class checklist	
<p>Working with Children Checks have to be completed and confirmed for all parent helpers attending the activities, this is especially important if the activity is a camp or requires a parent to take a small group of children on excursion / swimming etc.</p>					

11.	Follow-up students who have not paid		10.	Report to Teacher in Charge – funds collected / statements sent for non-payment.	
12.	Return class checklist to office		11.	Delete students who did not attend	
13.	Confirm venue & transport bookings etc.		12.	Reconciliation Surplus / deficit \$ Deficit reported to School Council	
14.	Are there any first aid /medical alert students?				
15.	On day of activity notify office of students who will not be attending				
16.	Take all paperwork/permission slips etc to office for archiving.				
17.	Thank you for your assistance....☺				

EVENT _____ Date of event _____

DATE COMPLETED DATE COMPLETED

TEACHER IN CHARGE BUSINESS MANAGER

**** Please advise unsuccessful companies**

MORNINGTON PRIMARY SCHOOL

CAMPS/ EXCURSIONS/ INCURSIONS PLANNING AND COSTING FORM

MODULE: _____ GRADES INVOLVED: _____

TEACHER IN CHARGE OF PLANNING EXCURSION: _____

NAME OF CAMP/EXCURSION/ INCURSION _____

PHONE NUMBER OF VENUE: _____

START DATE OF CAMP/EXCURSION/ INCURSION: _____

END DATE OF CAMP/EXCURSION/ INCURSION: _____

POSSIBLE NUMBER OF STUDENTS INVOLVED: _____

BUS COMPANY NAME AND PHONE NUMBER: _____

ITEM	TOTAL COST INC. GST	Cost per student based onSTUDENTS
Number of students attending:@ \$.....per student for excursion entry/camp cost		
Transport		
Names of staff attending Names of parents attending Number of adults free:..... Number of adults to be paid for:@each.		
Other Entry Fees 1..... 2.		
Other e.g. photography, photocopying, prizes		
Are there any Medical Alert / First Aid students attending? Include cost of Epipen / first aid etc..... \$99 per epipen		
Number of CRTs:@ \$. (ex gst) agency crt per day to replace		
SUB TOTAL:		
Add 10% for on costs and variations		
TOTAL COST:		

Approved by Assistant Principal :Date

Approved by Bursar: Date

Cheques required from Business Manager (2 days notice):

Payee.....Amount.....Date Required.....

Payee.....Amount.....Date Required.....



Guidelines and Information for Parent Volunteers Attending ModCamp

The following guidelines, information and suggestions have been developed to ensure that the camping experience of everyone attending the Mod ... camp is safe and enjoyable.

This year, the staff attending Camp will be;

This year, the parents attending Camp will be;

GUIDELINES AND SUGGESTIONS

- ◆ Your role on camp is generally as an assistant, you will not be expected to plan activities. However you may be asked to supervise a group of students, taking part in a low risk activity, within the vicinity of a staff member. is the teacher in charge and will allocate you to activities and groups each day.
- ◆ Any private information you obtain from or about a child on camp is confidential and should not be disclosed to anyone other than staff attending camp.
- ◆ You should never be in the situation of being alone with a child unless it is your own child. Always ask another adult to be present if it is necessary to be with only one child.
- ◆ If you notice anything on camp which you believe constitutes a safety risk to children or adults, please notify a staff member as soon as practical.
- ◆ Everyone at camp should be spoken to respectfully.
- ◆ If students at camp need disciplining, it would be best to leave this to a staff member. However if this is not possible or appropriate, children should be spoken to calmly and quietly.
- ◆ Female parents should not enter the boys' sleeping rooms and male parents should not enter the girls' sleeping rooms. If you need to talk to your own child (who is of a different gender) please arrange to speak to them outside their sleeping room.
- ◆ Unless it is a requirement of an activity, parents should not need to touch any child unless it is their own.
- ◆ It is not appropriate to smoke on camp premises. (please talk to our camp co-ordinator if this presents a problem for you)
- ◆ Alcohol is strictly banned from camp.
- ◆ Photos/video should not be taken of any students/staff/other adults other than your own child unless staff have asked you to do so. Under no circumstances should camp photos or video of children/staff/other adults (other than your own child) be uploaded to any social media or websites without the permission of the Principal of Mornington Primary School. Please do not send photos of camp to any parents of children on camp while students are still at camp.
- ◆ Please do not call the parents of any students on camp unless asked to do so by a staff member.

- ◆ Please do not invite any other adults or children to camp for a visit unless you have been given permission by the camp leader – this should not normally occur.
- ◆ Parents should not apply any first aid or give any medication to students unless given permission from a teacher. All first aid and medication requirements should be directed to the camp first aid officer who on this camp will be _____
- ◆ Where there are toilet and shower facilities provided for adults, these should be used by all adults on camp, rather than the student's toilets and showers. If this is not possible, the camp co-ordinator will inform you of the protocols to be followed when toileting and showering (please refer to MPS Offsite Toilet and Change Room Policy).
- ◆ Each day you will be assigned to an activity group. If you anticipate any problems beforehand, please speak to a staff member prior to the start of the activity. Any difficulties you may have during the activity or with the children should be discussed with a staff member at the conclusion of the activity. It is not appropriate to participate in these activities outside of allocated activity time either with students or adults unless discussed first with the teacher in charge.
- ◆ At the end of each meal, a group of students will be designated to wash dishes and clean the dining room. Staff will assist the students, however it would be great if you could also assist with this task sometimes.
- ◆ In the event of any emergency situations, you need to comply with the direct instructions of the camp leader.
- ◆ If possible, please take a mobile phone to camp with you. ... will give you his/her mobile number at camp and collect your phone number. Unless otherwise informed, please delete this number from your phone at the end of camp.
- ◆ **If you have any special medical or dietary requirements please let _____ know as soon as possible.**
- ◆ **If you have any medical issues which you think will be relevant on camp, please discuss them with _____**
- ◆ All adults on camp will be working extremely hard and for very long hours. If you feel you need a break, please inform a staff member.
- ◆ You are welcome to go to bed anytime after evening activities have concluded, however we just ask that you inform a staff member so that we know where you are.

THANK-YOU

We greatly appreciate the time and effort you are contributing to our camping program. Our students would not be able to attend this camp, learn so many valuable skills and build so many terrific relationships, without you. We hope you thoroughly enjoy your time at Camp ...

Endorsed by School Council in June 2020

Camp ... Parent Guidelines

I _____ have read and understand the Camp ... Parent Guidelines and at all times will attempt to follow these Guidelines. If I have any questions or concerns on Camp I understand that I need to speak to Camp Co-ordinator ... or another staff member,

Signed _____ Date _____