



**Broadmeadows
Valley** PRIMARY SCHOOL

STUDENT EXCURSION AND CAMPING POLICY

PURPOSE

School camps and excursions enable students to further develop their learning and social skills in a non-school setting. The program enables students to further their learning. The programs may have a cultural, environmental and/or outdoor emphasis and is an important aspect of the educational program offered at Broadmeadows Valley Primary School. The purpose of this policy is to outline to the Broadmeadows Valley Primary School Community (BVPS) the implementation processes involved in the Student Excursion and Camping Policy. Through this policy BVPS aims to:

- o Build upon shared classroom experiences and develop a sense of group cohesiveness.
- o Provide a program that promotes self-esteem, cooperation, resourcefulness, independence, leadership and resilience.
- o Provide a program that delivers skills and knowledge that promote a respect of the natural environment and that may lead to a life-long involvement in fulfilling leisure pursuits.
- o Be accessible to all families in order to maximise participation of students.

SCOPE

Day excursions and overnight camps are planned by teachers in order to provide direct experiences for all students that will complement and reinforce their learning. This policy applies to all staff and students attending Broadmeadows Valley Primary School.

DEFINITIONS

Day Excursions: Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.

School Camps: A school camp is defined as **any activity that involves at least one night's accommodation** that aims to provide students with the opportunity to participate in a camping program that is linked to; social, cultural and educational outcomes for students.

POLICY

The Broadmeadows Valley Primary School Camps and Excursion Policy aims to reinforce, complement and extend learning opportunities beyond the classroom. Through this policy we aim to develop in students an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

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. Broadmeadows Valley Primary 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 effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Broadmeadows Valley Primary 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

Broadmeadows Valley 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.

IMPLEMENTATION

- The camps and excursions program should offer a variety of environments and experiences from year to year. It should be an integral aspect of the curriculum and expand and develop skills already learnt. It should cater for differing abilities. Students with special needs will be provided with an inclusive program.
- Camps and excursions will be selected with due consideration to the impact of cost and distance on the participation of students.
- The cost of all camps and excursions are to be paid by parents. However, family financial difficulties should not preclude attendance, and, at the Principal's discretion, families may be provided with financial assistance. If necessary, additional financial help may be sought from local support/ welfare organisations. All families will be given sufficient time to make payments for excursions.
- The Principal and School Council are responsible for the approval of all non-adventure single-day excursions.

- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the Principal, to present the principal with a planning summary, to discuss the proposed activity, and to seek 'in principle' support for the event. The principal will complete the Principal Checklist to ensure all information and planning is in order.
- If the Principal's approval is granted, detailed planning should commence using the planning questions proforma as a guide.
- When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following: -
- What is the purpose of the excursion and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
- Is an appropriately trained member of staff able to provide first aid?
- Have supervisory adults who are not registered teachers completed a Working with Children Check?
- Is the location of staff and students throughout the excursion including during travel known?
- Is a record of telephone contacts for supervising excursion staff available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the parental consent and confidential medical advice forms for those students on the excursion completed?
- If day excursions include 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.
- If approved, the online Notification of School Activity form should then be submitted three weeks prior to the activity if required.
- School Council requires that students only travel on buses fitted with seatbelts at all times.
- The Principal requires that a report from the Teacher in Charge occur immediately after each day excursion if any mishaps or concerns have arisen.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with records on a regular basis.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions or camps.
- Classroom teachers must attend excursions with the class unless a prior arrangement has been agreed by the Principal or delegate.
- Copies of completed Permission forms and signed Confidential Medical Information forms must be carried by excursion staff at all times, a copy of the forms remain at school.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.

- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents/carers may be invited to participate in excursions provided they have a Working with Children Check

When deciding on which parents will attend, the Teacher in Charge will consider:

1. Any valuable skills the parents have to offer, for example, bus licence, first aid etc
2. The preference to include both male and female parents/carers.
3. The special needs of particular students.

- Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to inappropriate behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
- The primary references that must be consulted when considering all excursions is the School Policy and Advisory Guide website:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- It is the parent/guardian's responsibility to provide teachers with specific student medical aides/medications and instructions regarding the use and/or administration for particular medical conditions (e.g., anaphylaxis, diabetes, asthma) prior to camps or excursions.
- Each camp/excursion will appoint a Level 2 trained member of staff who is responsible for the health needs of the students. Teachers will administer any medication provided. A first aid kit and mobile phone will be taken by teachers on all camps and excursions.
- The school will follow the anaphylaxis policy guidelines for management of children with anaphylaxis on school camps and excursions.
- Students not attending camp or excursions for any reason will be expected to attend school.
- Students participating in camps/excursions are required to undertake a commitment to cooperate and display appropriate behaviour in the interest of their own, and the group's safety and well-being. Prior to a camp or excursion parents/guardians will be notified if it is likely a student will not be permitted to attend, due to behaviour that does not meet required standards at school.
- If on a camp/ excursion the teacher in charge considers an individual student's behaviour does not meet required standards, then the student may not be able to continue on the camp/excursion. In these circumstances, it is the parent's responsibility for the collection of the student and any cost associated with this.

CAMPS

- The Principal is responsible for the conduct of all camps and must oversee and ensure that the designated "teacher in charge" of each camp has ensured that all camp destinations, travel arrangements, camp activities, staff-student ratios, and staff qualifications (including first aid) comply with all the relevant DEECD guidelines. In particular adventure activities will comply with requirements outlined in the DEECD Safety Guidelines for that activity.

- The “Notification of School Activity” form will be completed and forwarded to the Emergency and Security Management Branch of DEECD three weeks prior to camp departure date.
- All students will be required to provide written permission from their parents to attend camp, and a completed "Confidential Medical Information for School Council Approved Excursions" form.
- All camps (i.e., any overnight excursions, including school sleep overs) require School Council Approval. The "teacher in charge" is responsible for submitting to the Principal the "Approved Proforma for all Excursions and Activities Requiring School Council Approval" form (Note: the most current version of this form can be downloaded from the DEECD website - Safety Guidelines for Education Outdoors - Forms) in time for inclusion in School Council meeting agenda. The Principal is required to submit this proforma to School Council for approval of camp. It is recommended that in approving the camp, School Council complete the School Council Checklist (the most current version can be downloaded from DEECD website).
- School Council requires that the Principal provide a report back to School Council after each camp, evaluating the camp, in particular any mishaps or areas for future improvement.
- Classroom teachers will be given the option to attend camps.
- On camp a vehicle will be available for emergency use. A copy of the full details of children's names, medical information and contact details will be kept with the teachers on camp at all times and copies of this information will also remain at school.
- Students are not allowed to bring electronic devices (such as iPads, iPods, mobile phones) or their own supply of food items, unless medically indicated and discussed and approved with the “teacher in charge”.

FIRE DANGER OR BAN

Principals may need to cancel excursions or camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, schools must follow the Department’s Emergency Management (bushfires) procedures for off-site activities for all excursions. In any event the Risk Assessment documentation must be completed prior to approval.

EXCURSIONS

- The Principal is responsible for the conduct of all excursions and must ensure teachers follow all the relevant DEECD guidelines in their planning and running of excursions, including that the required staff-student ratio and staff qualifications (including first aid training requirements) are met.
- An excursion information note will be distributed to parents outlining means of transport, date and time of activity. It will include a consent form, consent for medical attention, any payment requirements and emergency contact details. Teachers will take these forms with them on the excursion.

- Failure to return the signed consent forms and payment by the requested due date may result in a student being not permitted to attend the excursion.
- School uniform is to be worn on all excursions.

COMMUNICATIONS

- Parents should be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.
- During the camp/excursion, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the contact person and not personnel on the excursion as this will keep the telephone lines free at the excursion site.
- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made
- Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion by the teacher in charge.
- In the event of an emergency, accident or injury, staff on the excursion should:
 - **take emergency action**
 - **immediately notify the school principal**
- The principal should make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

(Covid 19) Excursion and Camps Health and Safety Precautions

(NB. The following information was accurate at the time of this policy documentation. It will be necessary to refer to updates in line with DET and new available public health information)

Consistent with the health and safety advice for all Victorian schools, schools should pursue a variety of strategies to support physical distancing among all students and staff, where possible.

Staff must practise physical distancing between themselves and others wherever appropriate.

Different school groups should remain separated and not share common facilities at the same time.

Staff and students must adhere to face mask requirements as per current COVIDSafe measures.

In line with community advice, reasonable precautions are still advised to reduce the risk of COVID-19 transmission.

Checklist for camp operators and schools

Schools must follow the COVIDSafe principles as outlined in the School Operations Guide (education login required) when planning camps and excursions, reinforcing key behaviours such as staying home when unwell and supporting regular hand hygiene.

Schools are required to follow the Department of Education and Training excursions policy (including camps and adventure activities), including the requirement for risk management planning.

Schools who are planning to or are participating in school camps should include this element of the program in their Safety Management Plan for COVID-19 (COVIDSafe Plan).

All staff and students will need current emergency contact details registered before departing for a school camp. Permission forms will need to include updated information about COVID-19 and any procedures that will apply in the event of a child displaying coronavirus (COVID-19) like symptoms.

Where a staff member or a student is displaying COVID-19-like symptoms, the symptomatic individual should be isolated from the rest of the group and return home for a COVID-19 test as soon as possible.

Schools should be prepared to notify the Department of Education and Training when a suspected or confirmed case of COVID-19 is linked to a school camp. Schools will need to provide requested information and take required actions. Good record-keeping, including accurate documentation of sleeping arrangements and any visitors, enables the prompt identification of individuals that may have been in contact with a confirmed case.

Schools and camp operators should consider the range of activities and facilities available and recognise that some facilities and activities may need to be altered, deferred, or delivered remotely to reduce COVID-19 transmission risk. Decisions regarding the types of activities that take place should take account of the potential risk associated with the activity, the level of community transmission, and available modifications to minimise risk.

Camp operators should develop and regularly review their COVIDSafe Plan, to minimise the risk of COVID-19 transmission. In the event of a confirmed case, they should be informed by the principles and advice for Accommodation Providers in the Industry Restart Guidelines - Accommodation. These plans should be made available for schools to review before arrival on site.

Schools should contact camp operators prior to the camp to discuss record keeping arrangements.

Principles for Health and Safety

The following principles should be applied to school camps to ensure health and safety precautions are followed.

- Confirmed cases and close contacts
- Any staff member or student who has been advised to isolate as a confirmed case of COVID-19, or quarantine as a close contact of a positive case of COVID-19 should not under any circumstances attend school camp.
- Staff and students should not attend camp if unwell. Anyone who develops symptoms during camp should be isolated and sent home for testing as soon as possible, with designated space(s) made available on the premises to support isolation where required.
- If a staff member or student is identified as a close contact of a positive case of COVID-19, they will be sent home as soon as possible, with designated space(s) made available on the premises to support safe isolation.
- Where staff or students become unwell or are identified as close contact of a confirmed case, the wearing of appropriate personal protective equipment (PPE) will be required. School camps should also have appropriate PPE available in case it is required by their staff, contractors, or guests. More information about PPE can be found in the School Operations Guide (login required).

Hygiene, Cleaning, and Shared Areas

- Reinforce hand hygiene practices and make sure there is access to handwashing facilities in all communal areas. Where soap and water are not readily available, hand sanitiser should be provided.
- Cleaning and disinfection should align with relevant sector guidance.
- Different school groups must remain separated and not share common facilities at the same time.
- Parent volunteers are permitted.

Incursions

Visitors to school grounds must comply with physical distancing, face mask advice, and practise good hand hygiene.

There is no requirement to limit the number or type of visitors to school premises, however, the density limit of one person per two square metres should be applied to any spaces being accessed by parent/carer(s) and other visitors.

The use of electronic record-keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases. QR code check-ins are required to be used by all visitors on school sites, including incursion staff. To find out more information on

record-keeping requirements at school visit Victorian Government QR code service and digital record keeping or refer to the School Operations Guide (login required).

Excursions

There are no restrictions on travel between metropolitan Melbourne and regional Victoria.

There's no limit on group sizes, but excursions need to comply with any specific COVIDSafe measures and capacity limits on venues that are being used.

School staff (primary and secondary) and secondary school students aged 12 or older are required to wear face masks indoors when attending an excursion.

Excursion venues are responsible for managing record keeping for contact tracing in line with current public health directives. These venues must provide a Service Vic QR code for visitors to use for check-in.

An electronic or hard copy list of students and staff names (full name) and contact numbers must be provided to the venue to enable the check-in of students of staff on the day.

Schools should contact venues before the excursion to discuss record keeping arrangements, particularly to clarify the responsibility of entering student details into the digital system. For more information on electronic record keeping requirements visit Victorian Government QR code service and digital record keeping or refer to the School Operations Guide (login required).

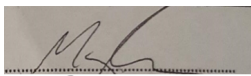
COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in the policy folder on staff Google Drive
- Discussed at PLT meetings

EVALUATION AND RATIFICATION

This policy is will be reviewed as part of the school's three-year review cycle or before in line with DET requirements or mandates. Amendments to this policy will be made in consultation with staff and the school community.

POLICY	STUDENT EXCURSION AND CAMPING POLICY
BVPS Council President	Signed: 

BVPS Principal	Signed: <u>C. Fiano</u>
Reviewed	August 2021
Ratified	/ /2021



CAMPS AND EXCURSIONS RISK MANAGEMENT PLAN

Section 1- Environment Emergency Management Assessment

Venue Assessed _____ for month of _____

Assess each of the following hazards and any others you think relevant and complete proforma below:

<ul style="list-style-type: none"> ● Bushfires ● Severe storms and flooding ● Earthquake ● School bus accident / vehicle accident 	<ul style="list-style-type: none"> ● Missing student ● Medical emergencies ● Incidents ● Aggressive student behaviour 	<ul style="list-style-type: none"> ● Intruders ● Internal fires and smoke ● Snakes and other wildlife ● Other relevant to camp area
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LIKELIHOOD	Very high				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
IMPACT					

ENVIRONMENTAL EMERGENCY	EVENT	RISK MANAGEMENT STRATEGIES

Very high or highly likely/ very high or high impact		
Very high, high and moderate likelihood / very high, high or moderate impact		
Very high, high, moderate or low likelihood/ high and very high impact		

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Home Group _____ Date _____ Supervising Teacher _____

	DANGERS Factors which could lead to each inherent risk eventuating	RISK MANAGEMENT STRATEGIES Strategies to reduce risk
PEOPLE Attributes people bring to an activity e.g., skills, physical fitness, health, age, fears, number		
EQUIPMENT Resources that impact on the activity e.g., clothing, footwear, teaching equipment		
ENVIRONMENT Factors that impact on the activity e.g., weather, terrain, water		

Critical incident management (emergency procedures)- contact the school for assistance.

If someone is injured – ensure all other students and staff are safe.

Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.