



Broadmeadows Valley Primary School CAMPS AND EXCURSIONS POLICY

RATIONALE:

The school's camps and excursions program enables students to further develop their learning and social skills in a non-school setting. The program may have a cultural, environmental and/or outdoor emphasis and is an important aspect of the educational program offered at Broadmeadows Valley Primary School.

AIMS:

- To build upon shared classroom experiences and develop a sense of group cohesiveness.
- To provide a program that promotes self-esteem, cooperation, resourcefulness, independence, leadership and resilience.
- To 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.
- To be accessible to all families in order to maximise participation of students.

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 problems 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.
- 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 will be expected to attend school.
- Parents may be invited to assist in the program at school camp/excursion at the discretion of the school. When deciding on which parents will attend teachers will take into account: any valuable skills parents have to offer, the need to include both male and female parents, and

the special needs of particular students. Any parent attending a school camp will be required to have a current Working with Children Check.

- 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.
- Buses that have lap sash seat belts will be used for camps and excursions.

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 with "teacher in charge".

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.

Reference:

School Policy and Advisory Guide, DEECD, 2012.

Evaluation:

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

Ratification

This school policy was ratified at the Broadmeadows Valley Primary School Council meeting on
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School Council President _____

Principal _____