

# Camps and Excursions Policy

## Rationale

Lake Bolac College excursion policy is based on the belief that excursions:

- Provide educational experiences not available at school
- Enrich the curriculum for students
- Provide students with opportunities for social interaction
- Develop students educational skills and concepts
- Develop students socially and individually
- Broaden their horizons
- Develop independence

## Policy

- The excursion must be educationally relevant.
- The approval of the principal and school council must be obtained.
- Teachers participating in an excursion are responsible for students in their care for the duration of that excursion.
- At least one of the supervising teachers must have a current First Aid Certificate and a current CPR Certificate.
- Written permission from the child's parents/caregivers must be obtained before a child can participate in any excursion.
- Principal and all concerned staff must ensure that all organisational and financial details are adequately finalised.
- Parents must be made fully aware of all educational, organisational and financial details relating to the excursion.
- All excursions must be adequately funded. If the excursion cannot be adequately funded it will not take place. All costs must be covered.
- Expensive excursions should be avoided. Where financial hardship is understood to be the reason for a student's non-participation, schools must endeavour to provide financial assistance.
- Students not participating in the excursion should be provided with sound alternative educational experience.
- An opportunity will be provided for all children P-12 to participate in an excursion/excursion at least once during the year.
- Parents will frequently volunteer to assist in excursions. The number of parents who might be of assistance will vary according to circumstances.
- The contents of this policy should be made clear to all parents and caregivers.
- Parental authority must be received to administer any prescription medicines a child may require while on excursion.
- Medicines will be administered by the designated first aider on the excursion.
- The Principal or Executive Staff may authorize unscheduled, brief, local spontaneous educational activities.

## Transport

Public transport, (private or government buses and ferries) are to be used for school excursions wherever possible. Consideration will be given to the use of private transport when circumstances warrant.

## Private Transport

When small groups are going on local excursions then private transport may be used. In such cases reference should be made to the policy governing the use of private motor vehicles for school activities.

Drivers need to provide the school with proof of:

- Current drivers license
- Current insurance
- Current vehicle registration
- No. of seat belts for all occupants
- Current Working With Children's Check

## Supervision

Before the excursion the Principal must endeavour to ensure that all precautions to maintain the safety of all participants are in place.

Before the planned excursion is undertaken a check is to be made that supervision will be adequate in relation to the number of students, their age and physical and mental abilities.

Staff on the excursion retain the ultimate responsibility for supervision of students and cannot transfer that responsibility to other people, including parents. They must be aware of and recognise their special duty of care for student safety and welfare.

On overnight excursions no member of staff will be placed in a position where there is potential for allegations of improper conduct.

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Sleeping arrangements should be such that no likelihood of sexual contact between students or between accompanying adults and students can occur.

Excursions involving swimming or water and or overnight stays must be accompanied by a member of staff who has CPR and emergency care training. No child will be allowed to participate in an activity around water without parental permission and written indication of child's swimming ability.

All excursions must be accompanied by a member of staff who has emergency care training.

## **Emergency Notifications and Communications**

In the event of an emergency, to ensure information is provided to emergency services, [school name] will notify the:

- > DET of any approved school camp or excursion at least three weeks beforehand using the Student Activity Locator online form.
- > Department of Foreign Affairs and Trade (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:

Staff on the excursion will:

- > take emergency action as documented in the excursion and camp's emergency and risk management plan
- > immediately notify the school principal

The principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

## **Fire Danger or Ban**

The Principal may need to cancel excursions and 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 with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Lake Bolac College will follow the Department's emergency management (bushfires) procedures for off-site activities.

## **Unscheduled Activities**

Students will not participate in additional or alternative activities that were not originally scheduled in the excursion program, and that would require parental permission.

## **Film Screenings**

Students will not attend any screenings or live performances that have either an M or and R rating. Parental permission is required for screenings and live performances that have a PG rating. Parents will be informed of the classification of performance.

## **Attendance Roll**

A marked roll of students on the excursion must be entered on Compass.

## **Record of Excursions**

A register of all excursions will be kept at school. It must include all organisational details, evaluation, cost, venues, etc and act as an ongoing resource for future excursions.

This policy was last ratified by Lake Bolac College School Council on 17/02/2016