



MONTMORENCY PRIMARY SCHOOL

Camps and Excursions Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9434 5944 or email montmorency.ps@education.vic.gov.au.

PURPOSE

To explain to our school community the processes and procedures Montmorency 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 Montmorency Primary School. This policy also applies to adventure activities organised by Montmorency 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. Montmorency Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

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.

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.

POLICY

The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

- The program will be developed sequentially throughout the school.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education and Training (DET) requirements.
- Adult-Student ratio to be determined by DET guidelines, taking into consideration the requirements of the venue. It is at the discretion of the Principal to make the final decision on adults attending camp.
- A full itinerary outlining activity to be undertaken and supervision provision will be developed prior to the camp.
- An organisational checklist will be maintained throughout all planning stages.
- All safety issues and emergency procedures will be documented and discussed prior to departure.
- An online notification of school activity form must be completed at least three weeks prior to the activity using the [Student Activity Locator \(SAL\)](#)
- All campsites will have current accreditation.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal who will decide on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- School Council will set aside a budget each year that will cover the cost of replacing teachers (CRT) who are involved in camps.
- Where a camp is over-subscribed, placements will be allocated in order of receipt of the deposit.
- Students have the right to attend camp only if their behaviour is such that staff are confident they will be safe and reliable in an environment other than the school.
- Parents/guardians may be asked to collect from the camp, any student whose behaviour, whilst on camp, is deemed to place themselves or others at risk.
- When deciding on staff who will be attending camp, staff are offered the opportunity to express interest in attending camp. Preference is given to the class teachers of the grades attending camp and including both male and female staff.
- Parents must submit a confidential student medical report prior to departure.
- A responsible person will be assigned as the Medical Officer. This person will be responsible for dispensing any necessary medication. Such medication must be accompanied by written instructions regarding administering the medication and handed to the staff member in charge prior to leaving for camp
- Unless otherwise indicated, Montmorency 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.

- A mobile telephone, first aid kit and, wherever possible, a staff car will be taken to the camp.
- A staff member trained in First Aid will attend the camp.
- When approving camps, the school may choose to approve a paramedic to attend the camp.
- Students who do not attend camp will be provided with an alternative program that addresses, wherever possible, similar learning objectives to the camp.
- All staff and volunteers attending the camp will hold a current 'Working with Children' check.

Fire Danger or Ban

Principals may need to review planned excursions ahead of forecast days of significant fire risk or total fire ban days and liaise with the region about whether the excursion should be cancelled.

If an excursion is not cancelled, special fire safety precautions may be required, depending on the location.

When required, schools must follow their Emergency Management Plan and the Department's emergency management (bushfires) procedures for off-site activities for all excursions.

On days determined Code Red by the Emergency Management Commissioner, all camps in the CFA fire district determined Code Red must be cancelled.

COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Adventure activities](#)

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Consultation	Internal
Approved by	Principal
Next scheduled review date	March 2025