



# WARRNAMBOOL WEST PRIMARY SCHOOL

## SAILING TOWARDS SUCCESS

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## CAMPS AND EXCURSIONS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact [warrnambool.west.ps@education.vic.gov.au](mailto:warrnambool.west.ps@education.vic.gov.au)

### PURPOSE

To explain to our school community the processes and procedures Warrnambool West Primary School uses when planning and conducting camps, excursions and adventure activities for students.

### SCOPE

This policy applies to all camps and excursions organised by Warrnambool West Primary School. This policy also applies to adventure activities organised by Warrnambool West Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

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. Warrnambool West Primary School follows 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;
- attend school 'sleep-overs' on 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 in the department's Policy and Advisory Library: [Excursions - including camps and adventure activities](#)

### POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all camps and excursions, including adventure activities, our school follows the department's [Excursions Policy](#).

## 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. Warrnambool West Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Warrnambool West 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.

The approval of School Council is required for all:

- Camps
- Adventure activities

In approving a camp or excursion, consideration will include:

- impact on school program
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high-risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

The Principal/Assistant Principal (excursions) or School Council (camps and adventure activities) will ensure that all:

- excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines
- the organising teacher is required to plan well in advance, advise the Principal/Assistant Principal of intentions and check school calendar for date clashes
- careful consideration will be given to the impact of staff and/or student absence due to excursions
- it is expected that the organising teacher will consult with other staff before planning to minimise the impact on other classes
- for day excursions: organising teacher to complete cost/no cost event and submit to Business Manager at least THREE WEEKS prior to excursion
- for camp/adventure activity: organising teacher to complete event (cost), risk management form and submit at least SIX WEEKS prior to activity. The Principal will table the camp for approval at the next School Council meeting (held third Monday of each month)
- The event component of Compass is to be used for excursion planning and approvals
- A template is available for use – excursions with a cost (require Business Manager approval) and excursions with no cost (require Principal/Assistant Principal approval only)

- Once official approval is granted, organising teacher is to prepare information pack for parents (letter, itinerary and clothing/equipment list, permission/medical form). The Principal/Assistant Principal will co-sign any letters relating to camps and excursions.
- The organising teacher will update calendar and administration diary with dates of camps and excursions.
- The DET Student Activity Locator is linked to the event planning template. Organising teacher is to complete the online Student Activity Locator and print a copy to be included with all the event planning documentation.
- A printed receipt of the SAL notification will be kept with the excursion or camp documentation.
- The organising teacher is required to communicate excursion details to staff and display names of students attending
- For day and non-adventure excursions the event permission form generated by Compass and prepopulated with student details will serve as both the permission and medical form.
- For overnight camps and adventure activities a separate medical form located on the Staff drive must be completed by a parent/guardian for every participating student.
- The organising teacher (or designated teacher) is required to read student medical forms prior to departure and brief all attending staff about special requirements. The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).
- The school will provide a first aid kit for each camp or excursion. The organising teacher is responsible for collecting this prior to leaving.
- Full records will be maintained by the Business Manager for the required time following the camp/excursion.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teacher with records.
- The organising teacher will mark the roll on Compass when departing as a final indication of who is attending the camp/excursion.

### Supervision

Warrnambool West Primary School follows the department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent/carer 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.

### Parent/carer volunteers

Parents and carers 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

Warrnambool West 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, Warrnambool West Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Warrnambool West Primary School uses Compass to inform parents/carers about camps and excursions and to seek their consent. 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.

### **Cost of camps and excursions, refunds and support**

Most camps and excursions provided by Warrnambool West Primary School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the department's Parent Payments Policy.

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 for camps and excursions provided on a user pays basis will not be able to attend unless the principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents/carers may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents/carers contribute.

### **Financial Help for Families**

Warrnambool West Primary School makes 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 or principal. The business manager or principal 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](#).

### **Refunds**

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.

### **Behaviour expectations**

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.

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.

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.

Disciplinary measures apply to students on camps and excursions consistent with our school's Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying Prevention Policy.

### Electronic Devices

Students are not 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. The principal may place conditions on the device's 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, Warrnambool West 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.

## COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- 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 Policy](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	25 <sup>th</sup> March 2025
Approved by	Karen Holdsworth, Principal
Next scheduled review date	March 2028