

Cranbourne West Primary School

CAMPS and EXCURSIONS/INVISITS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Cranbourne West Primary School Administration on 59962878

PURPOSE

To explain to our school community the processes and procedures Cranbourne West 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 Cranbourne West Primary School. This policy also applies to adventure activities organised by Cranbourne West Primary School, regardless of whether or not they take place on or off school grounds. It also applies 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. Cranbourne West Primary School will follow both 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 on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/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.

The Cranbourne West Primary Schools Camps and Excursions/Invisits program also aims to:

- provide all students with the opportunity to participate in a sequential camping program
- provide shared class experiences and a sense of group cohesiveness
- reinforce and extend classroom learning
- provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- Provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, co-operation and tolerance

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

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. Cranbourne West 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.

Cranbourne West Primary School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions/invisits program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion/invisit activities.

All students are to travel on buses with seat belts. All students attending excursions are expected to wear Cranbourne West Primary School uniform and a lanyard.

The following statement is to be included on every excursion/invisit notice:

Privacy: School Community: There is an expectation that all members of the school community respect the rights of others by not posting or distributing photographs or videos that include other community members without their express permission or consent.

Staff will take their mobile phones on camps and excursions as appropriate. Contact numbers that are lodged at the school office before departing must remain switched on at all times

The following school personnel need to be informed of a pending excursion/invisit: Special Events Co-ordinator, CRT Co-ordinator, Specialist Leader, Yard Duty Co-ordinator, PD co-ordinator, Student Wellbeing Co-ordinator, Parent and Community Liaison Office and First Aid Co-ordinator.

The proposed excursion/invisit can be cancelled at any time at the discretion of the organiser [ie: inclement weather] Cancellation notifications etc will be handled with sensitivity and care.

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

Cranbourne West 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.

Wherever possible a permanent Cranbourne West Primary School staff member will go on an excursion. If a CRT is with a class, internal arrangements will be made.

Parent volunteers

Parents 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. [Volunteers Policy.docx](#)

Volunteer and external provider checks

Cranbourne 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. [For more information about when a WWC Clearance is required, see [Volunteers page](#) on the School Policy Templates Portal or refer to the CWPS Volunteers Policy.]

Parent/carer consent

For all camps, excursions and invisits, other than local excursions, Cranbourne West Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Cranbourne West Primary School uses SeeSaw to inform parents about excursions/invisits and to seek their consent, together with a CASES21 excursion notice placed in student bags asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed invisit or excursion.

Students may only attend an excursion/invisit if the appropriate permission/medical form has been completed or consent given over the telephone [at the organiser's discretion]. These forms must be taken on the excursion and must contain a current day time contact number in case the parent/guardian needs to be contacted

For local excursions, Cranbourne West Primary School will provide parents and carers with a Local Excursions consent form upon enrolment. Parents are advised that this form maybe amended at any time during the student's enrolment at Cranbourne West. Cranbourne West Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Seesaw. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Cranbourne West Primary School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Cranbourne 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.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Excursions/Invisits

Wherever possible six weeks notice of a pending excursion/invisit is given including a clear cut off date so that the excursion/invisit may be cancelled if there are inadequate numbers of students indicating their intention to attend.

Costs are carefully calculated on a percentage of the students attending. It is not assumed that 100% of students will attend. The approved formula [Refer Admin Committee minutes 10/5/21] will be used when planning excursions costs.

GST exclusive cost of bus and admission fees (if applicable) plus any added costs divided by:

- Area 1 – 75% attendance at invisits 60% student attendance at excursions \$50.00 per semester
- Area 2 – 75% student attendance at both invisits and excursions \$50.00 per semester
- Area 3 – 70% student attendance for both invisits and excursions \$70.00 per semester
- Area 4 – 70% student attendance for both invisits and excursions \$50.00 per semester excluding Swimming program
- Area 5 – Inter School Sports – selected students

and rounded up to the next dollar.

Payment is expected prior to the excursion/invisit unless other arrangements have been made with the organiser, eg. payment plan, Centrepay or Bpay. It is expected payments [payment plans] will be finalised for a particular excursion by the end of the following school term. For example: Excursion occurs in February – Payments are due to be finalised by the end of second term.

Excursion money will be taken up to and including the day of the activity if the co-ordinator wishes. HOWEVER, two days before each excursion an updated list of the amounts paid will be placed into the pigeon holes of the grades concerned. After this time, co-ordinator will monitor further receipts at classroom level. Staff will phone parents of students who have not paid the day prior to the event to confirm attendance or nonattendance in the hope there will be minimal disruption on the morning of the event

Camps

All camps will be budgeted for at the beginning of the year with detailed and accurate costing [including CRT costs] and presented to School Council for ratification.

Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable. Consent forms will have clearly stated payment amounts and finalisation dates, and families will be given sufficient time to make payments.

All families will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. All payment plans/alternative arrangements need to be in place before the camp.

It is expected that full payment [payment plans] for camps will be finalised within the school year that the camp occurred.

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

Financial Help for Families

Cranbourne West Primary School will make all efforts to ensure that students are not excluded for financial reasons. The Principal has determined no student will miss out on an excursion/invisit due to financial reasons.

Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Excursion Administration Officer, Organising Teacher or Community Liaison Officer. The Excursion Administrator 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

Excursions/Invisits

If a child has to withdraw from the excursion/invisit a credit will only be given at the co-ordinator's discretion. Bus costs are not refundable.

If an excursion/invisit is cancelled or altered by the school, or a student is no longer able to attend part or all of the excursion/invisit, 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.

Camps

If a camp 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. Bus costs are not refundable. Where possible, we will provide information about refunds to parents/carers at the time of payment.

[Refund Policy.docx](#)

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.docx](#), [Student Wellbeing Policy.docx](#) and the [Bullying Prevention Policy.docx](#). Alternatives and additional options may be discussed with parents/guardians to allow students to attend [ie. parent attendance] 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.

Sometimes a student's disability may manifest in challenging behaviour. Examples of disabilities that can present with challenging behaviour includes Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues. Contact will be made with the department's Legal Division for advice before excluding a student for failing to comply with behavioural standards, if their disability presents with challenging behaviour

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 will not be 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 and may place conditions on its 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, Cranbourne 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 will be communicated to our school community in the following way:

- Included in Staff Handbook
- Available publicly on our school's website
- Available on the Sentral Parents Platform
- Information regarding excursions is disseminated via SeeSaw
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions 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](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following Cranbourne West Primary School policies are also relevant to this Excursions Policy:

- [Statement of School Values and Philosophy.docx](#)
- [Duty of Care Policy.docx](#)
- [Student Wellbeing and Engagement Policy.docx](#)
- [Student Wellbeing Policy.docx](#)
- [Inclusion and Diversity Policy.docx](#)
- [Volunteers Policy.docx](#)

POLICY REVIEW AND APPROVAL

- Reviewed bi-annually by the Cranbourne West Primary School Consultative Committee.
- Amended in accordance with Department policy changes
- Approved by CWPS Consultative Committee and ratified by School Council.