

1. Definitions

- 1.1 Adventure Activities - those that involve greater than normal risk, including but not limited to, abseiling, artificial climbing and abseiling walls, bush walking, camping, canoeing/kayaking, cross country skiing, cycling, downhill skiing and snowboarding, horse riding, orienteering, overnight camping, rafting, recreational swimming, rock climbing, challenge ropes courses, sailing, sailboarding, scuba diving, snorkelling, surfing, water skiing and windsurfing.
- 1.2 Camp – are excursions involving at least one night’s accommodation (including school sleep-overs)
- 1.3 Child Safe – As defined in our Child Safe Policy
- 1.4 DET – Department of Education and Training
- 1.5 Excursions - For the purpose of this policy, excursions are activities organised by the school where the students:
 - 1.5.1 are taken out of the school grounds (for example, a camp, day excursion, school sports); and
 - 1.5.2 undertake adventure activities, regardless of whether or not they occur outside the school grounds.
- 1.6 IB-PYP – International Baccalaureate Primary Years Program
- 1.7 Local Excursions - are excursions to locations within walking distance of the school and do not involve ‘Adventure Activities’.

2. Purpose

- 2.1 To explain to our school community the processes and procedures Coatesville Primary School will use when planning and conducting camps, excursions and adventure activities for students.
- 2.2 To provide students with the opportunity to:
 - 2.2.1 experience a sense of achievement through participating in a variety of challenging and/or adventure based activities;
 - 2.2.2 develop social and physical skills, as well as, building confidence, independence, self-esteem and teamwork;
 - 2.2.3 demonstrate the IB-PYP Learner Profiles and Attitudes;
 - 2.2.4 cope with an environment and activities differing from that of home and school; and
 - 2.2.5 build skills and knowledge that may lead to lifelong involvement in worthwhile leisure pursuits.

3. Scope

- 3.1 This policy applies to all camps and excursions organised by Coatesville Primary School. This policy also applies to adventure activities organised by Coatesville Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs
- 3.2 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. Coatesville Primary School will follow both this policy, as well as the

Department's policy and guidelines when planning for and conducting camps and excursions.

4. Policy

4.1 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.

4.2 Planning process for camps and excursions

4.2.1 All camps and excursions will comply with Department planning requirements.

4.2.2 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. Coatesville 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.

4.2.3 Coatesville 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.

4.2.4 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.

4.3 Supervision:

4.3.1 Coatesville Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

4.3.2 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.

4.3.3 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.

4.4 Parent/carer consent:

4.4.1 For all camps and excursions, other than local excursions, Coatesville Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Coatesville Primary School uses Sentral to inform parents about camps and excursions and to seek their consent OR informs parents about school camps and excursions by placing a note in student bags and 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 camp or excursion.

4.4.2 For local excursions, Coatesville Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Coatesville Primary School will also provide advance notice to parents/carers of an upcoming local excursion through [insert applicable notification method:

email/online parent communication tool/a note home in the student's bag]. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Coatesville Primary School will notify parents once only prior to the commencement of the recurring event.

4.5 Cost of camps and excursions, refunds and support

- 4.5.1 The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. 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.
- 4.5.2 Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.
- 4.5.3 Coatesville Primary School will make 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. The Business Manager 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.
- 4.5.4 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

4.6 Student Health

- 4.6.1 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.
- 4.6.2 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.

4.7 Behaviour Expectations

- 4.7.1 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.
- 4.7.2 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 in the Student Wellbeing and Engagement Policy, Student Code of Conduct 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.

4.7.3 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.

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

4.8 Electronic Devices

4.8.1 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.

4.9 Food

4.9.1 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.

4.10 Accident and Ambulance Cover

4.10.1 Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

4.10.2 Unless otherwise indicated, Coatesville 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.

4.11 Prior to and whilst on camp parents/carers will:

4.11.1 be required to complete a food allergy form. These forms do contain a section which asks for information regarding religious followings in relation to food. This information is shared with the camp prior to departure so the student's individual dietary requirements can be catered for. Please note: this does not include food which is 'not liked' by a student;

4.11.2 supply all items on the student packing list to ensure students have enough supplies for camp;

4.11.3 supply Sunscreen for self-administration and appropriate Sun Smart attire including a wide brimmed hat;

4.11.4 will be required to collect their child/ren from camp if their child exhibits behaviour that is considered unsafe or if the child/ren becomes unwell; and

4.11.5 ensure students who are not attending camp attend school so their learning can continue under the supervision of another teacher.

4.12 Medication on camp - Parent/Guardians will:

4.12.1 complete a medical form prior to camp;

4.12.2 be required to complete an extra medical form (Thunderstorm asthma) two weeks prior to camp for those students who suffer from asthma;

4.12.3 be required to sign over all medication to the allocated First Aid officer on the morning of the camp departure;

4.12.4 provide an extra EpiPen and asthma medication and spacer for students who suffer anaphylaxis or asthma; and

4.12.5 sign out medication upon the completion of camp.

4.13 Medication on camp – Staff will: (Anaphylaxis/Asthma)

4.13.1 allocate a First Aid trained staff member to oversee all First Aid requirements on camp;

4.13.2 record all medication given whilst on camp;

4.13.3 carry an extra EpiPen and/or asthma medication and spacer for students;

4.13.4 ensure students who suffer from anaphylaxis and asthma carry their EpiPen and asthma medication and spacer on them at all times; and

4.13.5 in the event of an emergency, accident or serious injury on camp, call 000, before making contact with the Principal who will advise DET Emergency Management. The camp coordinator will organise for parents to be contacted. In consultation with the Principal, the camp coordinator will follow DET procedures in relation to reporting serious injury.

4.14 Follow Staffing and Supervision guidelines by:

4.14.1 adhering to DET staff to student ratios (1:10) on all overnight camps;

4.14.2 including at least one staff member of each gender when available; and

4.14.3 adhering to Child Safe standards at all times.

5. Further Information and Resources

5.1 Bullying Prevention Policy

5.2 Child Safe Policy

5.3 Medications Policy

5.4 Student Code of Conduct

5.5 Student Engagement and Wellbeing Policy

5.6 Supervision Duty of Care Policy

6. Evaluation

6.1 This policy will be reviewed every third year as part of the school's regular policy review cycle.