



BENTON JUNIOR COLLEGE

CAMPS AND EXCURSION POLICY

Rationale

Excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skill development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at Benton Junior College.

Aims

- To provide students with the opportunity to participate in a camping/excursion activities that are linked to social and educational outcomes for students.
- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to the college surrounds and that valuable learning takes places in other environments.
- To further develop social skills and self-management skills such as co-operation, communication, respect, independence, self-esteem, leadership, problem solving and resourcefulness.

Implementation

Planning

- Staff organising a camp, incursion or excursion must complete the relevant template and submit to the Principal.
- The Principal is responsible for the conduct of all excursions and camps and ensure they comply with DET Guidelines (*Schools Policy Advisory Guide*).
- The Principal or nominee must ensure an online *Notification of School Activity* is completed 3 weeks prior to the activity occurring. <https://partner.eduweb.vic.gov.au/sites/sal#/>
- Day excursions/incursions approved by the Principal and all overnight camps must be approved by College Council.
- All food, equipment, staffing, emergency management procedures, organisation of activities and student management procedures must be addressed prior to the camp/excursion. Consideration needs to be given to students with special medical or dietary requirements. Parents will complete the permission form indicating any special needs or requirements.
- All aspects of the camp/excursion will be outlined to parents/carers via a Compass post.
- Parents will give permission via Compass for excursions and for camps, complete the appropriate form and return to classroom teacher.
- If an excursion is postpone parents/carers must re-consent for the change of date.
- Parents may be asked to assist with excursions/camps. When deciding which parents or additional adults attend the organising teachers may take into account any valuable skills (eg nursing or qualified first aid skills), gender balance and special needs of particular students. All parent/adult helpers must have the relevant Working with Children Check.

Duty of Care

- All staff attending camps or excursion owe a duty of care to the students. Reasonable steps are taken to prevent any foreseeable harm.
- The designated teacher in charge has ultimate responsibility for all students in their care.

- External education providers must have appropriate certification eg Working with Children's Registration, and ensure that supervision guidelines are followed.
- Prior to the camp or excursion parents/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.
- A designated 'teacher in charge' will co-ordinate each camp/excursion. All camps/excursions will have an experienced teacher in attendance where possible.
- The teacher in charge must provide the College Office with final student list and arrangements for students not attending.
- Where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students. The duty of care of the school staff to students cannot be delegated to a third party.

First Aid

- Staff must have a first aid kit/kits appropriate to the excursion location and activities undertaken.
- At least one member of staff will be responsible for first aid.

Students with Disabilities

- Students should not be denied attendance to any excursion or camp because of disability or medical condition.
- Parents/carers will be consulted about reasonable adjustments that may be implemented by the college to enable the student to safely attend the excursion or camp.
- The Principal or nominee will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

Payments

- All families will be given sufficient time to make payments for camps /excursions. All parental permission and medical forms must be completed, signed and returned and all money must be paid prior to the designated closing date.
- Students whose payments have not been finalised by the due date will not be allowed to attend unless prior arrangements have been sought from the Principal class.
- Parents experiencing financial difficulty are invited to discuss alternative payment arrangements with the Principal prior to the due date.
- Administration Staff will be responsible for managing and monitoring the payments made by parents/carers.
- The timeline for payment of excursions is as follows:
 - Excursion information loaded to Compass, (the last week of the preceding term) providing a minimum of two weeks for parents to make payment. Exceptions to this may be some sporting events and the school will advise parents/carers as soon as possible. Parents are emailed to advise them that excursions are ready to pay in Compass. The email states the due date, and the statement 'LATE PAYMENTS WILL NOT BE ACCEPTED'.
 - The email also advises parents that if they have a credit on their account or a CSEF balance that they wish to use for this excursion, they must email the school email address to advise or in person.
 - One week prior to the due date, parents who have not yet paid and consented, receive a reminder email. The email states the due date, and the statement 'LATE PAYMENTS WILL NOT BE ACCEPTED' is included.
 - One day prior to the due date, parents who have not yet paid and consented, receive a SMS. The SMS states the due date, and the statement 'LATE PAYMENTS WILL NOT BE ACCEPTED'.

- Once the due date has passed, payments cannot be made in the compass event.

Student Behaviour

- All students are expected to follow the College's Learning Deal and display behaviour that respects the College's mission statement at all times. Students (along with their parents/carers) may be warned that their behaviour is threatening their attendance to participate in a camp/excursion.
- Parents will be requested to collect their child from camp/excursion if the child's behaviour is considered unacceptable or a danger to themselves or others.
- Students attending camps will be expected to sign a contract agreeing to abide by camp rules. Additionally parents/carers will be asked to sign a Code of Conduct authorisation.

Links

- DET School Policy Advisory Guide – Excursions and Activities
<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

This policy was last updated May 2018 and will be reviewed in 2020.