



Camps & Excursions Policy

Rationale

Wantirna South Primary Schools Camps & Excursion program enables students to further develop their learning, personal growth and social skills, in both school and non-school settings. All Camps & Excursions scheduled are an important component of the educational program offered at Wantirna South Primary School.

Aims

- To scaffold students learning.
- Build upon shared classroom experiences and develop a sense of group cohesiveness.
- To provide a program that promotes the five school values: care, respect, responsibility, honesty and inclusion.
- To develop self-confidence, resilience and independence within children.
- To be accessible to all families in order to maximise participation.

Implementation

The Camp & Excursion experiences should comprise of activities within the school grounds as well as at other fully accredited facilities; such as specialised camp environments. It should include the participation of all school students from Foundation through to Year 6 offering a variety of environments and experiences from year to year. It should cater for differing abilities as well as students with special needs.

The cost of all camps and excursions are to be paid by parents/guardians. It is the responsibility of parents/guardians to ensure their child/children are in good health when attending Camps or Excursions. Children who recover from illness/injury that prevents them from attending a camp may join a Camp or Excursion later; however transport (if required) is the parent/guardians responsibility. If a student becomes ill during a Camp or Excursion and is not able to continue, it is the parent/guardians responsibility to collect them and cover any required cost.

Parents/guardians have the responsibility to provide teachers with specific student medical aides/medications and instructions regarding the use and/or administration for a particular medical conditions (e.g. anaphylaxis, diabetes, asthma) prior to Camps or Excursions. Each Camp/Excursion will appoint a member of staff who is responsible

for health needs of the students. Teachers will administer medications provided. A first aid kit and mobile phone will be taken by teachers on all Camps and Excursions.

Signed consent from parents/guardians must be obtained before a student takes part in a Camp or Excursion. The school will follow the anaphylaxis/asthma policy guidelines for management of children with these medical conditions on school Camps and Excursions.

Students not attending a Camp or Excursion are expected to attend school.

Where transport is required, buses that have a lap sash will be used.

CAMPS/SCHOOL SLEEPOVERS

The Principal is responsible for the conduct of all Camps/School Sleepovers and must oversee and ensure that the designated 'teacher in charge' of each Camp has ensured that all Camp destinations, travel arrangements, camp activities, staff-student ratios and staff qualifications (including first aid) comply with the Department of Education (DE) guidelines.

The 'Notification of School Activity' form will be completed and forwarded to the Emergency and Security Management Branch of DE three weeks prior to a Camp departure date (www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp).

All Camps (i.e. any overnight excursions, including school sleepovers) require School Council Approval.

The Principal is required to report back to School Council evaluating Camps upon their conclusion, communicating any notable aspects.

Parents may be invited to assist School Camps. When deciding on which parents will attend teachers will take into account: any valuable skills parents have to offer, the need to include both male and female parents, and the special needs of particular students. The 'teacher in charge' will notify parents of any associated cost with attending the camp. Parents attending school camp will be required to have a current Working with Children Check. Teachers, parents and supervisors participating in camp are to be informed of their roles and responsibilities. Teachers have the responsibility of managing the camp and parents are required to follow their directions. On camp a vehicle will be available for emergency use. A copy of the full details of children's names, medical information and contact details will be kept with the teachers on camp at all times and copies of this information will also remain at school. Students are not allowed to bring electronic devices (such as iPads, iPods, and mobile phones) or their own supply of food items (unless medically indicated and discussed with the 'teacher in charge').

EXCURSIONS

The Principal is responsible for the conduct of all excursions and must ensure teachers follow all the relevant DE guidelines in their planning and running of excursions, including that the required staff-student ratio and staff qualifications (including first aid training requirements) are met.

An excursion information note will be distributed to parents outlining the means of transport, date and time of activity. It will include a consent form, consent for medical attention, any payment requirements and emergency contact details. Teachers will take these forms with them on the excursion. Failure to return the signed consent forms and payment by the requested due date may result in a student being not permitted to attend the excursion. Parents may be invited to assist with excursions. Teachers will notify parents of any costs associated with attending an excursion. Teachers are in charge of excursion and parents are to follow teachers' instructions. Teachers and parents should be aware of their roles and responsibilities. School uniform is to be worn on all excursions.

Other Policies

This Policy has been developed in accordance with the Department of Education's Excursions and Activities Advisory Guide

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>).

Evaluation

This Policy will be reviewed as part of a three year cycle or as directed by School Council.

Review date: January 2018.

This Policy was ratified by School Council in January 2015.