Yarrabah School
CAMPS and EXCURSIONS
POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact the school on 03 95800384

PURPOSE

To explain to our school community the processes and procedures Yarrabah 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 Yarrabah School. This policy also applies to adventure activities organised by Yarrabah 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. Yarrabah 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) that are outside the schools transport zone;
- 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 or within the school transport zone 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
Note: workplace learning activities (such as work experience or secondary pathway trials) and intercampus travel are not considered school excursions.

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 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. Yarrabah 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 (FDR) 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.

Yarrabah 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.

Supervision

Yarrabah 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.

Supervising teachers will ensure that first aid equipment is taken to each excursion, camp or local excursion.

The supervising teacher will ensure that each student has been provided permission in the days leading up to the planned excursion, camp or local excursion by checking on Compass or with the school administration.

The supervising teacher will have contact details of all students attending the excursion, camp or local excursion. The teacher supervising will also have the printed version of the risk assessment and a list of students attending the excursion for roll marking purposes. Relevant information and medication for students with specific medical conditions will be safely and securely supervised by staff during the

excursion, camp or local excursion. Staff will have the contact details of the Principal, Assistant Principal and all staff members attending the excursion available and at hand.

For detailed procedure of local and wider community excursions please see appendix 1 below.

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.

Volunteer and external provider checks

Yarrabah 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, other than local excursions, Yarrabah School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Yarrabah School uses Compass to inform parents about camps and excursions and to seek their consent. In circumstances where families do not use Compass a note 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 will be provided and then returned to the office for processing on Compass. 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.

Individual consent will be updated to Compass for teachers to review permission status of students for particular excursions and planned outings.

For local excursions, Yarrabah 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. Yarrabah School will also provide advance notice to parents/carers of an upcoming local excursion through via Seesaw or 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), Yarrabah 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 Yarrabah 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.

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 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

Yarrabah 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/Principal/Organising Teacher. The Business Manager/Principal/Organising Teacher 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* or the *Student Code of Conduct* or *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 their own electronic devices (such as iPads, iPods, mobile phones) 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.

Under certain circumstances the school may provide personal devices for travel education, regulation, or communication but these may only be used during times set by the Teacher in Charge and for curriculum related reasons.

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, Yarrabah 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 induction processes and staff training

- Available publicly on our school's website
- Included in staff handbook/manual - online
- Discussed at staff briefings/meetings and included in the staff message
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department polices and guidelines:

- Excursions
- Camps, Sports and Excursions Fund
- Parent Payments Policy

The following school policies are also relevant to this Camps and Excursions Policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy

- Inclusion and Diversity Policy

Policy last reviewed	October 2025
Consultation	Consultation with staff representatives and school council members
Approved by	Principal
Next scheduled review date	October 2028

APPENDIX 1

Staff procedure for excursions, local excursions and school programs.

1. Inform parents of upcoming excursions via SeeSaw
2. Seek parent permission via consent form or compass. Verbal consent is not accepted for excursions
3. Consent forms given to Marina for processing on Compass before student leaves school grounds
4. **No consent = no outing**
5. Ensure a first aid level one trained staff member attending excursion, first aid equipment all staff attending have access to each other's phone number, principal and assistant principal phone number, a physical list of students names and contact numbers to check on and off bus
6. Keys for the buses will be kept at reception.
7. Staff member to collect keys, fill in excursion details in the community access book (staff member driving, staff names, staff mobile number, student names, destination, approx. time of return, etc.)
8. Staff member will take the keys with them, go to the bus, drive the bus to the front entry (Crown bus exit/entry point), wait at the bus for the students, or go to the classroom to assist with student transition
9. And then the same process in reverse, with students dropped off at the Crown bus exit/entry point, staff member to sign students back in at the office and add time of return to the book, bus to be dropped back at the bus parking area (outside staffroom), keys to be handed back in to reception for the next user.