

Purpose

To explain to our school community the processes and procedures *Mildura Senior College and Mildura English Language Centre (College)* will use when planning and conducting camps, excursions and adventure activities for students.

Scope

This policy applies to all camps and excursions organised by *Mildura Senior College and Mildura English Language Centre (College)*. This policy also applies to adventure activities organised by the College, regardless of whether or not they take place on or off school grounds.

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. *Mildura Senior College and Mildura English Language Centre (College)* 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;

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within 35Km radius 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 website under [Adventure Activities](#) .

Note: workplace learning activities (such as work experience) 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. They are also seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting.

Aims

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

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. *Mildura Senior College and Mildura English Language Centre (College)* 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.

The College 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.

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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.

Staff wishing to organise a camp or excursion must first refer to the College's Excursion Guide to determine if College Council or School Operation Team (SOP) approval is required.

College Council is responsible for the approval of the following types of camps or excursions:

- Overnight camps/excursions
- Interstate/International visits
- Excursions requiring sea or air travel, weekends or over vacation periods.
- Adventure activities.

The Principal or nominee (SOP) is responsible for the approval of all single-day excursions other than those that must be approved by College Council as mentioned above.

In approving a camp or excursion, consideration will include:

- The contribution of the activity to the school curriculum.
- The adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD.
- Information provided by community groups and organisations that specialise in the activity proposed.
- Appropriateness of the venue.
- The provisions made for the safety and welfare of students and staff.
- The experience and competence of staff relevant to the activities being undertaken.
- The adequacy of the student supervision, including Staff-student ratios.
- The high risk nature of some activities.
- Emergency procedures and safety measures.
- Student experience.
- Coronavirus (COVID-19) safety plan and procedures.

All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or nominee, they will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.

Once the excursion has been approved all relevant documentation must be completed. This information is available to staff on Compass. The Organising Teacher must complete the [Student Activity Locator](#) to record activities and excursions that happen outside school hours or school grounds. The Organising Teacher must also ensure that relevant details are entered onto Compass as a Student Activity Event, once approved this will present on the College's Compass Calendar.

Supervision

The College 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.

The College's emergency procedures include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help. All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

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Parent volunteers

Parents / Carers 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. The College requires all parents / carers working directly with our students to have a current Working with Children Check card. For more information about when a WWCC is required refer to the College's Volunteers Policy.

Volunteer and external provider checks

The College requires all parents / 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 WWCC is required refer to the College's Volunteers Policy.

Parent/carer consent

For all camps and excursions, other than local excursions, the College will provide parents/carers with a specific consent form outlining the details of the proposed activity. The College uses Compass to inform parents about camps and excursions and to seek their consent, or by providing a notice 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.

For local excursions, an annual Local Excursions consent form is completed as part of the College's Student Enrolment documents at the start of each school year or upon enrolment if students enrol during the school year. The College will also provide advance notice to parents/carers of an upcoming local excursion through either Compass or a note sent home with the student. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), the College will notify parents once only prior to the commencement of the recurring event.

Cost of camps and excursions, refunds and support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal or Business Manager 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.

Students whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager, or if the Principal determines exceptional circumstances apply.

Office staff will be responsible for managing and monitoring the payments made by parents/carers and will provide the Organising Teacher with detailed records on a regular basis.

The College 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 may 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](#).

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. For further information please refer to the College's Parent Refund Policy.

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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 / 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.

It is the responsibility of parents / carers to ensure their child/children are in good health when attending excursions and camps, if student displays coronavirus (COVID-19) like symptoms (even with the mildest of symptoms) they should not attend the camp /excursion, remain at home and get tested. If a student displays coronavirus (COVID-19) like symptoms, while on the camp / excursion, they will be isolated from the rest of the group and returned home for a COVID-19 test as soon as possible, any cost associated with the students return will be the parent / carers 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* and/or *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal or nominee, 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* and *Bullying Prevention Policy*.

In such circumstances, the parent/carer will be advised:

- The circumstance associated with the decision to send the student home.
- The time when the parents/carers may collect their child from the camp or excursion.
- The anticipated time that the student will arrive home.
- Any costs associated with the student's return which will be the responsibility of the parents/carers.

Electronic Devices

Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the College will not be responsible for lost or damaged devices.

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).

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Unless otherwise indicated, the College 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.

Parents/carers are recommended to obtain accident insurance cover for their child when participating in all Adventure & Sporting Activities.

Resources

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

- [Excursion](#)
- [Camps, Sports and Excursions Fund](#)
- [School camps during COVID-19](#)

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

- 1.02 Bullying Prevention Policy
- 1.12 Duty of Care Policy
- 1.18 Statement of Values and School Philosophy
- 1.19 Student Wellbeing and Engagement Policy
- 1.22 Volunteer Policy
- 1.27 Parent Payment Policy
- 1.28 Parent Refund Policy

Review and Evaluation

<i>Ratified by:</i>	<i>SOP</i>	<i>Ratified date:</i>	<i>20.10.2019</i>
<i>Document Owner:</i>	<i>Assistant Principal (Wellbeing)</i>	<i>Reviewed date:</i>	<i>01.03.2021</i>
<i>S:\Admin\Policy Docs\Policy Register\1.03 Camps & Excursions Policy</i>		<i>Review Cycle:</i>	<i>3 Years</i>
<i>Principal Approval:</i>			

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APPENDIX A PUPIL / TEACHER RATIOS ADVENTURE ACTIVITIES

To ensure appropriate and effective levels of supervision, excursion planning should consider:

- The experience, qualifications and skills of staff (including volunteers, instructors, etc.)
- The age, maturity, physical characteristics and gender of students.
- The ability and experience of the students.
- The size of the group.
- The nature and location of the excursion.
- The activities to be undertaken.
- Requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities.
- Any other relevant factors.
- [DET Adventure Activities](#)

<p>Abseiling <i>(Natural Rock Cliffs)</i></p> <p>2:1 single-pitch abseil (novices) 2:2 single-pitch abseil (novices) 3:3 single-pitch abseil (novices) 2:4 single-pitch abseil (advanced) 3:8 single-pitch abseil (advanced) 4:12 single-pitch abseil (advanced) 2:4 multi-pitch abseil (experienced) 3:8 multi-pitch abseil (experienced) 4:12 multi-pitch abseil (experienced)</p> <p>1:10 students no directly involved must be supervised separately 2 Experienced Staff</p>	<p>Rock Climbing <i>(Natural Rock Cliffs)</i></p> <p>2:12 single-pitch ground & top belays 3:18 single-pitch ground & top belays 4:24 single-pitch ground & top belays 2:4 tramline multi-pitch 3:6 tramline multi-pitch 4:8 tramline multi-pitch 2:4 independent multi-pitch 3:6 independent multi-pitch 4:8 independent multi-pitch</p> <p>1:20 students no directly involved must be supervised separately 2 Experienced Staff</p>	<p>Artificial climbing and abseiling <i>(not greater than 2 metres)</i></p> <p>2:12 climbing 3:18 climbing 2:2 abseiling 3:3 abseiling</p> <p>NOTE: Staff must determine if students are capable of belaying. The minimum age for belaying is 11 years of age.</p> <p>1:10 students no directly involved must be supervised separately 2 Staff members</p>
<p>Horse Riding</p> <p>2:16 riding in an enclosed area 3:24 riding in an enclosed area 2:12 trail rides * 3:18 trail rides * (* must be a minimum of 2 instructors)</p> <p>1:10 students no directly involved must be supervised separately 2 Staff members</p>	<p>Canoeing / Kayaking / Paddle boarding</p> <p>2:12 inland waters (flatwater) 3:18 inland waters (flatwater) 4:24 inland waters (flatwater) 2:12 inland waters (white water grade 1-2) 3:18 inland waters (white water grade 1-2) 4:24 inland waters (white water grade 1-2) 2:8 inland waters (white water grade 3)* 3:12 inland waters (white water grade 3) 4:16 inland waters (white water grade 3) 2:8 open waters* 3:12 open waters 4:16 open waters</p> <p>NOTE: * Minimum 2 designated instructors that meet the experience/qualifications criteria. Additional staff must have experience in the activity at this level</p> <p>2 staff members</p>	<p>Snow Activities <i>(Downhill skiing, snowboarding & cross country skiing)</i></p> <p>2:16 Downhill skiing (day) 3:24 Downhill skiing (day) 4:32 Downhill skiing (day) 2:16 snowboarding (day) 3:24 snowboarding (day) 4:32 snowboarding (day) 2:16 Cross Country skiing (day) 3:24 Cross Country skiing (day) 4:32 Cross Country skiing (day) 2:12 Cross Country skiing (overnight) 3:18 Cross Country skiing (overnight) 4:24 Cross Country skiing (overnight)</p> <p>1:10 students no directly involved must be supervised separately 2 Staff members</p>

<p>Bush Walking 2:20 Bushwalking (day) 3:30 Bushwalking (day) 2:12 Bushwalking (overnight walks) 3:18 Bushwalking (overnight walks)</p> <p>2 Staff members</p>	<p>Camping <i>(Residential & Overnight)</i> 2:20 camping 3:30 camping</p> <p>2 Staff members</p>	<p>Orienteering 1:30 school grounds* 2:60 school grounds* 2:40 outdoor environment (well-defined boundaries) 3:60 outdoor environment (well-defined boundaries) 2:20 outdoor environment (less-defined boundaries) 3:30 outdoor environment (less-defined boundaries)</p> <p>NOTE: * This is the only activity that allows one teacher to supervise students as it is being offered in the school grounds. 1:10 students no directly involved must be supervised separately 2 Staff members</p>
<p>Cycling <i>(Roads & Tracks)</i> 2:20 cycling 3:30 cycling</p> <p>2 Staff members</p>	<p>Challenge Ropes Course 2:24 low elements 3:36 low elements 2:12 high elements * 3:18 high elements * (* staff must directly supervise each belay transfer)</p> <p>NOTE: No student on any element unless supervised 2 Staff members</p>	<p>Shooting 1:1 New or inexperienced 1:5 On the track or mound</p> <p>1:10 students no directly involved must be supervised separately 2 Staff members</p>
<p>Surf Activities <i>(surfboard, body board or paddling wave-ski)</i> 2:20 type 1&2 venue 3:30 type 1&2 venue 2:16 type 3 venue 3:24 type 3 venue</p> <p>NOTE: Type 1&2 venues are included as they may be used for practice & training before entering the surf environment.</p> <p>Refer to definitions of water types below. 2 Staff members (1 teacher/instructor in water)</p>	<p>Snorkelling <i>(Snorkel swimming & diving)</i> 2:20 type 1 venue 3:30 type 1 venue 2:20 type 2 venue snorkel swimming 3:30 type 2 venue snorkel swimming</p> <p>2:16 type 2 venue snorkel diving 3:24 type 2 venue snorkel diving</p> <p>NOTE: Refer to definitions of water types below. 2 Staff members</p>	<p>Recreational Swimming 2:20 type 1&2 venue 3:30 type 1&2 venue 2:10 type 3 venue 3:15 type 3 venue</p> <p>NOTE: Refer to definitions of water types below. 2 Staff members</p>
<p>Definitions of Water Types Type 1: swimming pools, as well as shallow, calm, confined swimming areas at natural venues such as lakes, dams and non-surf beaches. A shallow, natural-water venue is defined as a venue where the maximum depth of the water is no greater than shoulder height for any of the students involved in the activity. Clear water. Type 2: deep &/or flowing water at non-surf beaches, lakes, channels, rivers and dams. Clear water. Water turbidity, temperature & submerged objects should be assessed. Type 3: all beaches with direct access to ocean waters, any beach exposed to ocean swell, and any beach or lake that is exposed to currents, strong winds or large waves. Type 3 venues also include type 1 and 2 venues where the water is not clear.</p>		