



## Camps and Excursions

### Rationale

Camps and excursions are 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. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at Grovedale West Primary School.

A camp is defined as any activity that involves at least one night's accommodation.

The school's camping program enables students to explore, extend and enrich their learning and their social skills development, in a non-school setting.

Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at the school.

An excursion is defined as any activity beyond the school grounds

### Aims

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgment, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

<p><b>Implementation</b></p>	<p>Grovedale West Primary School offers a camping program that considers the educational outcomes of the camp as well as the impact on the school program for the proposed dates. This program includes:</p> <ul style="list-style-type: none"> <li>• Prep – camps evening at school (not overnight).</li> <li>• Year 1/2 - dinner and games night at school.</li> <li>• Year 3/4 – One or two-night camp or long day excursion</li> <li>• Year 5/6 – several nights at camp or a long day excursion.</li> </ul> <p>Grovedale West Primary School also offers excursion activities that link to educational outcomes.</p> <p>The school links to community resources through local excursions. Local excursions are based on the children being able to walk to the venue. Parent must be informed by COMPASS that the children will be walking on a local excursion in the neighbourhood and all regular safety, Child Safety and risk assessments processes must be undertaken. Such event are:</p> <ul style="list-style-type: none"> <li>- visits to the supermarket</li> <li>- walk to the kindergarten</li> <li>- regular use of the Waurponds Library</li> <li>- walk to the tennis courts</li> </ul>
<p><b>Guidelines for Action</b></p>	<p>The Department’s requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.</p> <p>The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.</p> <p>The principal or their nominee will ensure that adequate pre-excursion/ camp planning and preparation, including the preparation of students, takes place.</p>

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning may include:

- Safety Guidelines for Education Outdoors website
- Risk management website
- Emergency management website
- Student preparation website
- Student medical information website
- Bushfire website/ alert/ time of year/ weather

The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp or excursion, the formal approval of the School Council and principal will be obtained. 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 DET
- 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
- the high risk nature of some activities
- emergency procedures and safety measures
- the likelihood of fire risk
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

### **References**

The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website:

Refer: <http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx> and the Victorian Government Schools Reference Guide 4.4.2 – Student Safety & Risk Management. All camps and excursions will have a comprehensive Risk Assessment

### **Payments**

- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal and the Business Manager on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps.

- Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal may not be eligible to attend.
- Any family who has not met the required alternative payment for a previous camp may not be able to participate in the camping program until the outstanding payment is finalised.

### **Approval and Planning**

- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with DET's Safety Guidelines for Education Outdoors website: Refer: <http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>
- All camps must be approved by the Principal or Assistant Principal and the School Council.
- Staff wishing to organise a camp must first complete an excursion/camp proposal form on COMPASS with all sections fully completed.
- The Teacher in Charge must ensure that all the camp, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The Office tam will complete the DET Notification of School Activity (SAL) online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) 4 weeks prior to the camp departure date.
- All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp.
- Consideration needs to be given to students with special dietary requirements. Parents should notify the staff in writing regarding special dietary requirements when returning consent forms.

**Venue**

- The school will only use residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- Camp venues will be assessed for their inherent safety and suitability, as well as for the risks associated with the activities that may occur during the camp or excursion in line with Child Safe Standards

**Safety**

- The school will ensure that all camps comply with all DET requirements. All safety requirements must be considered and adequately resolved prior to the camp.
- Telephone numbers of all emergency services must be provided to the school, and be taken on camp by The Teacher in Charge and accessible to all staff.
- If any swimming activities are to occur, there must be sufficient staff in attendance with a approved DET nominated swimming qualification. Refer:  
[www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm](http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm)

**Communication**

- All aspects of the camp will be outlined to parents in writing via COMPASS, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment options and payment finalisation dates.
- All parental consent and medical forms must be completed, signed and returned prior to the date of the camp.
- Copies of completed permission notes and medical information must be accessible by staff at all times at the camp location This will also be available on the COMPASS excursion file.

### **Staffing**

- All camps will have an experienced teacher in attendance where possible.
- See ratio requirements (attachment)
- A designated Teacher in Charge will coordinate each camp.
- The Teacher in Charge must provide the Principal and General Office with a final student list before departure to the camp.
- The Teacher in Charge is responsible for ensuring that a mobile phone and first aid kit are taken to the camp.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The Teacher in Charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours.
- In special circumstances, parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students. Parents selected to assist with the camps program will be required to undertake a Working with Children Check.

### **Students**

- Students who have not consistently displayed sensible, reliable behaviour at school may not be permitted to participate in school camps.
- Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school.
- The decision to exclude a student from a camp will be made by the Principal, Assistant Principal and Year Level Coordinator, in consultation with the Teacher in Charge. Both the parent and the student will be informed of this decision prior to the camp.
- Associated costs incurred will be the responsibility of the parent and **refunds cannot be provided** for the camp payment

- Students participating in a school camp may be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the school's leadership team, will make this decision. Costs incurred will be the responsibility of the parent.
- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp.

### **Transport**

When transporting students to and from school camps the school will comply with DET Guidelines relating to transport which can be found in Section 4.10 in the Government Schools Reference Guide.

### **Adventure Activities**

Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. Staff should consult the DEECD Adventure Activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements.

Refer: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/default.htm>

### **Planning and Organisation**

- What is the purpose of the camp and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
- Is an appropriately trained member of staff able to provide first aid?
- Have staff members who are not registered teachers completed a Working with Children Check?



	<ul style="list-style-type: none"> <li>▪ Is the location of staff and students throughout the camp including during travel known?</li> <li>▪ Is a record of telephone contacts for supervising staff accompanying the camp available?</li> <li>▪ Is a record of the names and family contacts for all students and staff available?</li> <li>▪ Are copies of the Parental Consent and Confidential Medical Advice forms for those students on the camp available at the school?</li> <li>▪ Has a copy of the completed School Council approval proforma been submitted and approved?</li> <li>▪ Will the online Notification of School Activity form be submitted four weeks prior to the excursion?</li> </ul> <p><b>Other information</b></p> <ul style="list-style-type: none"> <li>• Camps for student in years 3 -6 may be offered on a two-year rotational basis to minimize costs to families.</li> <li>• An alternative education program will be provided for students not attending the camp.</li> <li>• All School Staff participating in the camp are clear about their roles and responsibilities.</li> <li>• All camp staff must be fully conversant with procedures as outlined in the school's Duty of Care, First Aid, Anaphylaxis and Asthma Management Policies</li> <li>• Staff attending the excursion must have access to a mobile phone and first aid kits for emergency situations.</li> <li>• The teacher in charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.</li> <li>• Photographs taken of the students at camp may be posted to the school SEE SAW page or used in other publications in accordance with the Grovedale West Primary School ICT Guidelines and Acceptable Use Agreement.</li> </ul>
<b>Access</b>	Where larger camps are being arranged, expressions of interest will be provided and families will be required to accept their child's position through an initial deposit. A payment plan will be put in place. Final schedules will be followed and late payment or paperwork accepted.
<b>Refunds</b>	<ul style="list-style-type: none"> <li>• Refunds will be dependent upon the payment arrangements. Where an external agency is managing the payments, the school will not be responsible for any refunds.</li> <li>• All details regarding refunds will be placed on camp and excursion information packages where there is a cost, to ensure that families understand the conditions.</li> <li>• Families requiring refunds for swimming lessons will need to have a medical certificate. The only refund</li> </ul>

	that can be provided is the cost of entry to the pool, as the other expenses will have been calculated to employ the swimming teachers and to pay for the buses. A refund will not be given for 'change of mind' after the initial acceptance form has been submitted.
<b>Reporting Incidences</b>	Details of accidents on Camps must be recorded on the injury management system on CASES21. The Principal may also wish to obtain further information, such as statements from witnesses, and retain these on file. The school will contact the DET Emergency Management Services and follow emergency and critical incident procedures.
<b>Review cycle</b>	This policy was last updated on 8/9/18 and is scheduled for review in September 2021



## DET Staff Student Ratios for School Camps and Excursions

Consideration must be given to the supervision of students with additional needs which may mean a lower ratio: eg : additional assistants, school nurse etc

<a href="#">Day excursions (not involving adventure activities)</a>	1 :20
<a href="#">Overnight excursions (not involving adventure activities)</a>	<p><a href="#">Overnight excursions (not involving adventure activities)</a>            Base camps in residential premises or under canvas</p> <ul style="list-style-type: none"> <li>• 1 : 10</li> </ul> <p>Study camps in residential premises</p> <ul style="list-style-type: none"> <li>• 1 : 10</li> </ul> <p>Tours, including interstate tours</p> <ul style="list-style-type: none"> <li>• 1 : 15</li> </ul> <p>Overseas tours</p> <ul style="list-style-type: none"> <li>• 1 : 10</li> </ul>
<b>BOATING ACTIVITIES</b>	<p>Staff : Student Ratio</p> <p><a href="#">Canoeing</a></p> <ul style="list-style-type: none"> <li>• 1 : 6</li> </ul> <p><a href="#">Rafting</a></p> <ul style="list-style-type: none"> <li>• 1 : 6</li> </ul> <p><a href="#">Rowing</a></p> <ul style="list-style-type: none"> <li>• 1 : 9</li> </ul> <p><a href="#">Sailboarding – beginners</a></p> <ul style="list-style-type: none"> <li>• 1 : 3</li> </ul> <p>- semi-experienced</p> <ul style="list-style-type: none"> <li>• 1 : 5</li> </ul> <p><a href="#">Water skiing (in tow)</a></p>
<b>SWIMMING – BASED ACTIVITIES</b>	<p><a href="#">Recreational Swimming</a>            Swimming pools and confined, shallow natural water</p> <ul style="list-style-type: none"> <li>• 1 : 10</li> </ul> <p>Open deep water</p> <ul style="list-style-type: none"> <li>• 1 : 10</li> </ul> <p>Surf beaches</p>

	<ul style="list-style-type: none"> <li>• 1 : 5</li> <li><a href="#">Snorkel Swimming</a></li> <li>Beginners</li> <li>• 1 : 6</li> <li>Training situations in clear, confined water, without wind, swell or waves</li> <li>• 1 : 12</li> <li>Semi-experienced in calm water not exceeding 15 metres</li> <li>• 1 : 8</li> <li><a href="#">Surfing</a> • 1 : 8</li> </ul>
<p><b>LAND – BASED ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li><a href="#">Bushwalking</a></li> <li>Day walks</li> <li>• 1 : 10</li> <li>Overnight</li> <li>• 1 : 5</li> <li><a href="#">Cycling</a> • 1 : 10</li> <li><a href="#">Orienteering</a></li> <li>City or town parklands with defined boundaries</li> <li>• 1 : 20</li> <li>Streets and small area of bushland with well-defined boundaries</li> <li>• 1 : 15</li> <li>Larger and more remote areas of bushland</li> <li>• 1 : 10</li> <li><a href="#">Rock Climbing and Abseiling</a></li> <li>Beginners</li> <li>• 1 : 1</li> <li>Semi-experienced</li> <li>• 1 : 3</li> <li>Non-active climbers</li> <li>• 1 : 10</li> <li><a href="#">Skiing</a></li> <li>Ski village areas for alpine and cross country skiing:</li> </ul>

	One-day visit • 1 : 10 Overnight stay • 1 : 8 Non-ski village areas day and overnight • 1 : 5
For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide	

## Emergency Responses

### **Venomous bite**

As in other first aid situations, prevention is better than cure. Staff should be aware that snakes are more likely to be encountered on warm, sunny days, especially in grassy areas and along creeks.

If it seems that snakes might be a problem, students should wear solid shoes, thick socks and (preferably) long trousers. Such clothing is likely to lessen the severity of a snake bite.

In the event of a snake bite occurring, the following treatment must be undertaken:

- Use D-R-A-B-C approach (assess Danger, check for Response from the casualty, check Airway, Breathing, and Circulation) to assess the situation and the injured person.
- Seek medical aid urgently.
- Calm the bite victim.
- Apply a pressure immobilisation bandage over the bitten area and around the limb, using a crepe or conforming bandage about 15 cm wide. If unavailable, use panty hose or similar material.
- Apply the bandage firmly enough to compress tissue, but not so firmly as to restrict the flow of blood to the limb below the bandage.
- Where the bite is to an arm or leg, bandage from the bite to the fingers or toes, then up to the armpit or groin
- Bandage as much of the bitten limb as possible.
- Apply a splint to the bandaged limb with a second bandage
- Apply a splint to the bandaged limb with a second bandage
- Continue to monitor the vital signs using ABC (Airways, breathing, Circulation)

### Warning

- Never wash the venom off the skin as retained venom will assist identification.
- Never try to suck the venom out of the wound.
- Do not try to catch the snake. However, a description of the snake may assist medical

aid.

- Speed in applying pressure to the bite and limb is essential. Also, a trace of poison on the pressure pad can assist the laboratory in positive identification of the snake so that the correct antivenin can be given.

For information about the identification and treatment of unknown bites, as well as up-to-date research into first aid treatment for snake and other venomous bites, see: Australian Venom Research Unit

## **Bushfire**

All camps or excursions in bushfire zones will have a risk assessment.

All camps will be accredited venues who will also have a fire risk assessment and safety processes where required which staff will follow.

The school will monitor all safety warning prior to attending a camp and in the event of already being on camp.

### **Actions**

In the event of a bushfire, if possible, retreat to a safe area such as a river, broad track, rock or cleared area. Fire usually travels up -hill than down -hill

Keep calm and reassure the group.

However, it is virtually impossible to outrun a fire whether it is traveling up -hill or down.

### **In case of an approaching or near-by fire**

- Drink as much as possible and carry water.
- Saturate and cover up with clothing.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible. Upda
- Decide on the intended route and signals, and ensure all know them.
- Place experienced walkers in the front of the group to lead and in the whip position.
- Conserve as much energy as possible and take rests, if viable.

### **If trapped by fire**

The heat radiated by fire is intense (320° celsius compared to flames at 50° celsius) and can badly burn skin, even some distance from the flames:

- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant.)
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil

### **Injury**

#### **In the event of a serious injury (or illness) to a student or staff member**

- Provide appropriate first aid assistance for the injured person.
- Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list carried by the leader). Do not delay in the hope that the person will recover.
- Protect and comfort the non-injured students.
- Notify the principal or school contact person who should notify the Department's twenty four-hour emergency communication centre, the regional office, and the parents of all students, see: Excursion support - communication
- Make sure the entire group is safe and warm.
- Keep detailed notes for a comprehensive report of the injury and incident, which must



be retained by the school for purposes of legal liability.

All staff will access Staff T drive : POLICIES /Camps and Excursions – Emergency Response Procedures prior to all camps and excursions for further emergency response management guidelines in the following areas:  
Venomous Bite, Bushfire, Injury, Lightning Strike, Lost, Search, Medical Conditions, Sun Exposure.

Further information is accessed on –  
<https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorreemergency.aspx>

**FURTHER DET INFORMATION AND RESOURCES**

Safety, Security and Emergency Management  
Victorian State Emergency Services  
Emergency Management in Australia