Tallangatta Secondary College Policy Manual	EXCURSION & CAMPS POLICY	APPROVED BY THE PRINCIPAL March 2025
Information: 0260715000	**Related Policies:** Parent Payment Policy Student Wellbeing and Engagement Policy Statement of Values and School Philosophy Duty of Care Policy First Aid Policy Anaphylaxis Policy Asthma Policy Administration of Medication Volunteer Policy Inclusion and Diversity Policy Bullying Prevention Policy	Due for Review: March 2028

PURPOSE

To explain to our school community the processes and procedures Tallangatta Secondary 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 Tallangatta Secondary College. This policy also applies to adventure activities organised by Tallangatta Secondary College, regardless of whether 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. Tallangatta Secondary 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 work experience.

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 they occur outside the school grounds.

Camps are excursions involving at least one night's accommodation.

Local excursions are excursions to locations within walking 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 Policy and Advisory Library, at the following link:

https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities

POLICY

Camps and excursions 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. Tallangatta Secondary College'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.

Tallangatta Secondary 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.

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.

Student Activity Locator

To ensure accurate information is available for emergency services, all Victorian government schools must use the Student Activity Locator to notify the department of any approved school excursion or camp, at least 5 business days beforehand.

Excursions e-learning module

School staff with primary responsibility for organising a school camp and/or water-based activity must have completed the mandatory excursions e-learning module. These staff are encouraged to complete the module annually. Staff responsible for organising excursions of any other type are also encouraged to complete the module. The module is located in edupay.

Supervision

Tallangatta Secondary 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 external providers are managing the activity.

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

Tallangatta Secondary College 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, Tallangatta Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Tallangatta Secondary College uses Compass to inform parents about camps and excursions and to seek their consent. Parents may request a printed 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, Tallangatta Secondary College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enroll during the school year. Tallangatta Secondary College will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Tallangatta Secondary College will notify parents once only prior to the commencement of the recurring event.

Electronic Devices

Students / Parents and Carers will be informed prior to the camp if electronic devices (such as Mobile Phones, iPads, Laptops) are permitted on camp, and if permitted only to be used during times set by the teacher in charge. Students are responsible for the care of any their mobile phone brought to a camp and the school 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.

Cost of camps and excursions, refunds and support

Some camps and excursions provided by Tallangatta Secondary College 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.

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 who have not finalised payment by the required date will not be allowed to attend unless the principal determines exceptional circumstances apply.

Financial Help for Families

Tallangatta Secondary 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 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. A staff member 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 carried by all staff 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 our college expected behaviours 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.* 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 expected behaviours, 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

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).

Tallangatta Secondary College and the Department do not provide ambulance cover. Parents/carers may wish to obtain 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
- 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