Glenroy Central Primary School **CAMPS AND EXCURSIONS POLICY**	**Reviewed: November 2025** **Review: November 2028**

If you need help to understand the information in this policy, please contact the school office on 93064144.

Purpose

To explain to our school community the processes and procedures Glenroy Central Primary School will use when planning and conducting camps, excursions and adventure activities for students.

The school's camping and excursion programs enables students to further their learning and social skills development in a non-school setting. 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 our school.

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. Our school will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions. https://www2.education.vic.gov.au/pal/excursions/policy

Scope

This policy applies to all camps and excursions organised by Glenroy Central Primary School. This policy also applies to adventure activities organised by GCPS, regardless of whether or not they take place on or off school grounds.

Definitions

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.

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 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. Risk assessment templates for excursions and camps – PAL

Glenroy Central Primary School's 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.

Our 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

Glenroy Central Primary 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.

- An incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities
- An excursion outside the school requires teachers to fully comply with DET guidelines. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care
- Camp activities require teachers to fully comply with DET guidelines. It is a teacher's responsibility to be aware of these guidelines
- A roll must be marked prior to students leaving the school
- Students are to be counted on and off transport and at other times on a regular basis, whilst on excursion or on camp activities
- The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. Copies of this material will need to be supplied to the Administration Team
- Arrangements will be made for students not attending to continue their normal program at school under supervision of another teacher
- The teacher in charge or designated teacher of an excursion or camp will have a mobile phone and be contactable by the school

- A first aid kit must be taken on all camps and excursions
- If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted, and a senior staff member will remain at school until they arrive
- If crossing roads, students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and an orderly crossing. Other staff should control the flow of students across the road.

Parent/Carer/Guardian volunteers

Parents may be invited to assist with excursions. School staff will notify families of any costs associated with attending. School staff are in charge of camps and excursions, and parent/guardian volunteers are expected to follow teachers' instructions. When deciding which parents/guardians/carers will attend, the supervising teacher will take into account: any valuable skills the parents/guardians/carers have to offer the special needs of particular students.

Volunteer and external provider checks

Glenroy Central Primary School requires all parent/guardian/carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card. Please read in conjunction with our Volunteers Policy.

Parent/Guardian/Carer consent

For all camps and excursions, other than local excursions, Glenroy Central Primary School will provide families with a specific consent form outlining the details of the proposed activity. Our school uses XUNO to inform parents about camps and excursions and to seek their consent OR informs parents about school camps and excursions by placing a note in student bags and asking families to return the part of the note that asks for parent/guardian/carer signature confirming they consent to their child's participation. Families 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, Glenroy Central Primary School will provide families with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Our school will also provide advance notice to parents/carers of an upcoming local excursion through XUNO or a note home in the student's bag. For local excursions that occur on a recurring basis, such as inter school sport, the 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 Glenroy Central Primary School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum.

Parent contributions at the start of the year cover the cost of excursions. Where parents haven't made voluntary contributions, excursion costs will be detailed at the time. All camps are on a user-pays basis in accordance with the Department's Parent Payments Policy. Consent forms will have clearly stated payment amounts and finalisation 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.

The cost of all camps and excursions are to be paid by families unless alternative arrangements have been agreed to by the Principal 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 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

Glenroy Central Primary 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 Principal. The Business Manager can 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 families 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

Families 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 families 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 as detailed in our Student Wellbeing and Engagement Policy, to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/guardians/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 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/guardian/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 will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion when required for health reasons (i.e. diabetes monitoring) or 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.

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, Glenroy Central Primary 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 ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included as a link in school newsletter
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Made available in hard copy 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

- Bullying Prevention Policy
- Duty of Care Policy
- First Aid Policy
- Inclusion and Diversity Policy
- Medication Policy
- Parent Payment Policy
- Statement of School Values and Philosophy
- Student Wellbeing and Inclusion Policy
- Volunteers Policy
- Yard duty and Supervision Policy

Policy Review and Approval

This policy has been endorsed by the Principal and will be reviewed every three to four years as part of the school's policy review cycle.