

STAWELL SECONDARY COLLEGE

Excursions, Incursions and Camps policy

Rationale:

- This Policy will ensure that all Excursions, Incursions and Camps conducted by Stawell Secondary College are conducted in accordance with Department of Education and Training (DET) guidelines and documented to ensure accountability.

Aims:

- The aim of the policy is to create consistency across the organisation and streamline the approval process for these events to occur in a timely manner. This will minimise the impact of these events on the day to day running of the school and ensure appropriate risk management procedures are followed.

Date Effective:

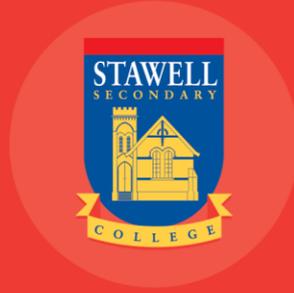
26th March 2020

Definitions:

Word	Definition
Excursion	Any event in which students travel outside of the school and are required to be actively supervised by SSC Staff
Incursion	Any event in which outside persons are to conduct an activity within SSC for a group of SSC Students or Staff
Camp	Any event in which students are involved in an activity outside of regular school hours which may include (but is not limited) overnight experiences and are required to be actively supervised by SSC Staff
Operations Team	The Business Manager, Daily Org and Allocated Leading Teacher Responsible for Operations.
DET	Department of Education and Training
SSC	Stawell Secondary College

Responsibilities:

- This policy will be implemented, enforced and updated by the operations team.
- All staff looking to organise excursions, incursions or camps are required to comply with the policy. Any concerns or suggested changes should be brought to the Operations Team for consideration.



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Implementation:

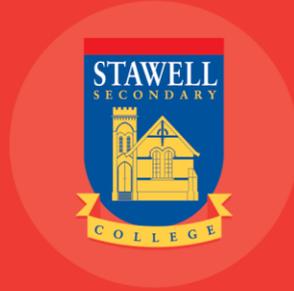
1. All camps must be approved by the Principal, Operations Team and School Council.
2. All excursions must be approved by the Principal and if considered of a risky nature, then also School Council.
3. The principal or their nominee on the Operations Team will ensure that full records are submitted to school council regarding the camp or excursion well in advance of the starting date of the event and that no camp or excursion occurs unless all the formal record keeping has been completed and approved.
4. Staff wishing to organise a new camp or excursion should present the appropriate plans and activities with the Principal for approval. All camps and excursions must be approved by the Operations Team prior to running.
5. This decision will be made by the Operations Team. The Operations Team, in consultation with appropriate staff, will consider the educational outcomes of the camp and or excursion as well as the impact on the school program for the proposed dates and cost to families.
6. The Operations Team in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
7. Once the excursion or camp has been approved all relevant documentation must be completed.
8. The staff member in charge of the camp or excursion will complete the "Notification of School Activity" online at <https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx> four weeks prior to the camp departure date. The staff member in charge of the camp or excursion will ensure all relevant details are entered in the Daily Organization Diary.
9. School Council is responsible for the approval of:
 - a. Overnight excursions
 - b. Camps
 - c. Interstate visits
 - d. International visits
 - e. Excursions requiring sea or air travel, weekends or vacations
 - f. Adventure activities
10. The Operations Team is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
11. Please check the calendar to ensure there is a School Council meeting to approve documents in the correct term.
12. Where camps are overnight or longer the forms from <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx> MUST be submitted to School Council to gain approval for the camp at least 4 weeks prior to the camp running. If the excursion comes up without having the time for this notification to occur four weeks prior then contact with the principal ASAP is necessary.



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Expectations:

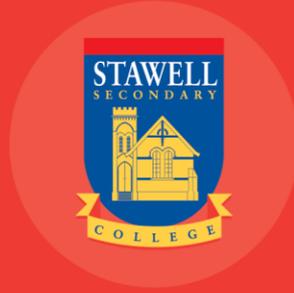
- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all camps and excursions.
- The principal or their nominee on the Operations Team will ensure that full records are maintained regarding the camp/excursion.
- The principal or their nominee on the Operations Team will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Only children who have displayed sensible, reliable and safe behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions. All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.
- The principal or their nominee on the Operations Team 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 excursion, the formal approval of the School Council and principal will be obtained.
- In approving an excursion, consideration will include:
 - 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
 - staff-student ratios
 - student experience



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Access to Camps and Excursions:

1. All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp or excursion, are invited to discuss alternative arrangements with the business manager. Decisions relating to alternative payment arrangements will be made by the principal in consultation with the appropriate staff, on an individual basis.
2. All aspects of the camp or excursion will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact telephone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.
3. All families will be given sufficient time to make payments for camps and excursions. All parental and/or carer consent and medical forms must be completed, signed and returned and all money must be paid prior to departure.
4. Copies of completed permission notes and medical information must be accessible at the camp or excursion location by all staff at all times.
5. Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps or excursions. Parents will be notified if their child is in danger of losing the privilege to participate in a camp or excursion due to poor behaviour at school. The decision to exclude a student will be made by the principal, home group teacher in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp or excursion.
6. Students participating in a school camp or excursion may be asked to sign a contract agreeing to abide by all camp and excursion rules. All school disciplinary measures apply to students on excursions consistent with the school's policy. In extreme cases the excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during an excursion. In such circumstances, the parent/carer will be advised of the circumstance associated with the decision to send the student home, satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
7. The Organising Teacher will notify the School of the time when the parents/carers may collect their child from the camp or excursion of the anticipated time that the student will arrive home of any costs associated with the student's return which will be the responsibility of the parents/carers
8. 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 leadership team, will make this decision. Costs incurred will be the responsibility of the parent.



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Evaluation:

This policy will be reviewed as part of the school's review cycle in June each year. The review will be led by the The Operations Team and referred to the Policy Sub-Committee and School Council for ratification.

Last Reviewed: March 2020 (New policy)

Next review date: June 2021

History of changes

First issued	New policy March 2020
Date of update	Summary of change(s)