CAMPS AND EXCURSIONS POLICY

Wandong Primary School

October 2026 – October 2030



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Assistant Principals.

PURPOSE

To explain to our school community the processes and procedures Wandong Primary School uses when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Wandong Primary School. This policy also applies to adventure activities organised by Wandong Primary School, 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. Wandong Primary School follows 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.

DEFINTIONS

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).

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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 in the department's Policy and Advisory Library, at the following link: Excursions including Camps and 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.

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. Wandong Primary School'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 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.

Wandong Primary 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.

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Wandong Primary School follows the department's guidelines in relation to supervisions of students during excursions and camps.

All excursion staff (including parent/carer volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will retain over 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.

Parent/carer volunteers

Parents and 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.

Volunteer and external provider checks

Wandong Primary School 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. External providers of camps and excursions are also required to enter into an agreement with the school that includes appropriate child safety obligations.

Parent/carer consent

For all camps and excursions, other than local excursions, Wandong Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Wandong Primary School uses Compass to inform parents about camps and excursions and to seek their consent. 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, Wandong Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year, or upon enrolment, if students enrol during the school year. Wandong Primary School 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), Wandong Primary 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 Wandong Primary School 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.

Consent forms will have clearly stated payment amounts and finalisations 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.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents/carers may be invited to make a voluntary contribution, but all students will be able to attend regardless of whether their parents/carers contribute.

Financial Help for Families

Wandong Primary School makes 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 and principal. The business manager and principal 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. 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 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 must follow reasonable staff instructions, observe safety requirements and behave respectfully, including during travel. Camps and excursions offered as optional activities provide additional educational opportunities that are not required for curriculum delivery.

Where ongoing behaviour concerns place participation at risk, parents/carers will be notified of the concerns, expectations and possible consequences.

A serious incident (Major Behaviour) may warrant withdrawal from a camp or excursion as a proportionate consequence, even without previous warnings or an accumulation of minor incidents. Participation may also be withdrawn where assessed safety risks cannot be adequately managed through reasonable supports and arrangements.

The principal or assistant principal, in consultation with the organising teacher, will determine the response after considering the circumstances, the student's age and needs, available supports and alternatives, and the impact on learning and

engagement. Before determining a disciplinary consequence, staff will explain the concerns and give the student an opportunity to explain what happened, with communication and support appropriate to their age, development and needs. Their response will be considered in reaching the decision.

The school will inform the student and parents/carers of the decision, reasons and the specific activity or period covered by the withdrawal before the activity. Expectations for participation in future activities will also be explained. Parent/carer agreement is not required for an appropriate consequence to be imposed. Students who do not attend will receive appropriate learning and supervision at school.

If serious behaviour occurs during a camp or excursion, staff will take immediate steps to protect those involved. The principal or nominee may require the student to return home. Parents/carers are responsible for collection and associated costs. Staff will maintain appropriate supervision until collection.

Consequences will be accompanied by support to help students understand the impact of their behaviour and develop safer responses. All decisions will be consistent with Department requirements and the school's Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying Prevention Policy.

Electronic devices

Students are 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 in exceptional circumstances and when it is in the best interests of the student. The principal may place conditions on the device's 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 in not automatic).

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Unless otherwise indicated, Wandong 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.

FURTHER INFORMATION AND RESOURCES

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

- Excursions Policy
- Camps, Sports and Excursions Fund
- Parent Payments Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2026
Consultation	School Council, October 2026
Approved by	Principal
Next scheduled review date	October 2030