

# Camps and Excursions Policy

2023-2026



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Hampton Park Secondary College on 03 8795 9400.

## Purpose

To explain to our school community the processes and procedures Hampton Park 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 Hampton Park Secondary College. This policy also applies to adventure activities organised by Hampton Park Secondary College, 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. Hampton Park 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.

## 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 or not they occur outside the school grounds

### Camps

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

### **Local Excursions**

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

### **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 website under Adventure Activities, at the following link:

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

**Note:** workplace learning activities (such as work experience) are not considered school excursions.

### **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: <https://www2.education.vic.gov.au/pal/eexcursions/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. Hampton Park Secondary College'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.

Hampton Park 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.

All camps and excursions involving travelling off campus must be lodged on Student Activity Locator.

## **Supervision**

Hampton Park Secondary College follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff 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.

## **Parent Volunteers**

For all camps and excursions, Hampton Park Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Hampton Park Secondary College uses Compass to inform parents about camps and excursions and to seek their consent. The preferred method for giving consent for camps and excursions is electronically. If parents/carers are unable to access or use Compass to give consent for camps and excursions, they can request a printed copy of the consent form which must be returned to the main office of Hampton Park Secondary College.

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 occurring on a recurring basis (class visit to local oval for sport purposes), Hampton Park Secondary College will provide parents and carers with notification and consent requests as one event with multiple sessions. Parents and carers will only be required to give permission once, with this applied to all subsequent local excursions of the same nature. This will also be implemented for Whole School Swimming and Athletics Carnivals where one consent form will cover both events.

All parent/carer consent must be given for excursions no later than 3 days prior to excursions.

All parent/carer consent must be given for camps no later than 3 weeks prior to camps.

## **Parent Payments for Camps and Excursions**

The cost of all camps and excursions are to be paid by parents/carers 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.

All payments for excursions must be completed no later than 3 days prior to the excursion.

All payments for camps must be completed no later than 3 weeks prior to the camp unless payment plan arrangements have been made. In the case of a payment plan being used, full payment must be completed prior to the camp.

Students who have not received parent/ carer consent or finalised payment by the dates stated will not be allowed to attend unless the Principal determines exceptional circumstances apply.

## **Financial Help for Families**

Hampton Park 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 staff in the main office and/or Business Manager. The staff in the main office and/or 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. In the case of camps, an additional medical form will be required to be completed prior to the camp. 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 are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive, and educational experience for all students involved. Expected behaviours are outlined in the College Values and the HPSC Positive Behaviours Framework. Further expectations are outlined in the Camps Declaration which is provided to each student and parent/carer for camps involving overnight stays.

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 Camps Declaration 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 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 the HPSC Positive Behaviours Framework.

### **Electronic Devices**

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal.

### **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, Hampton Park Secondary College 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**

School Policy and Advisory Guide:

- [Excursions and Activities](#)
- [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports, and Excursion Fund](#)
- [Code Red Days](#)

## Policy review and approval

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| Policy Last Reviewed | Nov 2023  |
| Approved by          | Principal |
| Next Reviewal Date   | Nov 2026  |