Camps, Excursions & School Events

CONTEXT
Each year Donburn Primary School provides opportunities for students to engage in camps (years 3 to 6), excursions and school events. The aim of camps, excursions and school events is to assist in the social and academic development of Donburn students.

AIM
The purpose of this policy is to outline the specific objectives of camps, excursions and school events, identify the types of programs that will be offered and operating procedures to be adopted by the school when conducting camps, excursions and school events.

POLICY
Each year the school will develop specific camp, excursion and school event programs designed to fulfil the objectives described below. Each school grade’s curriculum needs will be taken into account when planning programs. Programs will be developed for events at both the local and wider community levels.

Specific objectives of camps, excursions and school events:

a. Social Development
   - To develop confidence and self-reliance away from the home environment.
   - The enhance teacher-student relationships.
   - To foster students developing friendships with each other.
   - To develop in students a sensitivity and respect for each other's feelings and well-being.
   - To provide a wide range of experiences and opportunities which will illustrate the need for rules for safety and the need to conform and co-operate.

b. Educational Development
   - To provide students with a wide range of shared experiences that can be a focus for classroom curriculum activities.
   - To provide opportunities for students to appreciate the diversities of traditions in multicultural Australia.
   - To provide opportunities for students to develop an awareness of the local area, the city and the rural environment.
   - To provide experiences that encourage awareness and a real appreciation for the need to conserve our natural heritage.
   - To develop skills including basic bushcraft, orienteering and bushwalking skills.
Guidelines

- The principal is responsible for the approval of all single-day excursions. See [Planning and Approvals policy](#).
- A designated ‘Teacher in Charge’ will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet formally with the principal, to discuss the proposed activity, and to seek ‘in principle’ support for the event. The principal will consider the proposed activity and ensure all relevant information and planning is in order.
- Every child must have a signed permission/indemnity form before leaving the school grounds on an excursion or they will be excluded. Indemnity forms to be carried by teachers.
- List of participants and non-participants to be filed at the school office for the duration of excursion.
- Supervision ratio when children are out of the school must comply with the Schools of the Future Reference Guide (SOTF Reference guide).
- One appointed person is to be responsible for first aid and allocation of medicines on any excursion. A first aid kit and all relevant emergency action plans are to be taken on the excursion.
- The principal requires that a report from the Teacher in Charge occur after each day excursion.
- All endeavours will be made not to include all students in excursions. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Students whose parents do not make full payment by the due date, or who have not made alternative arrangements with the Principal may not be eligible to attend.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account:
  - Any valuable skills the parents have to offer.
  - The preference to include both male and female parents.
  - The special needs of particular students.
- Parents selected to assist with day excursions may be required to pay their excursion costs.
Camps

- Grades 3 and 4 will be offered a three-day camp program.
- Grades 5 and 6 will be offered a four-day program.

Procedures for Camps

- School Council approval must be obtained.
- A Co-ordinator must be appointed for each camp.
- Medical and permission forms must be completed by parent or guardian. These forms must be filed and accompany the Co-ordinator on camp.
- List of participants and non-participants to be filed and held at the school office for the duration of camp. Adequate instruction and supervision of non-participants will be arranged.
- Ratio: Staff/children - Schools of the Future (SOTF) Reference Guide must be adhered to.
- One trained first aid person is to be appointed and will be responsible for administering first aid and for the distribution of medication. A major first aid kit (as defined by The Department of Health, Victoria), student management plans and medication are to be taken on camp.
- Participants with special medical and dietary requirements will be catered for.
- On or prior to arrival at a new facility/ location, the following inspection is to be undertaken:
  - Local area restrictions
  - Boundaries
  - Sleeping and living quarters.
  - Toilets and showers
  - Play equipment

Student Participation

- Camps and excursions are considered a vital component of the school curriculum. It is the school policy that all students should take part in planned camps and excursions.
- If a student’s family cannot meet the cost of their child's involvement in a camp or excursion activity due to financial hardship, the School Council supports the Principal to subsidise the cost for that student. All decisions regarding subsidising camp costs for students is at the Principals’ discretion

Breach of Policy

As determined by School Principal.
OTHER CONSIDERATIONS & RELATED DONBURN POLICIES

First Aid Policy
Anaphylaxis Policy
Medication Policy
The Asthma Foundation – The Victorian School Asthma Policy
SunSmart Policy
Parent Payments and Voluntary Contributions Policy

REFERENCES


Safety in Outdoor Adventure Activities
Outdoor Education Frameworks.

DEFINITIONS

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Excursion</td>
<td>Excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary</td>
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<tr>
<td>School Event</td>
<td>Is any event different from normal every day school activities</td>
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APPROVAL

Contact Person: Policy Owner:
Kevin Sertori Donburn Primary School Council, Education Sub Committee

DOCUMENT CONTROL

<table>
<thead>
<tr>
<th>Version / Issue Date</th>
<th>Nature of Amendment</th>
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<tbody>
<tr>
<td>November 2015</td>
<td>Updated format &amp; content to reflect current practices.</td>
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