



**MOUNT ELIZA**  
SECONDARY COLLEGE



**Help for non-English speakers**

If you need help to understand this policy, please contact the College on phone 9787 6288

## Camps and Excursion Policy

### PURPOSE

Camps and Excursions and other activities can enhance our program, enrich our offerings and improve student engagement by building links to the world beyond the classroom. It is essential that all such activities are carefully and effectively planned, and that their educational value and relevance to the curriculum is evident. We value the contribution made by staff in providing supervision and support for camps.

### Student and staff safety is of paramount importance:

Mount Eliza Secondary College will make every endeavour to ensure that all factors that might impact on student and staff safety are taken into account. This will include scrutinising all applications to ensure that all Camps and Excursions comply with the relevant Departmental Guidelines and those of the College including checking if there are any Bushfires that might impact, both prior to and during, the proposed Camp or Excursion. If there is any known risk to the safety of students or staff the planned Camp or Excursion will be postponed or cancelled. If the risk arises during the planned Activity then advice will be sought from the local Police/ CFA/ Emergency Services as well as the Department's Emergency Management Services about the best option for the safe evacuation of our students and staff.

### Mount Eliza Secondary College believes:

- Student involvement in Camps and Excursions and other activities such as the provision of guest speakers, performances, etc. can add significant value to their learning and the broader College program.
- That if students are to experience an extensive learning program, we must allow them to participate in activities beyond our classrooms and the limits of our own expertise-

### Mount Eliza Secondary College aims to ensure that:

- Activities have a clear educational value and support or enhance the Curriculum Program.
- Activities support or relates directly to the College's Strategic Plan.
- The college Operations Team assesses all Camps, Excursions and other Activities to ensure that they are of enough educational value to warrant the disruption to the regular program.
- The cost of the activities is kept to the lowest possible charge.
- Activities are equally accessible to all students at the year level or within the particular curriculum program.

- Activities are planned in advance and all members of the school community who will be affected have been informed well in advance.
- All stages of the planning process have been followed and appropriate measures have been implemented to maximise the safety of the staff and students involved.

## PRINCIPAL / OPERATIONS TEAM APPROVAL PROCESS

- Prior to seeking Operations Team for an Excursion or Camp organising staff are required to meet again with the College Operations Team and present them with all documentation, including the completed Principal Camps [approval](#) proforma and all attachments.

When presenting information to the Operations Team, the Teacher in Charge must be aware that the following information must be provided for their consideration:

- What is the purpose of the camp and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
- Is an appropriately trained member of staff able to provide first aid ?
- Have any staff members who are not registered teachers completed a Working with Children Check?
- Is the location of staff and students throughout the camp including during travel known?
- Is a record of telephone contacts for supervising staff accompanying the camp available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the Parental Consent and Confidential Medical Advice forms for all participating students available to staff on that Camp and at the College?
- Will the online [Notification of School Activity Locator \(SAL\)](#) form be submitted six weeks prior to the excursion?

## IMPLEMENTATION:

### International Tours

International tours require at least 12 months planning and must be approved by the Regional Director and College Board.

Any member of staff considering offering an International Tour will need to see the Principal/Assistant Principal to have an initial discussion regarding the objectives and preliminary details of their proposal.

A member of the Leadership Team will go on all International Tours.

The list of staff intending to go on any International Tour must be submitted to, and approved by, the Regional Director.

In addition, the Organiser must enter all relevant information for all students and staff on the DFAT website.

## Camps, Adventure Activities, Overnight Stays, Non-Metro Excursions

- Prior to the commencement of any detailed planning relating to a proposed School Camp, the Teacher in Charge must familiarise themselves with the Department of Education and Early Childhood's Safety Guidelines for Education Outdoors located on the website. They must meet formally with the College Management Team and Business Manager to present a [planning summary](#), to discuss the proposed camp, and to seek 'in principle' support for the event.
- The Operations Committee checks all proposed Camps, Excursions, Incursions and other Activities taking into account the educational value and impact on the normal operation of the College Program including dates, costing, staffing, ratios and staff qualifications, timelines for approval as well as checking the Risk Assessment of any planned event. The Management Committee also approves for details of the event to be forwarded to the Departments Emergency Management Unit for ratification.
- All camps will need to be submitted to the Operations Team for approval by November of the year **PRIOR** to the camp occurring to ensure that they appear on the College Calendar for the following year.
- Staff considering organising a Camp, Adventure Activity or non-metro excursion must consult the following site for guidance:  
<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Teachers responsible for the organisation and/or conduct of any Excursion should consult the *"School Policy and Advisory Guide"* and *"Student Safety and Risk Management"* to determine whether an activity is an 'Adventure Activity' and also to understand the arrangements and ratios that are required.

### Adventure Activities:

Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming, surf activities, sailboarding, and similar activities. Emergency Management Plans are to be developed when adventure activities are being undertaken.

For further information related to Adventure Activities refer to the following websites:

[Adventure Activities- Department of Education and Training Victoria:  
www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx)  
[Safety guidelines for education outdoors- Department of Education ...  
www.education.vic.gov.au › For schools › Excursions and outdoor education](http://www.education.vic.gov.au/For%20schools/Excursions%20and%20outdoor%20education)

## EXCURSIONS AND INCURSIONS

- Domain and Program Area Leaders should plan major excursions across the whole year level or group of subjects so that all students have equal access to the benefits of such activities whilst minimising disruption and being cost effective.
- Excursions and Incursions must be planned a full term ahead for inclusion on the College Calendar.
- Staff must begin planning a minimum of twelve weeks prior to any Excursion by consulting with the Operations Team and by completing the Event Documentation on Compass

- Teachers responsible for the organisation and/or conduct of any Excursion should consult the “*School Policy and Advisory Guide*”, “*Student Safety and Risk Management*” and if necessary “*Safety Guidelines for Education Outdoors*” to understand the arrangements and ratios that are required. These are to be found at:  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- DET require schools to report non adventure activities which, by their nature, location or timing, may be hazardous and excursions beyond the greater metropolitan area
- Unsupervised Excursions should be infrequent but may be appropriate with senior students.
- If an Unsupervised Excursion is necessary, the standard Excursion Planning and Approval Process applies. (i.e.: “*Planning Document: Metropolitan Excursions and Incursions*” The only variation is that the individually generated CASES 21 Permission Form will state in the staffing section that the excursion is “Unsupervised.”
- In school activities such as guest speakers and performance may be planned by consulting with the Operations Team
- Excursions within class time can also be arranged.

## ALL CAMPS, EXCURSIONS AND TOURS

- All Camps and Excursions require parental permission. This must be based on the concept of ‘informed consent’ with the clear implication that parents must be informed of all relevant details prior to giving their consent.
- All Camps and Excursions and in school activities must be approved through Domain Leaders, the Business Manager before going to the Operations Team.
- Staff planning to run any Camp, Excursion, Incursion or other Activity must ensure that they follow all of the required processes before entering any details on Compass.
- Camp and Tour organisers must develop an itemised budget for their camp prior to notifying parents and students of the details of the camp. It must indicate the GST component of each item and ensure a financial loss is not incurred. When developing the budget for camps, organisers must also make provision for the cost of additional staff. The budget must be approved by the Business Manager before parents are notified.
- All Camps and Excursions requiring payment will have a due date for final payments one week prior to the event.
- All activities must be entered on Compass ‘Events’ to complete the approval process.
- If the number of students exceeds the places available, effort should be made to alter arrangements to include the additional students or, if this is not possible, a ballot should be conducted to determine the final participants
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, 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.
- The use of private cars to transport students is strongly discouraged. The Principal must approve such use and the vehicle must be well maintained and comprehensively insured with public liability of \$20,000,000 including coverage for the employer (DET). Specific parental consent must be obtained.
- If any activity requires payment and/or is likely to be controversial or cause offence, parents must be informed in writing and have the option to exclude their child.

- All members of staff are eligible to apply to attend Camps and Extended Excursions. Relevant experience and any specific requirements / qualifications for that Activity will be taken into account when deciding which staff will be involved.
- Staffing decisions will be made by the Camp/Excursion/ Activity Organiser and the Operations Team. The impact on the normal operation of the School's Program will also be taken into account.
- Work must be set and left, and entered on Compass, for all classes to be covered during the Camp/ Excursion/Activity.
- The Organising Teacher is responsible for setting work for any students in that cohort that remain at school.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the Camps, Interstate or International Tours. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.

## SUPERVISION

Mount Eliza Secondary College 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.

<https://www2.education.vic.gov.au/pal/excursions/guidance/supervision>

## PARENTAL INVOLVEMENT

- Parents maybe invited to assist in the supervision of school camps. When deciding which parents will attend, the Teacher in Charge will take into account –
- Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
- The preference to include both male and female parents.
- The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working with Children Check. The school will pay for any associated costs.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.

## FURTHER INFORMATION AND RESOURCES

When planning any proposed Camp, Excursion or Activity staff need to refer to the following documents:

- “*School Policy and Advisory Guide*” and “*Student Safety and Risk Management*” to determine whether an activity is an ‘Adventure Activity’ and also to understand the arrangements and ratios that are required.  
<http://www.education.vic.gov.au/management/governance/spag/safety/excursions/default.htm>
- the “*School Policy and Advisory Guide*”, “*Student Safety and Risk Management*” and if necessary “*Safety Guidelines for Education Outdoors*” to understand the arrangements and ratios that are required. These are to be found at:  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
- “*Planning Document: Metropolitan Excursions and Incursions*” which can be obtained from School Documentation/Processes and Procedures on Compass
- If an Unsupervised Excursion is necessary, the standard Excursion Planning and Approval Process applies. (i.e.: “*Planning Document: Metropolitan Excursions and Incursions*” The only variation is that the individually generated CASES 21 Permission Form will state in the staffing section that the excursion is “Unsupervised.”

## RELATED POLICIES

[Adventure Activities](#)

[Approvals](#)

[Student Preparation and Behaviour](#)

[Emergency and Risk Management](#)

[Venue Selection](#)

[Parent or Carer Consent](#)

[Staffing and Supervision](#)

[Student Medical Information](#)

## DEPARTMENT RESOURCES

To use the Safety Guidelines for Education Outdoors, see: [Excursions and Outdoor Education](#)

To complete the online notification for school activity form- access the [Student Activity Locator \(SAL\)](#)

or visit the [Emergency Management Portal](#)

## POLICY REVIEW AND APPROVAL

This policy was reviewed in August 2024 and is scheduled for review no later than

December 2028

Mount Eliza Secondary College is committed to safe and wellbeing of all children and young people.

This will be our primary focus of our care and decision making.