



Table 1 - Document details

	August 2023
	August 2027
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	Principal
	August 2023
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If you need help to understand the information in this policy please contact the school on 9755 4555.

Table of Contents

1	.	1
2	-	1
3	-	3
4	-	3
5	-	3
6	-	3
	Planning process for camps and excursions _	4
	Supervision_	4
	Parent volunteers_	4
	Parent/carer consent _	44



To explain to our school community the processes and procedures Rowville Secondary College will use when planning and conducting camps, excursions and adventure activities for students.



This policy applies to all camps and excursions organised by Rowville Secondary College. This policy also applies to adventure activities organised by Rowville 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. Rowville 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 or intercampus travel.



1.1 :

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;

1.2 are excursions involving at least one night’s accommodation (including school sleep-overs).

1.3 are excursions to locations within walking distance of the school and do not involve ‘Adventure Activities’.

1.4 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://thrt.invr.t\(v\)-11.D9wT0Tcmi0la-0.4.3\(i\)-3.30-5.4\(i\)-3.2.757wga\)-3.2\(7it\)-39.6\(l.757wg0\)-5.4ganc10-3](https://thrt.invr.t(v)-11.D9wT0Tcmi0la-0.4.3(i)-3.30-5.4(i)-3.2.757wga)-3.2(7it)-39.6(l.757wg0)-5.4ganc10-3)

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. Rowville 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 the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) 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.

Rowville 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.

Supervision

Rowville 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.

Parent volunteers

Parents 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

Rowville Secondary College 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.

Parent/carer consent

For all camps and excursions, other than local excursions, Rowville Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Rowville Secondary College 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, Rowville Secondary College 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. Rowville Secondary College 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 swimming pool for lessons), Rowville Secondary College 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 Rowville Secondary College enhance and broaden the schooling experience of our students but are not a mandatory

of the students for each camp/excursion. Teachers will administer any medication provided according to our policy and the student's signed . 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

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, Rowville 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.

5