CAMPS & EXCURSIONS POLICY

Help for non-English speakers

If you need help to understand this policy, please contact the Hampton Primary School office on 9598 1412.

PURPOSE

The school's camps and excursions program enables students to further develop their learning and social skills in a non-school setting. The program may have a cultural, environmental and/or outdoor emphasis and is an important aspect of the educational program offered at Hampton Primary School.

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of students physical and cultural environment.
- To provide an authentic context to develop students understanding of the domains of positive education such as positive relationships, positive emotions, positive engagement

SCOPE

This policy applies to all year levels, teaching staff and for all school activities, including camps and excursions.

IMPLEMENTATION

Excursions are an important part of the learning experiences of all students from Foundation to Year 12. Excursions can support quality curriculum delivery and can provide important social and emotional development opportunities for students that is often not available in the classroom. These might include teamwork, resilience and confidence-building through challenge, problem-solving, connecting with nature, creative and imaginative play and coordination and strength.
While the degree of planning involved will depend on the nature and likelihood of the risks involved, the conduct of any excursion or activity must take into account the following:

- the excursion's educational purpose and contribution to the curriculum or other educational value
- department approval requirements for excursions and staff travel
- suitability of the venue and/or environment for the excursion
- informed consent from parents or carers
- adequate student information
- adequate student preparation and clear behaviour expectations
- importance of providing an inclusive excursion experience for all students, including students with disabilities and additional needs
- how school staff will meet their responsibilities under the Child Safe Standards
- requirements for any adventure activities
- assessment of excursion risks and appropriate risk minimisation strategies, including appropriate supervision arrangements
- maintenance of excursion records, including clear documentation of the planning process, in accordance with the department's policy on management of school records – refer to Records Management — School Records.

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Staff must enter the excursion details into the Student Activity Locator (staff login required) at least 5 business days prior to the excursion date. When planning an excursion, staff must consider emergency warnings provided through VicEmergency and weather conditions including fire danger ratings.
The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps and excursions. Schools must advise eligible parents of this funding. When planning and conducting excursions, schools must follow the mandatory Excursion Guidelines, on the Guidance tab.

- All excursions must be approved by the Principal or delegate.
- All excursions must be approved prior to running. This decision will be made by the Principal or delegate. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DE guidelines. Refer to: DE Excursion Policy.
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or delegate. The organising teacher will complete the 'Student Activity Locator' online form at: https://sal.educationapps.vic.gov.au at least three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- In addition to the Principal, School Council is responsible for the approval of:
    - Overnight excursions
    - Camps
    - Interstate visits
    - International visits
    - Excursions requiring sea or air travel, weekends or vacations
    - Adventure activities
- The Principal or delegate is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.

Excursions E-Learning Module

School staff with primary responsibility for organising a school camp and/or water-based excursion activity must have completed the mandatory excursions e-learning module. These staff are encouraged to complete the module annually.

Staff responsible for organising excursions of any other type are also encouraged to complete the module.

The module is located in Edupay

The module aims to:

- increase awareness and understanding of the excursions policy and guidelines to ensure safety of students
- set out obligations for schools in managing excursions to ensure that they are aware of what steps they need to take
- establish awareness and understanding of the mandatory requirements for school excursions, including how to carry out risk assessments.

Definitions

Adventure activities
Adventure activities are activities that involve greater than normal risk – there are additional mandatory guidelines associated with these activities.

Camps
Camps are excursions involving at least 1 night's accommodation (including school sleep-overs on school grounds). There are 2 different classifications of camps:

- Base camps are camps that are undertaken at accredited residential camp sites or camping under shelters such as tents. Camping as an adventure activity has its own specific guidelines.
- Study camps are camps that often involve senior secondary students. There is a focus on study skills, team building, communication, time management and wellbeing.

Excursions
Excursions are activities organised by the school where the students:

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- are taken out of the school grounds (for example, a camp, day excursion or school sports)
- undertake adventure activities, regardless of whether or not they occur outside the school grounds.

Note: workplace learning and intercampus travel are not considered school excursions.

Interstate travel
Travel outside Victoria and its border communities, but within Australia.

Local excursions
Local excursions are excursions to locations within walking distance of the school and do not involve adventure activities.

Travel within Victoria and border communities
Travel within Victoria, and within 100 kilometres over the Victorian border.

Victorian government residential schools
Victorian government residential schools are government schools that deliver residential outdoor education for government primary and secondary school students state-wide. These schools are made up of the Residential Outdoor Schools Association (ROSA) network (commonly known as the ROSA schools) and the Alpine School (also known as the Victorian School for Student Leadership). Victorian government residential schools engage students to develop positive relationships with self, others and with outdoor environments through interaction with the natural world.

RELATED POLICIES & RESOURCES

- Amusement Rides, Attractions and Fireworks
- Decision Making Responsibilities for Students
- Duty of Care
- First Aid for Students and Staff
- Mosquito Risk Management
- Outdoor Education Schools
- Parent Payments
- PROTECT website(opens in a new window)
- Reporting and Managing School Incidents (including emergencies)
- Risk Management – Schools
- Travel
- Volunteers in Schools

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter
- Available publicly on our school's website
- Included in the Parent Handbook
- Hard copy available from school administration upon request

POLICY REVIEW & APPROVAL

Policy last reviewed	September 2026
Approved by	School Council
Next scheduled review date	Review every 4 years

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