

Brunswick South Primary School Camps and Excursion Policy

Policy	Review Date:	Responsible for
Implementation Date:	February 2026	Review:
February 2024		Policy Subcommittee

Purpose

This policy sets out requirements for Brunswick South Primary School to plan for and safely undertake excursions, including camps and adventure activities.

This policy **must** be read by school staff and volunteers prior to the commencement of a camp.

Scope

- All excursions at Brunswick South Primary School must be planned in accordance with the requirements outlined in this policy.
- Brunswick South Primary School must also comply with the Excursion guidelines, on the [Guidance tab](#).
- Specific activity guidelines have been developed for adventure activities. Brunswick South Primary School must follow these specific activity guidelines, which require additional approval and risk management procedures.

Details

Excursions are an important part of the learning experiences of all students from Foundation to Year 6 at Brunswick South Primary School. 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 consider 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 and staff medical 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](#).

Staff must enter the excursion details into the [Student Activity Locator](#) (staff login required) at least 3 weeks 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](#).

Definitions

Excursions

Excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion or school sports)
- undertake adventure activities, regardless of whether they occur outside the school grounds.

Camps

Camps are excursions involving at least 1 night's accommodation (including school sleepovers 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 VCE students. There is a focus on study skills, team building, communication, time management and wellbeing.

Adventure activities

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

Local excursions

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

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

Approvals

All excursions must be approved by the principal.

For local and day excursions, the school determines the process for obtaining principal approval.

For excursions that include an overnight component, adventure activities, interstate, overseas or travel by air or water, a completed [Excursions – principal approval form \(DOCX\)](#) must be submitted to the principal. This principal approval form includes detailed information that may be needed in an emergency such as:

- the exact location of the excursion participants always, including during travel
- the relevant contact number/s through which excursion staff may be reached in an emergency
- the names and family contact details for all students and staff.

Additional to the principal approval form, the following documentation must be submitted to the principal:

- copies of the parental consent and medical advice forms of students
- a copy of the risk register including emergency management plan.

This documentation must be approved by the principal prior to the excursion starting.

To support planning and to ensure all staff have met their responsibilities, Brunswick South Primary School will use the [Camps, excursions, swimming and/or water-based activity checklist \(DOCX\)](#). This checklist assists to prepare for an excursion in line with the department's Excursions Policy and Guidelines and must be completed for all day and overnight excursions (Part A). Brunswick South Primary School is required to complete the Swimming and water-based activity checklist (Part B) for all swimming activities, including instructional swimming, life-saving programs and recreational swimming at a pool, inland waterway, enclosed waterways, and coastal waterways. The principal must review the Camps, excursions, swimming and/or water-based activity checklists and confirm all relevant items have been completed.

The principal is responsible for the approval of the operational requirements, including the risk register, for all excursions.

School council approves the excursion in so far as it relates to the school's budget, the parent payments policy or entering into any contract or other such agreement with a third party, as these aspects of excursions fall within the scope of school council powers and functions. If appropriate, principals can consult with school council on other aspects of excursions

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. Brunswick South Primary School'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.

Brunswick South Primary School 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.

Duty of Care / Supervision

Brunswick South Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All school staff retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether external providers are managing the activity.

Communication with parents is part of a teacher's duty of care. Regular head counts need to be carried out during camp activities to make sure all students are present.

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.

In the event that a student has an accident or goes missing from the camp or organised camp activity, school staff, **must:**

- notify the principal or assistant principal immediately
- notify the parents of the child immediately
- organise appropriate medical treatment. An ambulance may need to be called
- notify camp staff

Parents may want to collect their child camp after the incident. If the student remains at camp, contact with parents giving them regular updates will continue.

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, Brunswick South Primary School 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.

Parent volunteers

Parents may be invited to assist with excursions. School staff will notify parents/carers of any costs associated with attending. School staff oversee excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will consider: any valuable skills the parents/carers have to offer (first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Brunswick South Primary School requires all parent or carer volunteers (for the swimming program) and all external providers working directly with our students to have a current Working with Children Check card.

Parent/carer consent

For all excursions, other than local excursions, Brunswick South Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Brunswick South Primary School uses Compass to inform parents about camps and excursions and to seek their consent they consent to their child's participation. 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, Brunswick South Primary School 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. Brunswick South Primary School will also provide advance notice to parents/carers of an upcoming local excursion through [insert applicable notification method: email/online parent communication tool/a note home in the student's bag]. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Brunswick South Primary School will notify parents once only prior to the commencement of the recurring event.

Cost of camps and excursions, refunds, and support

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.

Students who have not finalised payment by the required date will not be allowed to attend unless the principal determines exceptional circumstances apply.

Brunswick South Primary School 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 Business Manager. The 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 \(CSEF\)](#)

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. 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.

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 school's *Student Wellbeing and Engagement Policy*. The 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 our school's *Student Wellbeing and Engagement Policy*.

Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the principal. The principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student and may place conditions on its location and use during the camp or excursion.

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.

Further information and Resources

This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#).
- [Code Red Days](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

Review Cycle

This policy was last updated in February 2024 and is scheduled for review February 2026