

## CAMPS AND ACTIVITIES POLICY

### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Keysborough Secondary College.

Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus

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Child Safety requirements a.

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an online notification of school activity form is completed at least three weeks prior to the activity using the Student Activity Locator (SAL).

see the SAL user guide for further information

compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions involving adventure activities.

### **Planning process for camps, excursions and activities**

While the degree of planning involved will depend on the risks involved, the conduct of any camp, excursion or activity should take into account the following:

- Educational purpose of the excursion and its contribution to the curriculum

- Department approval requirements for camps, excursions and staff travel

- Maintenance of full records, including documentation of the planning process

- Suitability of the environment and/or venue for the excursion

- Informed consent from parents or carers

- Adequate student and staff medical information

- Student preparation and behaviour

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Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

### **Teacher In-Charge Responsibilities**

A designated 'Teacher in Charge' will co-ordinate each excursion.

The Teacher in Charge must complete all relevant aspects of the event documentation.

The Teacher in Charge must work with the supervising teacher to complete the relevant risk assessment and submit to the relevant person at the time of making the application.

During the excursion, camp or adventure activity; the teacher-in-charge will:

- Know the exact location of students at all times including during travel.

- Maintain a record of telephone contacts for the supervising staff accompanying the excursion.

- Know who the school contact person is and their phone number.

- Have a copy of the names of family contacts for all students and staff on the excursion.

- Have copies of the parental approval and medical advice (Confidential Medical Form for Excursions Appendix I) forms for those students on the excursion.

- Maintain a copy of the completed approval form (Appendix G) including all attachments submitted to the school council.

- The teacher in charge or the designated First Aid Officer must carry a mobile phone, first aid kit, emergency asthma kit, adrenaline auto-injector and any other required medical supply identified by the school First Aid Nurse for each excursion.

- The teacher in charge or the designated First Aid Officer is responsible for collecting the first aid kit prior to leaving.

- The teacher or the designated First Aid Officer in charge will communicate the anticipated return time with the College office in the event that excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.

Teachers participating in an excursion and/or camps will:

- Understand the purpose of the program and its connection to student learning.

- Be aware of their supervisory responsibilities throughout the program.

- Know who the nominated member of staff is who will provide first aid if required.

[Including Emergencies](#) site for information to assist schools to plan for and manage emergencies and security related incidents.

### **Parent volunteers**

On occasion, Parents/carers may be invited to assist with camps and excursions. College staff will notify parents/carers of any costs associated with attending. College staff are in charge of camps, excursions and adventure activities; 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.

In the event that a volunteer is invited to attend a College camp, excursion or other activity, College Council **MUST** approve the volunteer's participation.

### **Volunteer and external provider checks**

Keysborough Secondary College requires all parents or carer attending a camp, excursion or adventure activity as a volunteer, and all external providers working directly with our students, to have a current Working with Children Clearance card. For more information about when a WWC Clearance is required, see **Volunteers Policy** on the College

- o ensure parents are aware that the principal may need to cancel or alter excursions

### **Student Health and Medical Information**

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, asthma emergency kit, general adrenaline auto injector, mobile phone, first aid iPad and confidential medical information form will be taken by teachers on all camps, excursions and adventure activities.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending camps, excursions and adventure activities. 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 College Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

While we retain student medical information at the College, it is required that a confidential medical information form

the exclusion of a student for failing to comply with behavioural standards or if their disability presents with challenging behaviours that could impact the safety and welfare of other students or staff.

Disciplinary measures apply to students on camps and excursions consistent with our College's **Student Wellbeing and Engagement Policy**, **Student Code of Conduct** and **Bullying Prevention Policy**.

#### **Electronic Devices**

Students will **not** be permitted to bring electronic devices to camps or excursions except with prior approval from the College Principal. The College Principal will only approve students bringing electronic devices to a camp or excursion o1 (r)-1.478 Tm



### **Fire Danger and Extreme Weather Notifications**

Prior to a camp or excursion (including prior to departure on the day), the College Principal and the camp or excursion leader must take into account all DET notifications and updates (or independently sourced information) surrounding all weather conditions pertinent to the area travelling to and from. (For example, information relating to fires, storms, winds or any extreme weather).

**Fire Danger** - The College Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required. 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.

When required,

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Approvals  
Excursions  
Mosquito Risk Management  
Outdoor Education Schools  
Parent Payments  
PROTECT website  
Reporting and Managing School Incidents (including emergencies)  
Risk Management – Schools  
Staff Qualifications and Experience  
Student Medical Information  
Student Preparation and Behaviour  
Travel  
Venue Selection  
Volunteers in Schools

