

# CAMPS AND EXCURSIONS



Help for non-English speakers

If you need help to understand the information in this policy please contact Endeavour Hills Specialist School 9113 4100

## PURPOSE

To explain to our school community the processes and procedures Endeavour Hills Specialist School will use when planning and conducting camps, excursions and adventure activities for students.

## SCOPE

This policy applies to all camps and excursions organised by Endeavour Hills Specialist School. This policy also applies to adventure activities organised by the school, 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. Endeavour Hills Specialist School 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.

## DEFINITIONS

Excursions

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.

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

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

## POLICY

Endeavour Hills Specialist School provides highly individualised programs of learning for students with disability and high needs who have a diagnosis of autism spectrum disorder with a language disorder and/or an intellectual disability. The school welcomes students from 5 to 18 years of age.

School participation maximises life opportunities for children and young people by providing them with a comprehensive learning program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and

active participation in their local community. Endeavour Hill Secondary College is committed to ensuring students 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 preparation for excursions and camps, a student support group meeting may meet to consider the child's needs and develop strategies to make accommodations and adjustments, and manage risk as required.

In developing a risk assessment, consideration will be given to the appropriate supervision needs, staffing levels, and activity for students with additional needs.

Each student's health care plan will be reviewed prior to school camps and excursion.

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all camps and excursions, including adventure activities, we follow DET's [Excursions](#) policy.

#### 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. Endeavour Hills Specialist 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.

Endeavour Hills Specialist 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.

#### Supervision

Endeavour Hills Specialist School 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.

Staff are 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. Parents/carers will be advised of any costs associated with their attendance. 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

All parent/carer volunteers and external providers working directly with our students are required to have a current Working with Children Check card.

#### Parent/carer consent

For all camps and excursions, other than local excursions, Endeavour Hills Specialist School will provide parents/carers with a specific consent form outlining the details of the proposed activity.

COMPASS is a digital platform that is used to inform parents/carers 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.

#### 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 with the Principal. Consent forms have clearly stated payment amounts and payment finalisation dates. Sufficient time is given for payments to be made.

Students for whom payment has not been finalised by the required date will not be permitted to attend unless the Principal determines that exceptional circumstances apply. Every effort will be made 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 or Principal.

Some parents/carers will be eligible to apply for the Camps, Sports and Excursions Fund (CSEF) which provides payments for eligible students to attend school activities, including camps and excursions, and enquiries can be made with the Business Manager. 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](#).

If a camp or excursion is cancelled or altered, or a student is no longer able to attend part or all of the camp or excursion, we 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 are not 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/carers must ensure the school is provided with current and up-to-date health information about their child prior to any camp or excursion. A specific staff member is assigned the responsibility of managing the health needs for students. Medication is administered according to the *Administration of Medication* policy and the 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.

In preparation for excursions and camps students, a student support group meeting may be convened to ensure student needs are considered and strategies developed to manage safety and potential risk.

It is the responsibility of parents/carers to ensure their child is 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 delegate), 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 the Teacher in Charge considers an individual student's behaviour does not meet required standards while offsite, the Principal (or delegate) may determine that a student should return from 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* and *Bullying Prevention Policy*.

### Electronic Devices

Students are not permitted to take any electronic devices (other than those associated with their communication needs) to camps or excursions except with prior approval from the Principal. Approval will only be given in exceptional circumstances and conditions may be placed on the location and use of the device 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. Dietary requirements must be discussed with the Organising Teacher well in advance of the camp or excursion commencing.

### 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, Endeavour Hills Specialist 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.

## COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in the staff handbook
- Discussed at staff briefings/meetings as required
- Discussed at parent information sessions
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

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

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

- [Adventure Activities](#)

This policy should be read in conjunction with the following school policies:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Parent Payment Policy

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal
Next scheduled review date	February 2029