POLICY SCS7: Camps excursions and incursions	Issued: April 2026
REVIEW: March 2029	Approved: Sue Holmes *Principal*

CAMPS AND EXCURSIONS

Help for non-English speakers
If you need help to understand the information in this policy please contact school reception on 03 97552007.

PURPOSE

To explain to our school community the processes and procedures Sherbrooke Community 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 Sherbrooke Community School. This policy also applies to adventure activities organised by Sherbrooke Community School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

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. Sherbrooke Community 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 or intercampus travel.

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;
- Attend school 'sleep-overs' on 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

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

POLICY

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. Our school's camps, excursion, and incursion program enables students to explore, extend and enrich their learning and social skill development. Activities (as defined in Section 3 of this policy) complement all aspects of the schools educational program, whilst providing further opportunities in the development of student confidence and self-esteem. Camps, excursions and incursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: 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. Sherbrooke Community School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity or other natural disaster 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.

Sherbrooke Community 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

Sherbrooke Community 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.

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

EG: Example School 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, Sherbrooke Community School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Sherbrooke Community School 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, Sherbrooke Community School will provide parents and carers with an annual Local Excursions consent form on Compass at the start of each school year or upon enrolment if students enrol during the school year. Sherbrooke Community School 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 local oval for sports lessons), Sherbrooke Community School 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 Sherbrooke Community school enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Sherbrooke community 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.

Refunds

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*. 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, 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 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.

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, Sherbrooke Community 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 way:

- Included in staff induction processes and staff training
- Available publicly on our school's
- Included on compass under school documentation/policies
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

- Excursions
- Camps, Sports and Excursions Fund
- Parent Payments Policy

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	2026
Consultation:	

Approved by	Principal
Next scheduled review date April 2029	

APPENDIX 1- PUPIL/TEACHER RATIO

Abseiling and Rock Climbing	**Ropes Course**
1:1 Rock Face	1:12 3 students to any one element, 1 participating, 2 spotting
1:10 Others	**NOTE:** No student on any element unless supervised
2 Experienced Staff	
Bass Camping	**Scuba Diving**
1:10 Residential; canvas	1:8 Pool training
1:15 Study: residential	1:4 Diving, 2 buddy systems
	NOTE: 2 qualified staff
Board Sailing	**Shooting**
1:3 Beginners	1:1 New or inexperienced
1:5 Novice; intermediate; advanced	1:5 On the track or mound
2 Experienced sailors	1:15 Observers or waiting
Boats, Small Sailing - (Dinghies, Catamarans)	**Snorkelling**
1:8 Enclosed Waters	1:8 Closed water: pool
1:6 Open Waters	1:4 Open water
1:4 Open Waters, Adverse	**NOTE:** 2 qualified staff
Bushwalking	**Snow Activities**
1:5 Overnight	1:8 Alpine, Nordic – overnight
1:10 Day	1:10 Alpine, Nordic – day
	1:10 Non-skiing
Canoeing	**Surf Activities**
1:6	1:10 Beach
2 Staff members	1:8 Surf
	NOTE: 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on beach
Cycling	**Swimming**
1:10	1:20 Enclosed pools
	1:10 Open water
Horse Riding	**Water Skiing**
1:1 Basics	1:20 Shore
1:5 Beginners	1 Student on two at any one time; if highly experienced two may be taken together
1:8 Semi-experienced	2 People in boat – driver and observer; one must be staff member
Riding School:	
1 Experienced teacher with instructor	
2 Experienced teachers if no instructor or group exceeds 10	
Orienteering	
1:10 Bush	

APPENDIX 2 – APPLICATION TO CONDUCT AN EVENT/COUNCIL APPROVAL & FINANCIAL PLANNING CHECKLIST

INFORMATION	DETAILS
DATE OF ACTIVITY	
ACTIVITY/DESTINATION/VENUE	
DETAILS OF EVENT	
HOME/STUDENT GROUP	
DEPARTURE/RETURN TIME & POINT	
TEACHER IN CHARGE	
OTHER STAFF	
TRANSPORT METHOD	

ACTIVITY FINANCE PLAN

ITEM	GST INCLUSIVE PRICE	GST DEDUCTED (DIVIDE BY 11)	TOTAL TO BE CHARGED	COST PER STUDENT
Accommodation				
Food				
Travel				
Entry Fees/Charges				
CRT Replacement (No GST)				
Other				
Totals:				

RISK ASSESSMENT MUST BE COMPLETED AND ATTACHED.

PRINCIPAL'S SIGNATURE…….

SCHOOL COUNCIL PRESIDENT SIGNATURE……

OFFICE USE ONLY:

Checked: _____ **Office Staff**

CHARGE DETAILS:

Fee Code:			
Description:			
Code:			
GST Details:			

APPENDIX 3 - TASK SHEET TO BE COMPLETED IN ORDER

PRIOR to APPROVAL	Date	Signed
1. Discuss activity with AP and/or Principal		
2. Discuss with Leader of Learning if applicable		
Complete the Events Details on Compass & Finance Planning Checklist, if applicable. (Appendix 2)		
Place details of Event on Staff Room Notice Board		
3. Complete the attached ***Risk Management Assessment Form***		
4. Book School bus or arrange alternative transport as required *If School bus indicate drivers name:* *(Or) Name of Bus Company or Transport Group:* *Had cost of hire bus been included in costings.*		
If overnight or adventure excursion also complete these tasks	**Date**	**Signed**
1. Make accommodation and other bookings (e.g. tours etc.) *Attach Itinerary and Accommodation details to this application.*		
2. Complete section on Page 2 detailing all *Adventure Activities*		
3. Submit a copy of this application to the Principal for School Council approval		
SEE PRINCIPAL- **EXCURSION APPROVED-**	**YES**	**NO**
1. Event to be finalised on Compass and submitted for approval		
2. Notify excursion to: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp	**Signed + Dated by TIC**	
3. Ensure details entered in the Daily Org diary in AP's office		

ANY INCOME towards this Excursion? ***E.g. Grants/Donations etc..***	**Total Cost of Excursion** ***LESS INCOME***
Income from: ***Total Amount $***	**$**

Indicate all Adventure Activities to be undertaken on this excursion:

1. Activities:
2. Staff who hold any special qualifications to oversee the activities?
3. Will qualified instructors be provided at the activity? YES / NO

Were all staff members happy for this excursion/incursion to proceed?	**YES**	**NO-** The following staff objected:
A Confirmation of excursion/incursion approval email has been sent to all staff?	**YES**	Email Sent- Date:

Excursion APPROVED by:

Principal: _____ Date: _____

If overnight and/or Adventure Excursion:

School Council: _____ Date: _____

APPENDIX 4 - CHECK LIST

EXCURSION/INCURSION CHECK LIST

AT LEAST 3 WEEKS PRIOR TO ACTIVITY

- ☐ Enter activity into the Student Activity Locator (SAL) on the below link. https://www.eduweb.vic.gov.au/forms/school/sal
- ☐ Comply with the requirements as set out in the School Policy and Advisory Guide at http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx

AT LEAST 2 WEEKS PRIOR TO ACTIVITY UNLESS A CAMP

- ☐ Completed Events entry on Compass
- ☐ Add Attendees, Staffing and Costs in Events section on Compass
- ☐ Completed Risk Assessment form. Can be either emailed or given to Amy
- ☐ Forms signed off by Principal
- ☐ Add details in the Daily Org Diary (AP's Office)
- ☐ Approval given by Council (Camps)
- ☐ Make relevant bookings (bus, venue)
- ☐ Received invoice and forwarded to Amy (main office invoice tray)
- ☐ Book school bus if necessary
- ☐ Complete Student Activity Locator (SAL) and forward copy to Amy

1 WEEK PRIOR

- ☐ Check Compass Attendees and chase up students who have not consented and/or paid
- ☐ Chase up late payments with students
- ☐ Check return of excursion forms if not completed on line via Compass
- ☐ Leave list of students attending in Front Office
- ☐ Delete students not attending from Attendees List on Compass

ON DAY OF EXCURSION

- ☐ Print out Event Handbook (A-Z) from Compass
- ☐ Check list from Handbook with students present
- ☐ Ensure all students have paid
- ☐ Leave list of students attending with office
- ☐ First Aid Kit/s and student medication if required
- ☐ Take all forms and Event Handbook on excursion
- ☐ Complete roll on Compass (if unable to complete roll, ring office with names of students)

AFTER EXCURSION

- ☐ All forms and Event Handbook to be returned to Front Office to be archived
- ☐ Return any medication to parents
- ☐ If incident/accident occurred complete all relevant paperwork and advise amy