



Aurora School

EXCURSIONS

PURPOSE

To explain to our school community the processes and procedures Aurora School will use when planning and conducting camps, excursions and adventure activities for children.

SCOPE

This policy applies to all excursions organised by Aurora School. This policy also applies to adventure activities organised by Aurora 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. Aurora School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the children:

- 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;

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

Excursions can provide a valuable educational experience for our children which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. It provides hands on experience / real like experience to support the understanding of concepts associated with the activity.

For excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Planning process for excursions

All excursions will comply with Department planning requirements.



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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. Aurora School's risk assessment will include consideration of arrangements for supervision of children and consideration of the risk of bushfire 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 activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering them for any other reason.

Aurora School is committed to ensuring children 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 children's attendance and participation in camp and excursion activities.

In cases where an 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 children not attending the camp or excursion.

Supervision

Aurora School follows the Department's guidelines in relation to supervision of children 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 children throughout all excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Parents may be invited to assist with excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of 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 children.

Volunteer and external provider checks

EG: Aurora School requires all parent or carer excursion volunteers and all external providers working directly with our children to have a current Working with Children Check card.

Parent/carer consent

For all excursions, other than local excursions, Aurora School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Aurora School uses Seesaw to inform parents



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about excursions and to seek their consent **as well as** informs parents about school excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming 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, Aurora School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if children enrol during the school year. Aurora School will also provide advance notice to parents/carers of an upcoming local excursion via Seesaw -online parent communication tool as well as 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), Aurora School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for excursions

Most excursions provided by Aurora School enhance and broaden the schooling experience of our children 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.

Children 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.

Financial Help for Families

Aurora School will make all efforts to ensure that children are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Principal. The Principal can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible children to attend school activities, including 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 an 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.



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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 children for each 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 excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions. If a child becomes ill during an excursion and is not able to continue, it is the parent/carer's responsibility to collect them.

Behaviour expectations

Children participating in excursions are required to cooperate and display appropriate behaviour to ensure the excursion are a safe, positive and educational experience for all children involved.

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

Food

Children are permitted to bring their own supply of food items to excursions. Information will be provided as part of the excursion notices.

Accident and Ambulance Cover

Any costs associated with a child injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Aurora 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 website
- Discussed at staff briefings/meetings as required
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request



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FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	11 th September 2024
Approved by	Principal
Next scheduled review date	September 2027