



DONCASTER
SECONDARY COLLEGE

CAMPS TOURS EXCURSIONS & EXTRA CURRICULAR ACTIVITIES POLICY

College council will review this policy every three years or as directed by DET

Date approved: June 2017

Date of next review: 2020

RATIONALE

Camps, Tours and Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. These activities complement, and are an important aspect of the educational programs offered at the school. An excursion which takes place in a single day is defined as any activity beyond the school grounds.

PURPOSE

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of students' physical and cultural environment.

BROAD GUIDELINES

All requests for events as defined above must be submitted to the Compass Planning Groups (CPG) in accordance with the College Guidelines. Once approved by the CPG, all camps, tours, high risk excursions or day excursion by sea or air require College Council approval. The organising staff member must liaise with, and submit all necessary approval paperwork to College Council, via the Camps Coordinator/Assistant Principal **in a timely manner**.

The Planning Group will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.

Refer to: www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx

Once the excursion has been approved, the online 'Notification of School Activity' at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp will be completed three weeks prior to the excursion departure date.

College Council is responsible for the approval of:

- Overnight excursions;
- Camps;
- Interstate visits; (subject to final DET approval for staff attending)
- International visits; (subject to final DET approval for staff attending)
- Excursions requiring sea or air travel, weekends or during school holiday period;
- Adventure activities; and
- Extra-Curricular Activities, e.g. Presentation Ball, Valedictory Assembly

The CPG is responsible for the approval of all single-day excursions other than those that must be approved by College Council, as mentioned above.

A range of factors are taken into consideration by the Planning Committee and/or College Council, including:

- The contribution of the activity to the school curriculum;
- The adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET;
- Information provided by community groups and organisations that specialise in the activity proposed;
- Appropriateness of the venue and timing of activity;
- The provisions made for the safety and wellbeing of students and staff;
- The experience and competence of staff relevant to the activities being undertaken;
- The following guidance documents will also be referred to **OHS Risk Register** and the **DSC Generic Risk Register**.
- The adequacy of the student supervision;
- The high risk nature of some activities;
- Emergency procedures and safety measures; e.g. those in bushfire prone areas;
- Staff-student ratios; and
- Student experience.

Prior to the event, parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

EXPECTATIONS

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions, camps and tours.
- The Principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Prior to conducting a camp or excursion, the approval of the Planning Committee (and College Council where applicable) is required. College Council must approve overnight or adventure activities.

All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/tours.

ARRANGEMENTS FOR PAYMENTS

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal or Business Manager **prior to the event closing date**. Decisions relating to alternative payment arrangements will be made by the Principal or Business Manager in consultation with the appropriate staff, on an individual basis.

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment has not been finalised by published timeline will not be allowed to attend unless alternative payment arrangements have been previously organised with the Principal or Business Manager.