



FRANKSTON HIGH SCHOOL

CAMPS AND EXCURSIONS

Updated August 2019

POLICIES AND PROCEDURES

Camps and excursions refer to those learning activities, including sport, which take place outside the normal classroom or school environment. These activities are considered to be an integral part of the total school program and aim to enhance and broaden the range of educational experiences of all students.

At Frankston High School, camps and excursions should satisfy the following criteria:

- All camps and excursions must have learning objectives consistent with the school's Education Policy.
- All subject based camps and excursions must have learning objectives consistent with the educational policy statement for that subject.
- For all camps and excursions, including those requiring special precautions, all DET requirements must be satisfied.
- Every effort will be made to ensure that there are no students who are denied participation in a camp or excursions on the basis of financial or other disadvantage.
- Every effort must be made to organise camps and excursions so as to minimise any disruptions to school-based learning programs.
- Every effort must be made to minimise replacement classes created and the use of CRTs within DET guidelines. Additional staff replacement costs above normal teacher: student ratios of 1:20 will be charged to the faculty involved. Therefore, additional charges for the hire of replacement teachers must be taken into consideration of excursion costs.
- Any additional staff must complete required documentation in regard to qualifications and Working With Children Checks.

CAMPS AND EXCURSIONS PROGRAM

For purposes of approval, camps and excursions may be classified as follows:

Local Excursions

Excursions may be considered 'local excursions' if the location is within walking distance of the school and do not involve 'Adventure Activities'. If staff intend to take students off school grounds within walking distance to engage in educational activities within the local area, they may seek consent for these local excursions on an annual basis, e.g. at the beginning of each school year (or upon enrolment if a student enrolls during the school year). Once annual consent is obtained, staff are not required to obtain further consent before the local excursion, but parents and carers should be informed about the local excursion closer to the date of the event.

Unsupervised Excursions

In a small number of instances, unsupervised excursions are permissible. These excursions must be approved by the Principal only and involve a small number of students.

Day Excursions (most excursions)

These require the approval of the Principal / Assistant Principal only. They generally involve one-day or part-day excursions by bus, train, car, or by foot.

Excursions Requiring School Council Approval

These are excursions requiring special precautions and include:

- All overnight excursions
- Camps
- Interstate or international travel
- Excursions involving air or sea travel
- Excursions involving weekends or vacations
- All adventure activities

PLAN OF IMPLEMENTATION

Regulations

All teachers organising camps/excursions must be familiar with the relevant sections of DET School Policies and Advisory Guide.

Planning

All camps / excursions must be approved. A notification chain will be created using Compass so that faculty co-ordinators, year level co-ordinators and the administration can give their approval.

Approval for all excursions will be based on:

- The extent to which they satisfy the criteria stated in the Camps Excursions Policy.
- The need to achieve a balance in the number and cost of camps /excursions between subjects and year levels. There will be a "curfew" as indicated on the meeting schedule.
- Staffing constraints.

Staff planning camps/excursions must submit their "Application for Approval" forms and any other documentation to the Assistant Principal in charge of excursions by the following dates.

- Excursions Requiring School Council Approval - One week before the Education Sub-committee meeting and at least 6 weeks prior to the date of the proposed activity.
- Excursions Requiring the Approval of the Principal / Assistant Principal Only- At least one month prior to the proposed activity.

Excursions in normal class time for that subject can be organised at short notice providing the cost is not a prohibitive factor and the timetable is not disrupted. Due process should be followed.

Organisational Procedures and Information

Check possibility of excursion and book a date with Daily Organiser.

Check feasibility in terms of:

- Curfew
- Bus availability
- Venue availability
- Cost per student
- Number of students to attend
- Student / staff ratio
- Staff who will attend
- Availability of bus driver with current driver's certificate
- Availability of qualified staff (staff with special training if needed)

All excursions

Having established that the excursion will go ahead, create a new event on Compass and follow the process below:

- Click the 'Create New Event' button in Compass and you'll be taken to the 'New Event Dashboard'. You should complete all sections with as much detail as possible and include a clear educative purpose and a mobile number under 'Administration Details'. Tick the box 'Parental consent is required for this event' as all excursions require parental consent. The box 'This event requires School Council approval' should only be ticked if the excursion is a camp, adventure activity or overnight activity.
- Add students to the event under the 'Attendees' tab.
- Add staff members under the 'Staffing' tab. Note: Adventure, camp or overnight activities typically require 1:10 staff to student ratio whilst all other excursions typically require 1:20. Staff should check with the Assistant Principal responsible for approving excursions if they are not sure about the required ratio for their excursion.
- Return to the 'New Event Dashboard' and follow the link to the 'Student Activity Locator' (SAL). Create a new entry.
- Submit the excursion for approval on Compass. Once approved, collect the completed excursion consent forms and retain a copy to take on the excursion.
- In the case of students living away from home, a reasonable attempt to obtain a signed permission form from a parent should be made.
- Students over 18 and students living independently should complete Excursion Consent Forms including medical details, only with the knowledge and authority of their year level coordinator.

Note: If the excursion is unsupervised, the principal must ensure that in addition to the steps taken above that a risk assessment of the activity is completed and that their decision and the reasons for allowing the activity to proceed are documented.

Camps, Excursions and Overnight Activities

Applications for camps, adventure activities or overnight excursions also require School Council approval. The following forms should be submitted one week before an Education Sub-Committee meeting and at least six weeks prior to the event taking place.

- Completed Approval Proforma for All Excursions and Activities Requiring School Council Approval.
- Completed Risk Management Plan
- Completed Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person.
- A blank copy of the Confidential Medical Information for School Council Approved Excursions form for all students and staff. Completed copies must be taken on the excursion and photocopies are to be handed in to the Assistant Principal BEFORE THE EXCURSION COMMENCES.
- A copy of the parent consent form. Completed copies must be taken on the excursion and a photocopy is to be handed in to the Assistant Principal BEFORE THE EXCURSION COMMENCES.
- Detailed itinerary with specific locations and contact numbers.
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.
- A copy of map(s), including map name, access routes and grid references if required.
- Group equipment list(s) if necessary. Staff and student equipment and clothing lists.

Note: Overseas travel requires not only principal and school council approval but Regional approval as well.

Other Planning Considerations

All students must wear correct school uniform on all excursions unless prior approval has been given by the Assistant Principal. However, the school's sports uniform may be worn on sports excursions as an alternative to school uniform. Where Year 7-10 students are involved in afternoon sport education then

normal school uniform requirements apply in the morning and going home. Students involved in Outdoor Education classes must wear the School sports uniform. Any variation must first be approved by the Assistant Principal.

The excursion must be added to the Compass newsfeed to alert staff at least one week prior to the activity.

A final list of students on the excursion must be given to the general office before departure. Where students are meeting outside the school such as at the Frankston Railway Station, the names of any absent students must be rung through to the general office or recorded on Compass by the teacher in charge.

The prior approval of the Senior School year level co-ordinators must be sought where any student is required to act as an umpire, coach, or official at sports events. This also applies where the services of students are required for any extra-curricula activities that will cause them to miss class time. Excursion forms must be completed for these students.

Complete details in the sign-out book in one of the campus offices immediately prior to leaving the school.

Arrival back from excursions at the end of the day. IT IS IMPORTANT THAT THE ARRIVAL BACK AT SCHOOL IS AS CLOSE AS POSSIBLE TO THE NORMAL END OF THE SCHOOL DAY.

- Students must be dismissed at the point of dismissal indicated on the consent form.
- Students arriving back from interschool sports or excursions before the end of Period 5 must attend normal Period 6 classes.
- Students arriving back from interschool sport or excursions after the beginning of Period 6 may be dismissed provided they are not dismissed prior to the dismissal time stated on the consent form. Students must be supervised by the teachers involved until this time.

Student Behaviour and Discipline

In the case of serious misbehaviour, after consultation with the Principal or Assistant Principal, a child may be sent home. Parental contact must be made before this is to occur. Any additional transport costs will be at the expense of the parent/guardian.

Review and Approval

This policy will be reviewed every four years by the Principal, Education sub-committee and School Council.

