



CAMPS, EXCURSIONS AND INCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 5821 4219

PURPOSE

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

SCOPE

This policy applies to all camps, excursions and incursions organised by Grahamvale Primary School. This policy applies to activities organised by Grahamvale Primary 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 camps, excursions, incursions, and adventure activities which all Victorian government schools are required to follow. Grahamvale Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps, excursions and incursions.

This policy does not apply to student workplace learning or intercampus travel.

DEFINITIONS

Excursions are activities organised by the school where the students are taken out of the school grounds (for example, day excursion, school sports)

Incursions are activities where the students remain on school grounds (ie: visiting performers)

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

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 website under Adventure Activities, at the following link:

[Adventure Activities](#)

POLICY

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

Planning process for camps, excursions and incursion

All camps, excursions and incursions 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, excursion or incursion. Grahamvale Primary School's risk

assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion or camp location. In the event of a Code Red Day being announced, excursion 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.

Grahamvale Primary School is committed to ensuring students with additional needs are provided with an inclusive camps, excursions and incursions 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

Grahamvale Primary School follows the Department's guidelines in relation to supervision of students during camps and excursions.

All camp, excursion and incursion 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, excursions and incursions (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 checks

Grahamvale Primary School requires all parents or carers volunteering at camps and excursion to have a current Working with Children Check Clearance.

All Grahamvale Primary School volunteers must follow the school's volunteer protocols and provide a signed acknowledgement of this to the school office.

Parent/carer consent

Grahamvale Primary School will provide advanced notice to parents/carers of upcoming camps, excursions and incursions, through COMPASS and on occasions, a note home in the student's bag. For excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Grahamvale Primary School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Camps, excursions and incursions provided by Grahamvale Primary 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 are provided through COMPASS with clearly stated payment amounts and finalisations dates, for families to be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps, excursions and incursions 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

Grahamvale Primary 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 and/or the Principal. The Business Manager and/or the Principal 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, excursions and incursions. 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, excursion or incursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp, excursion or incursion, 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 their 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, excursions and incursions, are required to cooperate and display appropriate behaviour to ensure the camp, excursion or incursion 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, camp or incursion 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 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, excursion or incursion.

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, excursions and incursions 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. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

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, Grahamvale Primary 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 staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school office 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](#)
- [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	August 2025
Approved by	Principal
Next scheduled review date	August 2028