



## Cranbourne Secondary College

WHILE WE LIVE WE GROW

### **CAMPS AND EXCURSIONS POLICY**

#### **Statement of Belief:**

Excursions and camps are seen as an integral part of the College curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the school.

An excursion or camp is defined as any activity beyond the school grounds. The Principal is responsible for the conduct of all excursions. Staff planning and Camp or Excursion must undertake planning and approvals process through the Assistant Principal which complies with Departmental policy and requirements.

#### **Guiding Principles**

1. Staff intending to organise an excursions need to complete the appropriate Excursion Request on COMPASS. All sections of the form need to be completed, which include venue details, care and safety arrangements, transport arrangements and parent permission.
2. Approval is required by the Assistant Principal and Business Manager.
3. Any adventure activities must meet Department guidelines and approval is required through the Assistant Principal. This includes completing the online “Notification of School Activity” six weeks prior to the event. These activities also require School Council approval.
4. Once approval is given, the Permission Forms are generated through the General Office and distributed to students by the Teacher in Charge.
5. Permission Forms are returned by students to the General Office who will enter the required information into COMPASS to enable the management of Rolls and Excursion lists.
6. The designated teacher in charge has ultimate responsibility for all students in their care, this Duty of Care cannot be delegated.
7. A portable first aid kit must be carried with the group that is appropriate to the activity.
8. Students should not be denied attendance to any excursion or camp because of disability or medical condition. The College will take reasonable steps to support the inclusion of

students with moderate to severe disabilities in its planning and delivery. Parents may be invited to assist in the delivery of excursions.

9. All School Camps and Adventure Activities are approval by the School Council Camps Committee who meet on an annual basis and additionally if required. They ensure that all Departmental Guidelines are complied with.
10. Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during a camp or excursion. In such circumstances, the parent/carer will be advised.

### **Additional Arrangements for VET, VCAL, Industry and Enterprise Students**

1. Some students, as part of their senior studies, are required to move off-campus for VET courses, Work Placement. These activities are regular weekly commitments for students in the Senior School.
2. Lists of these students are compiled within the school and they are checked in and out through the General Office.
3. Students who attend off-campus VET classes are marked off the roll and onto a bus upon leaving the school grounds. VET providers notify the school of any student absences that occur. These are recorded through the school's attendance procedures.
4. Students from other schools required to attend VET programs at this College are signed in by the classroom teacher and other schools are notified of absence by the VET coordinator.