POLICY: CAMPS & EXCURSIONS

1. STATEMENT OF BELIEF:
Drouin Secondary College encourages and supports student and staff participation in a wide range of academic, social, sporting and cultural co-curricular activities. We believe that such activities are vital in supporting the classroom curriculum and in the provision of a comprehensive education. They facilitate student learning, social development and enjoyment of school.

2. OBJECTIVES:
   2.1 To provide broader learning experiences and promote and understanding by students that learning can occur outside the classroom and school setting.
   2.2 To assist students, through access to affordable activities, to meet the aims and objectives of subject curricular.
   2.3 To ensure that camp/tour programs provide a range of activities which give access to all, taking into account varying skills, interests, prior experiences and financial situations.
   2.3 To complement the school curriculum by broadening the historical, social and cultural horizons of the students.
   2.4 To promote cohesion in the year levels and sub schools.
   2.5 To foster active participation and commitment in a variety of situations.
   2.6 To provide opportunities which foster leadership and organisational skills.
   2.7 To foster co-operation between the school and the community.
   2.8 To promote students' confidence and ability to interact with new people in new situations.
   2.9 To provide opportunities for students to develop self awareness and social skills needed in group situations.
   2.10 To challenge students by offering them the opportunity to confront new experiences and to develop particular interests and talents.

3. OPERATIONAL GUIDELINES:
   3.1 Definition of an 'Excursion'
   Any activity which requires students and/or staff to be away from timetabled classes or which takes staff and students outside the College is defined as an 'Excursion'.

   This definition results in six (6) categories of Excursions:
   1. Subject curriculum excursions
   2. Sporting activities
   3. Extended (overnight) excursions (camps)
   4. Whole/part day activities or excursions
   5. Adventure activities
   6. Unsupervised excursions

   In addition, a number of activities normally associated with the overall life of the College, although excluded from the definition above, still require the organising teacher/s to follow the notification, approval and parent/guardian approval procedures (outlined in 3.2 below):

   a) Social Club camps out of school hours
   b) Theatre visits out of school hours
   c) Individual students competing in representative sporting activities
   d) Small group/class excursions which do not impact on the timetable i.e. debating, public speaking teams out of school hours

This policy was last reviewed by School Council in: 2011
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3.2 Approval Procedures:

The College Excursion Checklist should be followed to ensure all necessary requirements are provided for.

3.2.1. Discuss your plans with the relevant group e.g. Sub School, KLA/ Faculty etc. *For major camps/tours approval must be sought from College Council a term prior to the camp date. Consultation with parents and students regarding the appropriateness and accessibility of the proposed camp/tour program should be sought after the initial approval by College Council.*

PAC approval must also be sought by the organising teacher at least five weeks prior to the excursion date and a term prior for major camps/tours. A proposal for a new camp that has not been run before should be made 12 months in advance with as many details as possible. This allows for an ‘in principle’ approval to be given by Council with the request that final details be submitted as soon as they are known no later than one term in advance. The 12 month requirement may be waived in exceptional circumstances at the discretion of the College Council.

3.2.2. Meet with the Assistant Principal in-charge of excursions to discuss your plans and collect all the relevant paperwork. (Subject curriculum excursions which impact on other classes will be limited to one per unit per semester.) - Any variation to this limit should be discussed with the Assistant Principal in-charge of excursions who, if required, will seek PAC approval.

3.2.3. Complete all paperwork and submit to the Assistant Principal who will seek PAC and College Council approval.

3.2.4. After approval has been granted, teachers may organise the excursion taking note of the following:

a) Finance - Staff must ensure that all excursions run on a cost neutral basis (including such costs as phone calls, photocopying and such administration associated with running an excursion) and consultation must take place with the appropriate Office Staff member regarding budgeting and procedures for the collection of money. *If the trip has a provider cost greater than $25000 three written quotes should be obtained.* Prior arrangements should be in place to cover any of the following - assistance for students in financial need (consult the S.W.C.), less than optimum number attending or other contingencies.

b) Student Numbers - As a general rule, for whole or part day excursions involving a full year level, at least 80% of students in that level should participate. For class based whole/part day excursions, all students in the class would be expected to participate. For extended overnight excursions (camps), it is recommended that at least 67% of the target group should be involved. (The % of students participating will influence the viability of the excursion). Organising teacher/s should check names of students not permitted to attend non-curriculum excursions due to poor behaviour or overdue work. These students will be provided the ability to achieve the necessary learning outcomes via an alternative path.
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All teachers conducting excursions are required to read these regulations and to be fully aware of their special responsibilities on excursions and adventure activities.

Note: Most excursions require notification to the Office of Emergency Management in Melbourne (3 weeks notification required) and ALL excursions require approval by a subcommittee of the PAC, and College Council endorsement.

d) Legal Responsibilities - Teachers, and other approved adults (who have undergone a ‘Police Check’), supervising excursions have a legal responsibility to give full care as would be given by a careful parent. Rolls must be marked regularly throughout the excursion, and at least at the conclusion of each major activity throughout the excursion.

e) Parent/s or Guardian/s Consent - All excursions require a signed consent form. Parent/s or Guardian/s must be given sufficient information about both the nature of the proposed activity and the nature of the risks involved in order for them to make a proper judgement. Without the provision of this information, consent would be deemed not to have been given. The consent form must be completed and signed before any student is permitted to attend an excursion.

f) Medical Information - It is mandatory that each student involved in an overnight excursion or adventure activity has completed a student medical form (these pro-formas are provided to organising teacher/s in the paperwork package provided by the Assistant Principal).

h) Information to be provided to the Assistant Principal in-charge of excursions, Teaching & Office Staff - Lists of students attending the camp/excursion MUST be left with the Office Staff AND placed on the noticeboard in the Staffroom. In the case of overnight camps/tours, the organising teacher must leave copies of the itinerary, contact number/s of camp sites, list of students attending, student medical information and parent consent forms with the Assistant Principal in-charge of excursions and the General Office. Teachers should take the original consent forms etc with them in the event that an accident occurs and contact cannot be made with the College – the College also requires that consent forms be available in the event that the forms are destroyed or lost during the extended camp/tour and proof is needed of parent consent.

This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle