**Rationale & Basic Beliefs:**

All students at Wodonga Senior Secondary College should have access to quality educational experiences external to the classroom. While enhancing students' learning outcomes these experiences should provide them with a sense of challenge and achievement. These experiences should be valued as an essential part of the college's curriculum. They:

- provide additional opportunities for social development,
- provide opportunities to enhance staff - student relationships,
- enable students to apply the skills and knowledge gained in the formal classroom,
- provide opportunities for the college to contribute to the community,
- provide major life experiences which are remembered and treasured,
- foster a greater sense of college community, enhancing students' sense of belonging.

WSSC supports staff to participate in Camps & Excursions as an affirming and positive aspect of pastoral care by staff to students. All staff are encouraged to participate in supervision of Camps and Excursions to enhance Staff/Student relationships whilst exercising a duty of care to students. Staff are encouraged to participate in the Camps & Excursions program both within and outside of their immediate curriculum areas.

The safety of students and staff must be afforded the highest priority in the planning and implementation of activities. Supervising staff need to be suitably trained and prepared for the activities they run - their participation is fundamental to the benefits students gain from camps and excursions.

**Guidelines:**

1. Camps and excursions should be directly linked to specific outcomes specified in the Victorian Curriculum, VCE, VET, and VCAL curriculums. Other camps and excursions may be included if they are in line with College priorities regarding improving student outcomes e.g. impact projects, re-engagement activities
2. Camps and excursions should broaden students' experiences.
3. Parents need ample warning of camps and excursions.
4. The "Local Consultative Committee" should determine the priority for allocating staffing resources. Within constraints set by the LCC the "***Activities Management Committee***" should determine the staffing and timing of camps and excursions.
5. The staffing to attend camps and excursions should be negotiated in consultation with the AP Student Ops and the Daily Organiser. Consideration should be given to "appropriate" staffing of activities. E.g. House Leaders would be encouraged to assist with supervision of house camps, subject teachers to curricula based activities etc. Impact on students through staff absence should be minimised over the school year.
6. Staff who have Leading Teacher/Responsibility positions SHOULD ensure that this does not impact on the duties required of them in those roles.
7. Camps & Excursions are not to be conducted during periods that may impact on students and staff from attending required meetings and Information evenings for students and parents e.g. Parent Teacher nights, Subject Expos etc.
8. For all camps and excursions the DET guidelines on staffing ratios, teacher qualifications and emergency procedures will be adhered to.
9. WSSC's College Council will approve staffing appropriate to excursions and camps requiring approval.
10. WSSC's College Council has delegated responsibility for approving "routine excursions" such as a Sports Final or a VCE trip to Melbourne to the College's Principal Class Officers.
11. Behaviour must not pose a risk to the safety and security of camps or excursions.
12. Camps and excursions should be "self-funding" - this should include some allowance to support the involvement of students known to be suffering from financial disadvantage.
13. In estimating the cost of running a camp or excursion account must be taken of venue booking expenses, transport expenses, accommodation, food, some administration costs (photocopying, etc..), allowance for financially disadvantaged students, any fundraising approved by College Council and (in cases approved by College Council) the cost of replacement teachers.
14. As a general rule "cost-neutral bookings" of buses or similar vehicles should be based on a 75% paying-student occupancy rate of the vehicle (for example 30 students for a 43 seat coach after allowing for staff). Beyond this negotiations with the Business Manager and a PCO must occur. When the College Car is used for transport of students the cost of use must be negotiated with the Business manager and covered by the students transported in it.
15. In the event that a camp or excursion is "oversubscribed" a selection process based on the order in which students have paid their deposits will be used to determine participants. The College also retains the right to exclude students whose behaviour is of concern.
16. Any surplus from a camp or excursion will be directed to making up losses incurred by other camps and excursions.
17. Parent notices relating to camps and excursions will carry a signed statement indicating who has given approval for the activity - College Council, Principal, Assistant Principal: Curriculum etc.
18. Where appropriate Time In Lieu must be factored into the planning and costing. For international trips the either: 1. TIL must be factored into the costing, or 2. during planning, prior to approval, an agreement is reached between the College and the organisers that no TIL will be incurred.

**Incursions (learning with an external provider)**

18. All incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the

teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.

19. 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 incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
20. All families will be given sufficient time to make payments for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalization dates. Student payments not finalized prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
21. A designated "Teacher in Charge" will coordinate each incursion.
22. Students not attending the incursion will be provided with suitable alternative activities.
23. Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school incursions. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal or Director of Wellbeing in consultation with the organizing teacher. Both the parent and student will be informed of this decision prior to the incursion.

**DUTY OF CARE for Incursions**

24. Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
25. Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
26. Be aware that incursions require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.

**Implementation:**

1. Summary of the process involved in applying to conduct a camp or a major excursion:
    a. Research / consultations - Camps Coordinator, staff, students, parents & hosts
    b. Application to Assistant Principal Curriculum - reflection on DET guidelines
    c. Consideration by Curriculum Committee and/or College Council - "approved in principle" listing on Planning Calendar
    d. Detailed documentation and planning provided to Assistant Principal Student Ops
    e. Consideration by Activities Management Group - staff allocation and timing
    f. College Council consideration - at least two meetings before the activity
    g. If approved - listing on the college's Planning Calendar & DET (Emergency Management Unit) notification via DISPLAN
    h. Finalisation of budget & setting up of cash register receipting of deposits (Business Manager)
    i. Notice to parents - consent and 30% deposit obtained
    j. Confirmation of bookings & arrangements
    k. At least one week prior to a major activity and two days before other activities payment must be made in full - unless otherwise arranged with the Business Manager.
    l. Final list of people involved and duplicate consent forms left in the Main Office
    m. Pre-activity meeting of staff involved in the activity
    n. The responsible Principal Class Officer is to issue an "Assignment of Duties" statement to each member of staff involved (for all overnight camps and tours)
    o. Conduct of the activity
    p. Post activity debriefing and celebration - displays, reunions, letters of appreciation, etc.

2. Early in Term 4 the House Leaders will consult with staff, students and parents to formulate a proposed program of major camps and excursions for the upcoming college year. The outline of that program will be submitted to the ***Activities Management Committee*** and College Council for consideration before bookings are made.
3. Once approved in principle by College Council the proposed camp or major excursion will be listed on the college's "Calendar" and be afforded top priority for the dates listed.
4. For all camps - and where "adventure activities" are incorporated into excursions - staff planning activities will provide appropriate documentation to the Assistant Principal Student Ops for consideration on behalf of College Council at least two meetings prior to the date the activity is to commence. If this is not done the activity will be cancelled or postponed.
5. For excursions or activities which do not require College Council approval the necessary documentation will be provided to a meeting of the ***Activities Management Committee*** at least one week before the activity is to take place - if this is not done the activity will not be approved.
6. Incoming year 9 students will be provided with documentation of any Term 1 orientation camps during the Orientation Program.
7. At the start of the College year all students will be provided with documentation of major college camps to be run during the year.
8. Students who are deemed by staff to constitute an "unacceptable risk" to the safety, security or effectiveness of planned camps or excursions will be prevented from participating in them.
9. The teacher-in-charge of a camp or excursion may return to home or to College any student whose behaviour threatens the order, safety, security or effectiveness of a camp or excursion. The teacher-in-charge will first contact the parent and College to inform them of the situation and make arrangements for the safe transport home of the student. The parent will be responsible for any expenses incurred.
10. For major camps and excursions a 30% deposit will be required at least six weeks prior to the date for the activity. If a trip is cancelled for reasons

beyond the control of the College, students' deposits will be refunded by cheque to parents. Deposits will also be refunded in cases of pressing necessity. The deposit **WILL NOT** be refunded if a student withdraws **after the deadline for lodging deposits** - causing the College to incur a debt for the activity.

**Reference Documents**

- College Calendar
- Safety In Adventure Activities
- WSSC Camps and Excursions Planning Guidelines (issued to all staff)
- DEECD Schools Policy and Advisory Reference Guide

APENDIX A - Pupil/Teacher Ratios

APENDIX B - Excursions Requiring School Council Approval Form