

Camps & Excursions Policy

RATIONALE

Emmanuel College recognises the importance of school camps and excursions to enhance the learning experience and holistic development of students. Camps and excursions are integral to the educational program in supporting curriculum delivery and providing students with valuable social and emotional opportunities often not available in the classroom.

SCOPE

This policy applies to all camps and excursions organised by the College for students and covers both local and overseas activities.

DEFINITION

Camps: and retreats are activities involving at least one night's accommodation.

Excursions: activities organised for students outside of the school grounds.

Adventure activities: involve greater than normal risk and come with additional mandatory guidelines.

Overseas trips: an educational trip organised for students outside Australia.

POLICY STATEMENT

The College acknowledges its legal responsibility under the [Education and Training Reform Act 2006](#) to plan and safely undertake camps and excursions, including adventure activities and overseas trips. All camps and excursions must be diligently planned, supervised, and conducted, and take into account the educational purpose and contribution to the curriculum, and any identified risks and appropriate risk minimisation strategies.

GUIDING PRINCIPLES

1. The Department of Education (DET) school operations guidelines for [Excursions](#) and the Catholic Education Commission of Victoria (CECV) guidelines for [Outdoor Activities](#) will be used as resources to assist the College with planning camps and excursions and meeting its duty of care to students.
2. The DET guidelines will also be used for [Adventure Activities](#), which require additional approval and risk management procedures.
3. All overseas trips must be planned and approved according to the Mercy Education Limited (MEL) Overseas Tour Approval Policy.
4. Camps and excursions must comply with the [Child Safe Standards](#) and be delivered as an inclusive experience for all students, including those with additional needs or a disability.
5. Risk assessment procedures must be implemented for all camps and excursions, including identifying measures to reduce reasonably foreseeable risks to students whenever possible. The type of activity will determine the type of risk assessment required.
6. External providers may be engaged to deliver specific activities or a whole program, however this does not discharge the duty of care responsibility of students for staff.
7. The cost of camps and excursions are included in the College Global Fee, except for extra-curricular activities, such as the Red Earth immersion and overseas trips.
8. Students who do not attend a camp or excursion will not be eligible for a refund, as per the [Fee Policy](#).

IMPLEMENTATION GUIDELINES

Planning for camps and excursions must be done well in advance and involve consultation with all relevant stakeholders, including students, parents/guardians, staff, external providers, and relevant authorities where required.

The purpose, objectives, and expected outcomes of each camp and excursion must be clearly defined, and all necessary permissions and approvals obtained.

Students must be adequately prepared for a camp or excursion, including being provided with relevant information about the destination, activities planned, and any health and safety issues.

All camps and excursions must be entered into [EMS360](#) and authorised by an approvals committee comprised of the Principal, College Organiser, and members of the College Management Team.

Risk management

A risk assessment must be conducted using [EMS360](#) prior to each camp and excursion, and appropriate risk management strategies put in place. The risk assessment will capture all details, including the location and venue, activities to be undertaken, child safety measures, means of transport, medical and emergency management, and weather conditions.

[Adventure Activities](#) involve a greater level of risk and will require additional risk management procedures. Examples of adventure activities include skiing, surfing, camping, and rock climbing.

A complete check of [Venues](#) and [External Providers](#) must also be undertaken to ensure they comply with [Child Safety Standards](#) and have public liability insurance, emergency and risk management plans, and suitably qualified staff, facilities, and equipment. The College must not agree to a [Waiver and Indemnity of Liability](#) where the venue or external provider seeks to absolve itself and its personnel from liability for negligence.

[Transportation](#) arrangements must be safe and appropriate, and comply with relevant regulations and guidelines, including ensuring that vehicles are properly maintained, drivers are licenced and trained, and seat belts are available and used, and emergency procedures are in place in case of an accident or breakdown.

An emergency management plan forms part of the risk assessment and must have clearly written emergency response procedures. In the event of an emergency, the Principal or a member of the College Management Team should be immediately notified, and for significant incidents the DOBCEL Critical Incident Management Plan Response Guides will be used.

If a camp or excursion is conducted in a remote location with limited access to technology and emergency services, a documented communication plan must also be developed and incorporated into the risk assessment.

Camps and excursions can be entered into the Student Activity Locator (SAL) found within the Data Management tab on CEVN as a central record for offsite activities. An Offsite Activity Planning Checklist can also be downloaded from CEVN to assist with the risk assessment process.

Consent

Written or electronic consent via [Operoo](#) must be obtained from parents/guardians for camps and excursions, and the notification must contain sufficient information about the activity to enable them to make an informed decision. A student is not permitted to attend a camp or excursion if consent is not provided.

During the consent process parents/guardians are required to confirm that all medical information and data in the Operoo student profile is up-to-date, and to also acknowledge that students may be sent home from an activity for serious misbehaviour and any costs related to this will be their responsibility.

The enrolment application process obtains consent from parents/guardians for activities organised by subject teachers within the city boundary during school hours. These are considered as local excursions and do not require further consent before the activity is undertaken.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive, and educational experience for all involved.

Any steps taken for breaches of student behaviour expectations will be consistent with the Student Behavioural Procedures.

First Aid

Staff must ensure that students with medical conditions or special needs are properly cared for during camps and excursions. This includes having appropriate medication and equipment on hand and ensuring that staff are trained in administering medication and responding to emergencies. Any first aid incidents and outcomes must be documented in EMS360.

Supervision

Adequate supervision must be in place for camps and excursions, with specific roles and responsibilities clarified and understood by all staff. The roles and responsibilities must be in line with the staff member's classification and comply with the Child Safe Standards.

Supervisors that are not registered teachers with the Victorian Institute of Teaching (VIT) must have a Working with Children Check (WWCC) and volunteers must participate in an induction and screening process conducted by the HR Director. The arrangements should also ensure that no supervisor is placed in a position where there is potential for allegations of improper conduct to be made.

The ratio of staff to students should be appropriate to the activities undertaken, and age, maturity, special needs, and anticipated behaviour of students. The minimum requirements for staff to student ratios for camps and excursions will be determined according to the [DET Supervision](#) guidelines.

POLICY REVIEW

This policy will be reviewed every three years or as required, and feedback will be sought from the College community during this process.

RELATED DOCUMENTS/LINKS

[Department of Education and Training \(DET\) Excursions school operations guidelines](#)

[DET Adventure Activities guidelines](#)

[DET Supervision guidelines](#)

[Catholic Education Commission of Victoria \(CECV\) guidelines for Outdoor Activities](#)

CECV Offsite Activity Planning Checklist

DOBCEL Critical Incident Management Plan Response Guides

Emergency Management Procedures

Mercy Education Limited (MEL) Overseas Tour Approval Policy

[Child Safe Standards](#)

SunSmart Policy

Duty of Care Policy

Behaviour Management Policy and Student Behaviour Procedures

Fee Policy

REVIEW HISTORY

Version	Date released	Next review	Author	Approved
1.0	May 2023	May 2026	Principal's Assistant	College Leadership Team