HEALESVILLE
HIGH SCHOOL

CAMPS AND EXCURSIONS

Help for non-English speakers

If you need help to understand the information in this policy, please contact Healesville High School on (03) 5962 4088 or via email at healesville.hs@education.vic.gov.au.

PURPOSE

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

SCOPE

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

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

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;

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

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 Policy and Advisory Library, at the following link:

https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities

POLICY

Camps and excursions 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 and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: Excursions.

Planning process for camps and excursions

All camps and excursions 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 or excursion. Healesville High School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Healesville High School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions 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

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

All excursion 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 and excursions (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 and external provider checks

Healesville High School requires all parent/carer volunteers attending camps or excursions, and all external providers working directly with students, to comply with the school's Volunteers Policy and Child Safety and Wellbeing requirements.

Where required, volunteers and external providers must hold a current Working with Children Check (WWCC) Clearance and provide evidence of this to the school prior to attending the activity.

The school may also undertake additional suitability checks where appropriate, including verifying qualifications, references, proof of identity and relevant experience working with children.

All volunteers and external providers are expected to comply with:

- the Child Safety and Wellbeing Policy
- the Child Safety Code of Conduct
- the Volunteers Policy
- all directions provided by school staff during camps and excursions.

The principal or delegated staff member retains discretion regarding the suitability and approval of volunteers and external providers participating in school activities.

Parent/carer consent

For all camps and excursions, other than local excursions, Healesville High School will provide parents/carers with a specific consent form outlining the details of the proposed activity.

Healesville High School uses Compass to communicate information about camps and excursions and to seek parent/carer consent and medical information. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have regarding a proposed camp or excursion.

For local excursions, Healesville High School provides parents/carers with an annual Local Excursions Consent Form at the start of each school year or upon enrolment if a student enrols during the year.

The school will also provide advance notice of upcoming local excursions through Compass or other school communication methods where appropriate.

For recurring local excursions or activities, such as regular sporting or curriculum-based activities conducted within the local community, parents/carers will generally be notified once prior to the commencement of the recurring activity.

Parent Payments for camps and excursions

Most camps and excursions provided by Healesville High 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 will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

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

Healesville High 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 leadership. The leadership in the school 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 and excursions. 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 or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, 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 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 and excursions are expected to cooperate with staff directions and display behaviour that reflects the school values of Community, Opportunity, Respect and Endeavour. Students are required to behave in a manner that ensures camps and excursions remain safe, inclusive and positive learning experiences for all participants.

Parents/carers will be notified if their child is at risk of losing the privilege to participate in a camp or excursion due to behaviour that does not meet the expectations outlined in the school's:

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Child Safety and Wellbeing Policy
- Statement of Values and School Philosophy.

The decision to exclude a student from a camp or excursion will be made by the principal or assistant principal in consultation with the organising teacher and relevant wellbeing or year level staff where appropriate. Parents/carers and students will be informed of this decision prior to the activity wherever possible.

If, during a camp or excursion, the teacher in charge determines that a student's behaviour places the safety, wellbeing or learning of themselves or others at risk, the principal or delegated staff member may determine that the student should return home. In these circumstances, parents/carers will be responsible for collecting the student or arranging appropriate transport, including any associated costs.

Healesville High School acknowledges that some students may require additional behavioural, wellbeing or disability-related supports to successfully participate in camps and excursions. Where appropriate, the school will work collaboratively with students, families and support staff to implement reasonable adjustments and support strategies that enable safe and inclusive participation.

Disciplinary measures that apply during camps and excursions are consistent with the school's Student Wellbeing and Engagement Policy, Bullying Prevention Policy and other relevant school policies.

Electronic Devices

Students may bring personal electronic devices, including mobile phones, on camps and excursions unless otherwise directed by the Teacher in Charge. The use of electronic devices will only be permitted at times determined by supervising staff. Students are responsible for the care and security of any personal electronic devices brought to camps or excursions. Healesville High School accepts no responsibility for loss, theft or damage to personal devices.

Food

Students may bring personal food items or snacks to camps and excursions unless otherwise advised by the school or organising staff. Any food brought by students must comply with school expectations regarding student safety, anaphylaxis management and the wellbeing of others. Students must not share food items with other students.

Where students are required to bring specific food items, or where restrictions apply due to medical, allergy or camp-specific requirements, this information will be communicated to parents/carers prior to the activity.

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, Healesville High 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 way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department polices 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2026
Consultation	School Council August 2026
Approved by	Principal
Next scheduled review date	May 2030