



Camps and Excursions Policy

2025



CAMPS AND EXCURSIONS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Virtual School Victoria.

PURPOSE

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

SCOPE

This policy applies to all camps and excursions organised by Virtual School Victoria. This policy also applies to adventure activities organised by Virtual School Victoria, 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. Virtual School Victoria 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.

Context

Virtual School Victoria (VSV) is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school, parents, carers and enrolling schools to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students. We bring trauma informed practice to our work, striving to recognise and mitigate the impacts of trauma on our students and families through our focus on child safety.

DEFINITIONS

Low Risk Camps: are excursions involving at least one night's accommodation and do not involve 'Adventure Activities'.

High Risk Camps: are excursions involving at least one night's accommodation and involve 'Adventure Activities', regardless of whether or not they occur outside the school grounds.

Low Risk Excursions: are excursions where students are taken out of the school grounds and do not involve 'Adventure Activities'.

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

High Risk Excursions: are excursions where students are taken out of the school grounds and do involve 'Adventure Activities', regardless of whether or not they occur outside the school grounds

Adventure activities are activities that involve a greater than normal risk.

Abseiling	Challenge ropes courses	Rock Climbing	Snow Activities
Artificial climbing & abseiling walls	Cycling (inc. Bicycle Ed.)	Sailing	Surfing and Stand up paddle boarding
Bushwalking	Horse Riding	Scuba Diving	Swimming and water based activities
Camping	Orienteering	Sea Kayaking	Water skiing
Canoeing/Kayaking	Rafting	Snorkelling	Windsurfing

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>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

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 and within our online courses.

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. Virtual School Victoria'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 effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Virtual School Victoria 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' safe attendance and participation in camp and excursion activities.

Virtual School Victoria is committed to ensuring its policies, practices and activities relating to camps and excursions are inclusive and do not have the effect of treating any student adversely because of any individual characteristics for instance age, sexuality, gender, race, culture, disability etc. Virtual School Victoria is committed to taking positive action to eliminate discrimination or harassment of students.

E-Learning Module

Staff in charge of running camp and/or water-based excursions must complete the Excursions e-learning module on Edupay. Staff are encouraged to update annually.

Supervision

Virtual School Victoria 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, safety 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 teacher-in-charge (TIC) will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the additional needs of particular students.

Volunteer and external provider checks

Virtual School Victoria may require all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check (WWCC).

Parent/carer consent

For all camps and excursions, Virtual School Victoria will provide parents/carers with a specific consent form outlining the details of the proposed activity. Virtual School Victoria uses email to inform parents/carers about camps and excursions and to seek their consent, asking parents/carers to complete and submit a confirmation that they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

Cost of camps and excursions, refunds and support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

Virtual School Victoria 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 a member of Principal Class or the Business Manager. They 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 who are eligible. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

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 physical and mental 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 unwell 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 required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, inclusive, positive and educational experience for all students involved. Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does

not meet the standards of behaviour set out in VSV's *Student Wellbeing, Inclusion and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the teacher-in-charge (TIC). Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the teacher-in-charge (TIC) considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Virtual School Victoria will make necessary allowances for any behaviours associated with any student's disability in accordance with relevant disability discrimination laws.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing, Inclusion and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

Electronic Devices

Students will be permitted to bring electronic devices (such as iPads, headphones, mobile phones) but these may only be used during times set by the teacher-in-charge (TIC). Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the teacher-in-charge (TIC), or included as an item on the clothing and equipment list for that camp or excursion.

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, Virtual School Victoria 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.

Insurance

All overnight camps will include the cost of an insurance policy per student. The policy will cover a range of unforeseen events.

Student Incident Report

All staff completing excursion/camp proposals will be familiar with the steps and specific procedures for dealing with a student incident and escalation process in accordance with the Incident Response Plan.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- A copy available from school administration upon request
- On the Virtual School Victoria website

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- <https://www2.education.vic.gov.au/pal/excursions/guidanceCamps, Sports and Excursions Fund>

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
- Inclusion and Diversity Policy
- Parent Payment Policy
- Student Code of Conduct
- Bullying Prevention Policy
- Medication Policy
- First Aid Policy
- Anaphylaxis Management Policy

CAMP AND EXCURSION APPROVAL PROCESS AND CHECKLIST

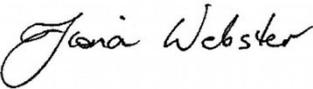
Teachers will need to follow the approval process as outlined on VERA. Staff will be familiar with the Department Camps and Excursions Checklist. Please see the link for the [checklist](#).

This checklist addresses the Department's requirements for conducting day and overnight excursions. This is not a comprehensive list as each excursion is unique; rather this document is intended to assist schools in meeting the key requirements for conducting an excursion.

This checklist does not cover the additional requirements for Overseas Excursions (please see the [Excursions Guidance: Overseas Travel](#) for additional requirements).

This does not replace the [Excursions Policy](#) and [Guidelines](#) on the Policy and Advisory Library or risk management processes. Further direction can be found in professional learning module: Camps and excursion in VSV Online.

Policy review and approval

Created date	April 2022
Reviewed date	June 2025
Consultation	School Community –
Endorsed by	Fiona Webster Executive Principal Signature: 
Endorsed on	Date: 03/07/2025
Next review date	June 2028



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