



**CAULFIELD PRIMARY**  
コーフィールド小学校

**CAULFIELD PRIMARY SCHOOL**  
**EXCURSIONS**  
**(Including camps and adventure activities)**  
**POLICY NO. 2.5**

### **Rationale**

This policy sets out requirements for schools to plan for and safely undertake excursions, including camps and adventure activities.

### **Aim**

- All excursions must be planned in accordance with the requirements outlined in this policy.
- It is also mandatory for schools to follow the requirements set out in the Excursion Guidelines, on the Guidance tab.
- Further specific activity guidelines have been developed for adventure activities. These specific activity guidelines are also mandatory for schools to follow and require additional approval and risk management procedures. Refer to <https://www2.education.vic.gov.au/pal/excursions/guidance>

### **Details**

Excursions are an important part of the learning experiences of all students from Foundation to Year 12. Excursions can support quality curriculum delivery and can provide important social and emotional development opportunities for students that is often not available in the classroom. These might include teamwork, resilience, and confidence-building through challenge, problem-solving, connecting with nature, creative and imaginative play and coordination and strength.

While the degree of planning involved will depend on the nature and likelihood of the risks involved, the conduct of any excursion or activity must take into account the following:

- the educational purpose of the excursion and its contribution to the curriculum or other educational value
- Department approval requirements for excursions and staff travel
- suitability of the venue and/or environment for the excursion
- informed consent from parents or carers
- adequate student and staff medical information
- adequate student preparation and clear behaviour expectations

- the importance of providing an inclusive excursion experience for all students, including students with disabilities and additional needs.
- how school staff will meet their responsibilities under the Child Safe Standards
- requirements for any adventure activities
- assessment of excursion risks and appropriate risk minimisation strategies
- maintenance of excursion records, including clear documentation of the planning process, in accordance with the Department’s policy on management of school records — refer to Records Management — School Records

Staff must enter the excursion details into the Student Activity Locator (login required) at least 3 weeks prior to the excursion date.

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps and excursions. Schools must advise eligible parents of this funding.

When planning and conducting excursions, schools must follow the mandatory Excursion Guidelines, on the Guidance tab.

## **Definitions**

### **Excursions**

Excursions are activities organised by the school where the students:

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

### **Camps**

Camps are excursions involving at least 1 night's accommodation (including school sleepovers on school grounds). Caulfield Primary School camps are camps that are undertaken at accredited residential camp sites or camping under shelters such as tents. Camping as an adventure activity has its own specific guidelines.

**Local excursions** are excursions to locations within walking distance of the school and do not involve adventure activities.

## Related Policies

- CPS Duty of Care Policy No.1.19
- CPS First Aid (including arrangements for ill students) Policy No.1.18
- Parent Payments (refer to whole of Department of Education policy)
- PROTECT website
- Risk Management — Schools
- CPS Volunteers Policy No. 5.4.

## Relevant legislation

- Children, Youth and Families Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Electronic Transactions Act 2000 (Vic)
- Family Law Act 1975 (Cth)

## Review Cycle

This policy was last updated in June 2021 and is scheduled for review in June 2024, as part of Caulfield Primary School's review cycle.

<b>Date of approval:</b> June 2021	<b>Date of review:</b> June 2024
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