

EXCURSIONS POLICY



PURPOSE

To explain to our school community the processes and procedures Frankston Heights Primary School uses when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Frankston Heights Primary School. It also applies to adventure activities organised by Frankston Heights Primary School, regardless of whether or not they take place on or off school grounds.

This policy should be read in conjunction with the Department of Education's Excursions Policy, including the mandatory Excursion Guidelines, which the school follows when planning and conducting all camps, excursions and adventure activities.

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.

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 (including student/teacher ratio, equipment, qualification and supervision requirements) and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

[Excursions - including camps and adventure activities](#)

POLICY

Camps, excursions and adventure activities are an important part of the school's educational program. They provide opportunities for students to extend their learning, develop independence, build social skills and access experiences, environments and expertise beyond the classroom.

Frankston Heights Primary School is committed to ensuring all camps and excursions are carefully planned, appropriately supervised and conducted safely in accordance with Department of Education [Excursions Policy](#).

Planning

All camps, excursions and adventure activities will be planned in accordance with the Department's Excursions Policy and mandatory Excursion Guidelines, [Excursions Policy Guidance tab](#).

Planning will include:

- educational purpose
- appropriate staffing and supervision arrangements
- comprehensive risk assessment and risk management
- consideration of student medical, wellbeing and accessibility needs
- emergency management procedures
- transport arrangements
- contingency planning, including cancellation or modification where required.

Risk assessments will consider hazards relevant to the activity, including environmental conditions, weather, bushfire and other natural hazards.

Where the Bureau of Meteorology forecasts a Catastrophic Fire Danger Rating for the excursion or camp location, the activity will be cancelled or rescheduled in accordance with Department requirements.

All camps and excursions must be entered into the [Student Activity Locator](#) by the organising teacher at least five business days prior to the event.

Frankston Heights Primary School is committed to providing inclusive camps and excursions. Where required, the school will work collaboratively with families to make reasonable adjustments that support the participation of students with additional needs.

Where a camp or excursion is organised for a particular year level or class, an appropriate alternative educational program and supervision will be provided for students who do not attend.

Supervision

Frankston Heights Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

School staff retain overall responsibility for the supervision, safety and wellbeing of students throughout all camps, excursions and adventure activities, including where external providers facilitate activities.

All staff and volunteers participating in camps and excursions will be briefed on supervision responsibilities, emergency procedures and any activity-specific safety requirements before the activity commences.

Parent/Carer Volunteers and External Providers

Parents and carers may be invited to assist with camps and excursions. Any associated costs will be communicated in advance.

Parent/carers volunteers must:

- hold a current Working with Children Check (WWCC)
- complete the school's Volunteer Induction prior to attending
- comply with the school's Child Safety and Wellbeing requirements

- follow the directions of school staff at all times.

Further information is available in the school's Child Safety Policy and Volunteers Policy.

The organising teacher will determine volunteer participation based on the needs of the activity, including student support requirements and any relevant skills or experience offered by volunteers.

External providers engaged by the school must:

- hold all required registrations, licences and qualifications
- maintain appropriate insurance
- comply with Department requirements
- enter into an agreement with the school that includes child safety obligations.

Parent/Carer Consent

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

Consent information will include:

- activity details
- supervision arrangements
- transport information
- costs
- medical and emergency information
- consent requirements.

Frankston Heights Primary School uses Sentral to communicate camp and excursion information and obtain parent/carers consent. 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.

For local excursions, Frankston Heights Primary School provides parents and carers with a Local Excursions consent form upon enrolment. Frankston Heights Primary School will provide advance notice to parents/carers of an upcoming local excursion on Sentral. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), the school will notify parents once only prior to the commencement of the recurring event.

Parent Payments for Camps and Excursions

Camps and excursions provided by Frankston Heights Primary School enhance and broaden the schooling experience of our students. These activities operate on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will state payment amounts and finalisation dates, and families will be given sufficient time to make payments.

Office staff are responsible for monitoring parent consent and payments and providing organising teachers with detailed records on a regular basis.

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.

Financial Help for Families

Frankston Heights Primary School makes all efforts to ensure that students are not excluded for financial reasons.

Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager/Principal.

Eligible families may access assistance through the Department's [Camps, Sports and Excursions Fund](#). 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.

Refunds

Refund requests will be considered on a case-by-case basis where:

- a camp or excursion is cancelled or significantly altered by the school, or
- a student is unable to attend all or part of the activity.

Refunds are subject to the school's ability to recover costs from third-party providers. Where payments have already been committed and are non-refundable, the school may be unable to provide a refund.

Student Health

Parents/carers must ensure the school has current medical information before a student attends a camp or excursion.

School staff will administer medication in accordance with the school's Medication Policy and the student's completed Medication Authority Form.

A suitably equipped first aid kit and reliable means of communication will accompany 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 arrangements remain the responsibility of the parent/carer.

Behaviour Expectations

Students are expected to demonstrate respectful, safe and responsible behaviour throughout all camps and excursions.

Students are expected to meet the behavioural expectations outlined in the schools:

- Behaviour Management Policy and Procedures
- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy.

Students attending overnight camps are required to sign a Camp Behaviour Agreement agreeing to abide by the camp rules.

Where a student's behaviour does not meet the standards of behaviour set out in the above policies and places their own safety, the safety of others or the success of the activity at risk, the

Principal or Assistant Principal, in consultation with the organising teacher, will determine if the student is unable to attend or required to return home.

Parents/carers will be informed of this decision as soon as practicable. In these circumstances the parent/carer is responsible for the collection of the student and any associated costs.

Electronic Devices

Students are not permitted to bring electronic devices on camps or excursions unless approved by the Principal.

Where approval is granted, conditions may be placed on the device's location and use during the camp or excursion.

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 organising teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Student Accident and Ambulance Cover

The Department of Education and Frankston Heights Primary School do not provide personal accident or ambulance insurance for students.

Parents/carers are responsible for any medical or ambulance costs unless the Department is liable in negligence (liability is not automatic).

Families are encouraged to consider whether they require private student accident insurance and ambulance cover.

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent camp information sessions
- Staff induction processes and staff training.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies 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
- Behaviour Management Policy and Procedures
- Bullying Prevention Policy
- Volunteers Policy
- First Aid
- Parent Payments Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2029