

Camps and Excursions Policy

Kananook Primary School



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9786 6066.

Purpose

To explain to our school community the processes and procedures Kananook Primary 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 Kananook Primary School (KPS). This policy also applies to adventure activities organised by KPS, 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. KPS 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

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 and examples of adventure activities are available on the [Department's Policy and Advisory Library](#).

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.

Kananook Primary School's camping program enables students to further their learning and social skills development in a non-school setting. The camps may have a cultural, environmental or outdoor emphasis and are viewed as a valuable part of a student's educational program. Camps are a means of using different resources to enhance and enrich student learning.

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. Kananook Primary 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.

Kananook Primary 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

Kananook Primary 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

Kananook Primary School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Clearance.

Parent / carer consent

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

to inform parents about camps and excursions and to seek their 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, Kananook Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year via Xuno. Whenever possible, Kananook Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Xuno and/or Seesaw. For local excursions that occur on a recurring basis (for example weekly outings for preps attending beach/bush school), Kananook Primary School will notify parents once only prior to the commencement of the recurring event.

Parent payments for camps and excursions

Most camps and excursions provided by Kananook Primary 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

Kananook Primary 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 the Principal / Business Manager / Office Manager prior to the excursion approval due date.

The Business Manager / Office Manager 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, parents may make a request for a refund by emailing the school at Kananook.ps@education.vic.gov.au. Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the department's [Parent Payment](#) policy and guidance, Financial Help for Families policy and any other relevant information.

Generally, Kananook Primary School 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.

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 required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, 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 the school's [Student Wellbeing 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 Organising Teacher. 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 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.

Disciplinary measures apply to students on camps and excursions consistent with our school's [Student Wellbeing and Engagement Policy](#), Student Code of Conduct and [Bullying Prevention Policy](#).

Electronic devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student and may place conditions on its 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.

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, Kananook Primary 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.

Procedures for Staff

These procedures are intended to provide local level guidance to school staff and should be read in conjunction with the Department of Education's [Excursions Policy](#) and [Resources](#) available on the Policy and Advisory Library.

Approvals

All excursions and activities must be approved by the Principal.

Where it is proposed to charge families, School Council must approve the cost prior to the excursion or activity taking place.

The Organising Teacher is responsible for completing an excursions and activities approval form (appendix a) and providing it to the Office a term in advance of the event taking place. This will ensure sufficient time to enable Principal and School Council approval.

The Organising Teacher will be notified as soon as possible once an outcome is determined.

Overnight or Adventure Activities (including water-based activities)

Excursions that include an overnight component or, adventure activities (including water-based activities) require a completed [Excursions – principal approval form \(DOCX\)](#) to be submitted to the Principal as well.

Parent / Carer Consent – Xuno Forms

The Organising Teacher is required to draft a consent form on Xuno and it is recommended that this is done at the same time as seeking approval to streamline the process.

To do this, log into Xuno then hover over 'School' and click on 'Events & Fees'. Once on the My Events / Fees page click on the 'Add Event / Fee' button.

Please be mindful that Schools must not indicate that contributions for camps and excursions are compulsory or that a user pays camp or excursion is compulsory for students to attend. Below are examples of suggested communication text from the [Requesting Parent Payments for Camps and Excursions document](#).

<p>Inviting parents to pay for activities provided on a user-pays basis</p> <ul style="list-style-type: none"> • We provide an opportunity for all students to attend this camp/excursion. Students will experience [adapt as relevant] the outdoor environment and build resilience, incorporating key learning opportunities related to the [subject] curriculum. • This opportunity costs \$xx. • [If relevant] – We have subsidised this experience so that it is affordable for families, with additional support options available based on need. Please contact [staff member] for more information regarding this support. 	<p>Requesting contributions for activities required to meet Curriculum outcomes</p> <ul style="list-style-type: none"> • This excursion is a required element of the school's Curriculum. All students are expected to attend. • We invite you to support our school by making a Curriculum Contribution, so that we can continue to provide these opportunities for all students.
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The following are timelines for the parent approval, form and payment due dates:

- Excursions – 1 weeks prior
- Camps – 3 weeks prior
- Incursions – 3 days prior

Once the form is completed in Xuno save it as a draft. If you need assistance, please contact the Office.

Once approval is provided, the Office will publish the consent form.

Medical Information, Medication and First Aid Supplies

A First Aid Officer will print medical information for all students attending the excursion and include it as part of the first aid kit along with any medication that may be required.

Whilst the Office will notify the First Aid Officer's upon an excursion's approval, the Teacher-in-Charge still needs to send a remind through two days prior to ensure all requirements are prepared and ready on the day.

The Teacher-in Charge of the excursion needs to organise for the first aid bag to be collected from the Office on day of the excursion and upon returning, inform a First Aid Officer of any items used that need restocking.

Transport

KPS has a small school bus which may be utilised for local excursions. However, it only has 21 seats and requires either the Principal or Assistant Principal to drive. A request to use the school bus may be included as part of the approval form.

If the school bus is not suitable then a quote from an external provider will need to be sought.

On the Day

On the day of the excursion, the Organising Teacher will need to ensure that they provide the excursion details form (attachment b) to the Office and collect first aid kits, medication, and high visibility vests (if required) prior to leaving.

On return, the Organising Teacher will ensure that the Office is notified and that all supplies collected from first aid is returned.

Communication

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

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 Policy and can be located on the school's [website](#):

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Administration of Medication Policy
- Child Safety Standards Document and related policies

Important resources to be used when planning camps and excursions can be found in the [Excursions Resources](#) section in the Department’s Policy and Advisory Library.

Policy Review and Approval

Policy last reviewed	March 2026
Consultation	Staff – 27 February 2026 School Council – 11 March 2026
Approved by	Michael Block, Principal
Next scheduled review date	March 2029

Attachment A



KANANOOK PRIMARY SCHOOL 5418

Excursion Approval Form

Please note that excursions that include an overnight component or adventure activities (including water-based activities) require a completed [Excursions – principal approval form \(DOCX\)](#) instead.

Excursion Information

Excursion: _____ Date / Time: _____

Organising Teacher: _____ Teacher in Charge: _____

Students / Classes: _____ Number of Students: _____

Names of Staff Attending: _____

Names of Parents Attending: _____

Educational Purpose

Transport Arrangements

Please circle proposed transport: Walking / School Bus / Hire Bus

Approx. distance between school and destination: _____

Number of buses: _____ Number of students: _____ Number of Adults: _____

Costings

Item	Details	Cost (ex. GST)	Cost per student
Provider			
Transport			
Venue			
Requisites			
Xuno Fees			
Other			
Total		\$	\$

22 Wells Road, Seaford 3198 Phone: 03 9786 6066

School Email: kananook.ps@education.vic.gov.au Website: www.kps.vic.edu.au

Parent / Carer Consent Form

Has the parent / carer consent form been drafted on Xuno: Yes / No

Acknowledgement by Teacher-in-Charge

I, _____ acknowledge that all required documentation included in the Department's Excursions Policy has/will be completed prior to the program starting.

Teacher-in-Charge: _____ Date: _____

This form is to be submitted to the Office who will organise the necessary approvals.

Approvals

If school bus is required, who will be driving: Michael / Stuart

Excursion approval: _____ Date: _____

Principal

Family charge approval: _____ Date: _____

School Council

Once approved, the Office will notify the Teacher-in-Charge, establish the charge and publish the Xuno Event Form.

For Office Use Only

Completing staff member to initial and date below when completed.

Teacher-in-charge advised: _____ Date: _____

Charge created in Cases21: _____ Date: _____

Xuno form published: _____ Date: _____

First Aid Officers advised: _____ Date: _____

KPS Activities Reconciliation Spreadsheet updated: _____ Date: _____

Attachment B



KANANOOK PRIMARY SCHOOL 5418

Excursion Details Form

This form is to be completed by the classroom teacher (s) on the day of the excursion and sent to the office before departure.

Teacher: _____ Class: _____ Date: _____

Excursion destination: _____

Mobile phone number: _____

Time of departure: _____

Estimated time of arrival back at school: _____

Number of students attending: _____

Number of students absent: _____

Number of students not attending: _____

Total: _____

Student Details:

Present but not attending excursion	Teacher and classroom sent to	Absent

Before departure please ensure:

- your class roll is marked;
- this form is provided to the office;
- student medication and first aid bags are collected; and
- yard duty swaps are arranged (if required).

On return please ensure:

- the office is advised;
- student medication and first aid bags are returned; and
- the First Aid Officer is notified of any supplies that require restocking.