Port Phillip Specialist 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 Check card.

## Parent/Carer Consent

For all camps and excursions, other than local excursions, Port Phillip Specialist School will provide parents/ carers with a specific consent form outlining the details of the proposed activity. Port Phillip Specialist School uses the Sentral software program to inform parents about camps and excursions and to seek their consent or inform parents about school camps and excursions by placing a notice in student bags and asking parents/ carers to return the part of the notice that asks for pa

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, Port Phillip Specialist 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. Port Phillip Specialist School will also provide advance notice to

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 cation Authority

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

them and cover any associated costs. If the Principal approves a student joining a camp late,

#### 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

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 co 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 dothing 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 for negligence (liability is not automatic). Unless otherwise indicated, Port Phillip Specialist 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 ways: Provided to staff at induction and included in staff handbook/manual Discussed at staff meetings/briefings as required Made available publicly on our school website Made available in hard copy 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

**Related Policies:** 

Statement of Values and School Philosophy Student Wellbeing and Engagement Policy Volunteer Policy Duty of Care Policy Inclusion and Diversity Policy Medication Administration Policy