

# CAMPS AND EXCURSIONS POLICY

## PURPOSE

Camps and Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps and Excursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. This policy sets out the requirements for Wellington Secondary College to plan for and safely undertake camps and excursions including adventure activities.

## SCOPE

This policy applies to all camps and excursions organised by Wellington Secondary College. The policy also applies to adventure activities organised by Wellington Secondary College, regardless of whether or not they take place on or off school grounds, and to school sleep overs.

This policy is intended to complement the Department's policy and guidelines on camps, excursions and adventure activities which all Victorian government schools are required to follow. Wellington Secondary College 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.

- All camps and 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](#)
- Further specific activity specific 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

## 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;
- attend school 'sleep-overs' on school grounds

### CAMPS:

Camps are excursion involving at least one night's accommodation (including school sleep-overs)

## LOCAL EXCURSIONS:

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

## 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, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

NOTE: Workplace learning activities (such as work experience) 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

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. Wellington Secondary College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, 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.

Wellington Secondary College 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

Wellington Secondary College 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

Wellington Secondary College 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, Wellington Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Wellington Secondary College uses the Compass School Management System to inform parents about camps and excursions and to seek their consent and issues a note to the student asking parents/carers to return the part of the note that asks for parents/carers signature confirming 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.

For local excursions, Wellington Secondary College 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. Wellington Secondary College will also provide advance notice to parents/carers of an upcoming local excursion via the Compass School Management System. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Wellington Secondary College will notify parents once only prior to the commencement of the recurring event.

## 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.

Wellington Secondary College 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 Business Manager. The Business 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](#).

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 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

With prior approval from the Principal, students may be permitted to bring electronic devices to a camp or excursion (such as iPads, iPods, mobile phones) but these devices may only be used during times set by the Teacher in Charge. 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. 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 activity and 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 instructed to do so by the Organising Teacher, 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, Wellington Secondary College 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. Wellington Secondary College may consider obtaining and including travel insurance for excursions that are considered to involve a greater than normal risk, for example interstate or overseas trips.

## AIMS

- To provide students with the opportunity to participate in a programs that are linked to social, cultural and educational outcomes for students
- To provide shared class and year level experiences, team building and a sense of group cohesiveness
- To reinforce and extend classroom learning
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

## GUIDELINES FOR ACTION

- All camps and excursions must be approved by the Principal and School Council.
- The principal or their nominee will ensure that full records are submitted to council regarding the program well in advance of the starting date of the event and that no camp or excursion occurs unless all the formal record keeping has been completed and approved. Ideally all camps and excursions should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organize a camp or excursion must complete a proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps and excursions must be approved prior to running. This decision will be made by the Principal or Assistant Principal in consultation with the Safety Committee of School Council. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp or excursion as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- For camps, the organising staff member will complete the “Notification of School Activity” online at <https://partner.eduweb.vic.gov.au/sites/sal#/> 4 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps and excursions will then be presented to School Council for their approval.

## ACCESS TO CAMP AND EXCURSIONS:

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp or excursion, are invited to discuss

alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

- All aspects of the camp/excursion will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- All families will be given sufficient time to make payments for camps and excursions. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp or excursion location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, or Director of Wellbeing, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- The Business Manager's and cashier will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- The refund payable to a student who withdraws from a camp or excursion will be determined in line with the Refund Policy as approved by School Council through the Finance and Facilities Sub Committee.
- School Council may set aside a budget line each year that will contribute to the cost of replacing teachers (with CRT's) who are involved on camps or excursions. The cost to parents of each camp or excursion should cater for the need of CRT coverage for staff. Other funding sources for CRT coverage may be from the Specific Purpose nature of funding models such as "Advance" or similar programs.

The College offers the following Camping Programs on an annual or bi-annual basis:

- Year 8 Camp
- Year 9 Advance/Future Leaders Hikes
- Year 9 VYLC Trip to China
- Year 9 French Class Trip to New Caledonia
- Years 9, 10, 11, 12 Duke of Edinburgh's Award Hikes
- Senior VCAL Camp

Other overnight camps are proposed from time to time (eg: VCE Biology Camp, Music Camp etc). At least TEN WEEKS PRIOR to departure, an initial operational planning proposal MUST be forwarded to the Health and Safety Committee for consideration. Normally this would be done AFTER appropriate Curriculum Team support has been gained.

Proposals for Overseas Travel should be considered separately and managed according to the DET Travel Policy Guidelines.

## ORGANISATION:

- A full Risk Assessment (including Bushfire Plan) must be completed as part of the proposal to the Safety Committee of Council.
- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp/excursion. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- The Cashier will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp/excursion. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps and excursions. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

## SITE SAFETY:

- All safety requirements must be considered and adequately resolved prior to the camp/excursion. Telephone numbers of all emergency services must be provided to the College, and be taken on the camp/excursion. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision. Refer: [Safety Guidelines for Education Outdoors](#)
- A designated "Teacher in Charge" will coordinate each camp/excursion. All camps/excursions will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp/excursion are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the School office in the case where groups are returning out of school hours. Parents will be informed prior to students leaving for the camp/excursion, that they can phone the office to receive an updated anticipated return time.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide

For further information regarding safety please check the policy documents below.

## **LINKS AND APPENDICES** (including processes related to this policy)

- Links which are connected with this policy are:
  - [DET Excursion Policy](#)
  - [Safety Guidelines for Education Outdoors](#)
- Appendices which are connected with this policy are:
  - Appendix A: Pupil/Teacher Ratios
  - Appendix B: Pro-forma for school approval for all camps
  - Appendix C: Guidelines for teachers planning a camp or excursion
  - Appendix D: Notification of School Activity (camps and excursions)

## **REVIEW AND EVALUATION CYCLE**

This policy was last updated in June 2020 and will be reviewed annually or more often if necessary due to changes in regulations or circumstances.



# APPENDIX A

## PUPIL / TEACHER RATIOS

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting <b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Bass Camping</b></p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems <b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p><b>Snorkelling</b></p> <p>1:8 Closed water: pool 1:4 Open water <b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight 1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6 2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach 1:8 Surf <b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	

## APPENDIX B

### PRO-FORMA FOR SCHOOL APPROVAL FOR ALL CAMPS

*\*This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.*

The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

#### 1. Camp Location / Phone

Name of Camp: \_\_\_\_\_

Name of nearest town: \_\_\_\_\_

Address of Camp: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone of Camp: ( ) \_\_\_\_\_

#### *Emergency Services Phone Number and Locations:*

**Police** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Fire** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Doctor** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Hospital** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Ambulance** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Other** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

#### *Type of Camp Accommodation:*

Canvas  Bunkhouse  Chalet

Motel  Hotel  Other

If *other*, please give details:

## 2. Dates / Times

Leave School at \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)

Arrive back at School \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)

No. of days of Camp: \_\_\_\_\_

Is this Camp in: School time only? YES  No

Holidays time only? YES  No

School time and holidays/weekends time? YES  No

Does this camp clash with any major school activities on the School calendar? YES  No

If YES, list these activities:

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## 3. Staff included

Teacher(s)-in-charge: \_\_\_\_\_  
\_\_\_\_\_

No. of extra staff required to meet safety ratios:

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Totals: \_\_\_\_\_

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES  No

Can these ratios be met with the above staff requested? YES  No

#### 4. Student Numbers / Age

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Totals: \_\_\_\_\_

Age range of most students: to \_\_\_\_\_

Cost of camp (per student): \$ \_\_\_\_\_

#### 5. Educational aims of Camp *(state briefly)*

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#### 6. Method of Travel / Route

Travel to the Camp: \_\_\_\_\_

Travel back to School: \_\_\_\_\_

Travel while at Camp: \_\_\_\_\_

Are staff member's cars involved? YES  No

If YES, complete the details below:

CAR OWNER	TYPE	REG. NO #	INSURANCE	COMPANY	SIGNATURE
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		

**NOTE:** All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses?

YES

NO

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

NAME OF STAFF	LICENCE NUMBER	EXPIRY DATE

**NOTE:** If a BUS is hired (self drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

**Route**

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

**7. Activities on this Camp**

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- Pupil/Teacher Ratios – (see Appendix A). You may use on-site camp staff in these activities.
- Special Qualifications – list staff with the required qualifications where appropriate.
- Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

ACTIVITY	STAFF RATIO	SPECIAL STAFF ON SITE QUALIFICATIONS	STUDENT EQUIPMENT

**8. Camp Insurance**

A member of staff need to SIGHT a copy of the Camp’s Insurance Policy and note details below for School Council.

INSURANCE COMPANY	POLICY NO.	TYPE OF INSURANCE	LIMIT OF COVER

**9. Certification**

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in DET booklets for the activities above.

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

## 10. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
  - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities
  - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent
  - (c) Confidential medical report for School camps.
  - (d) List of clothing/bedding/safety gear required
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.

## APPENDIX C

### GUIDELINES FOR TEACHERS PLANNING A CAMP

#### 1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour



Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DET or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

## 2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

## 3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

## APPENDIX D

### NOTIFICATION OF SCHOOL ACTIVITY (CAMPS AND EXCURSIONS)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with DET guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DET database using the online notification form available at:

<https://partner.eduweb.vic.gov.au/sites/sal#/>

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

#### Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area



## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.