



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

PURPOSE

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

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 and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

POLICY

Camps are seen as an integral part of the School curriculum as they enable students to explore, extend and enrich their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our School.

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

Planning process for camps and excursions



All camps and excursions will comply with Department planning requirements and 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 camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps 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 must complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal, in consultation with appropriate staff, will consider the educational outcomes of the camp 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.

The School office will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass it 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 will then be presented to School Council for their approval.

Part of this planning process also includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Greenhills Primary School'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.

Greenhills 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

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

All excursion staff 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.

Volunteer and external provider checks

Greenhills Primary School requires all external camp or excursion staff working directly with our students to have a current Working with Children Check card.

Parent/carer consent



For all camps and excursions, Greenhills Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Greenhills Primary School informs parents about school camps and excursions by providing letters to parents/carers that asks for parent's/carer's 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.

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.

Greenhills 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 Business Manager/Principal/Organising Teacher. The Business Manager/Principal/Organising Teacher 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.

Behaviour expectations

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, Student Wellbeing Counsellor, in consultation with the Home Group teacher and 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.

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 be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these 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.

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, Greenhills 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.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
 - [Excursions and Activities](#)
 - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#).
- [Code Red Days](#)

The following school policies are also relevant to this Camps and Excursions Policy

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Duty of Care Policy

POLICY REVIEW AND APPROVAL

The Principal is responsible for reviewing and updating the Camps and Excursions Policy at least every three to four years. The review will include input from students, parents/carers and the school council.

Approval

Created date	20 th January 2023
Consultation	School Council meeting on 7 th March 2023
Endorsed by	James Penson – Principal
Endorsed on	7 th March 2023
Next review date	March 2027

APPENDICES



Appendices which are connected with this policy:

- 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)

Appendix A

Pupil / Teacher Ratios



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

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.*

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Complete the [Student Activity Locator online form](#) **three weeks** prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

* EDUCATIONAL PURPOSE

PROGRAM DETAILS

*** Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

*** Overnight accommodation**



Type of accommodation

☐ Accredited residential campsites ☐ Tents/camping ☐ Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--|--|---|
| ☐ Abseiling | ☐ Base camping | ☐ Bushwalking |
| ☐ Canoeing/kayaking – low | ☐ Challenge ropes course – high | ☐ Challenge ropes course |
| ☐ Cycling | ☐ Horse riding | ☐ Indoor rock climbing |
| ☐ Orienteering | ☐ Rafting | ☐ Rock climbing |
| ☐ Sailing | ☐ SCUBA diving | ☐ Snorkelling |
| ☐ Snow activities | ☐ Surfing | ☐ Swimming |
| ☐ Water skiing | ☐ Windsurfing | ☐ Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines ☐ YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

*** Transport arrangements**

☐ Internal ☐ External ☐ Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? ☐ Yes ☐ No

If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. ☐ YES



Budget	
INCOME	EXPENDITURE
Student Fees Other income:	Transport Food Accommodation Staffing Equipment Other expenditure:
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

* Supervising staff

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- ☐ Signed informed consent from parents/guardians
- ☐ Completed medical form for all students and staff
- ☐ Detailed itinerary with specific locations and contact numbers
- ☐ A copy of map(s), including map name, access routes and grid references if required
- ☐ Staff and student equipment and clothing lists
- ☐ Group equipment list(s) if necessary
- ☐ A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- ☐ Completed staffing details proforma
- ☐ Risk management plan
- ☐ Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- ☐ Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.



Teacher-in-charge:

Name	Signed	Date
------	--------	------

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name	Signed	Date
------	--------	------

Approved and minuted at a school council meeting on _____

School Council President:

Name	Signed	Date
------	--------	------

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose. For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.



Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as apart of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.



Alternative Camp Approval form

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:

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)*

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 ☐ NO ☐		
			YES ☐ NO ☐		
			YES ☐ NO ☐		
			YES ☐ NO ☐		
			YES ☐ NO ☐		

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:

- (i) Pupil/Teacher Ratios – **(see Appendix A)**. You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) 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 Department of Education and Early Childhood Development booklets for the activities above.

Signed: Date:



1.

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:

- overnight 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 DEECD 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)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training 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:

www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp

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



Appendix E Camps Risk Management Assessment Form

Section 1 – Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

• Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident	• Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour	• Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
---	---	---

L i k e l i h o o d	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		



Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 General Excursion Risk Assessments

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

Class Group:	Date:	Supervising Teacher:
--------------	-------	----------------------

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		



Environment 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 <i>What to do if a student is lost on an Excursion or Camp</i> . Every teacher should have a copy of this in the excursion emergency Management Plan 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.		