EXCURSIONS AND CAMPS POLICY

1. INTRODUCTION

Excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the school.

2. PLANNING

The principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide* (https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx including ensuring that :

- An online *Notification of School Activity* form is completed prior to the activity – https://partner.eduweb.vic.gov.au/sites/sal#/ (link requires log in) 6 weeks prior to the activity date, and ensure details are entered on daily planner
- a planning and approvals process is undertaken

3. APPROVALS

All excursions and camps must be approved before they can take place.

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:
- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

4. DUTY OF CARE

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed.

Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

5. FIRST AID

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based

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equivalent HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken..

6.   STUDENTS WITH DISABILITIES

Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.

Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

7.   OVERSEAS TRAVEL

The Smartraveller website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

Foster Primary School will ensure that they:
*   comply with any DFAT travel advice current for the proposed location;
*   subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas;
*   review their risk assessment if there are any changes to the DFAT travel advice.

The cost of medical and hospital treatment is high in some countries; therefore Foster Primary School recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

8.   EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services Foster Primary School will notify the:
*   DET of any approved school camp or excursion at least three weeks beforehand using the Student Activity Locator online form. A user guide has been developed to help schools complete the online form, see: Student Activity Locator - User Guide
*   Department of Foreign Affairs and Trade (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:
*   staff on the excursion will:
    o   take emergency action as documented in the excursion and camp's emergency and risk management plan
    o   immediately notify the school principal
*   the principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

9. FIRE DANGER OR BAN

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Foster Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities.

10. RISK MANAGEMENT

An assessment of excursion risks will be undertaken in accordance with Department guidelines - Planning – Managing Risk. Appendix D.

For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

11. PAYMENTS

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal.

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

12. TEACHER RESPONSIBILITIES

Teachers participating in an excursion and/or camps will:
*   understand the purpose of the program and its connection to student learning
*   be aware of their supervisory responsibilities throughout the program, see: Excursion support - supervision
*   know who is the nominated member of staff who will provide first aid if required, see: Excursion support - first aid
*   know the exact location of students they are responsible for at all times including during travel.

In addition the nominated teacher-in-charge will:
*   know the exact location of students at all times including during travel
*   maintain a record of telephone contacts for the supervising staff accompanying the excursion
*   know who the school contact person is and their phone number
*   have a copy of the names of family contacts for all students and staff on the excursion
*   have copies of the parental approval and medical advice forms for those students on the excursion
*   maintain a copy of the completed approval form (including all attachments) submitted to the school council, see: Approval pro forma (Appendix B)
*   have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion, see: Student Activity Locator online form (EduMail password required)
*   Undertaken required costings. Appendix E.

13. STUDENT BEHAVIOUR

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

14. LINKS AND APPENDICES

The Key Links which are connected with this policy are sourced through: DET School Policy Advisory Guide - Excursion and Activities

Appendices which are connected with this policy are:
- Appendix A: Student/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Explanatory Notes to DEECD Excursion Approval Proforma

15. EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

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APPENDIX A

Student / Teacher Ratios

Click on the hyperlink to take you to the SPAG for all relevant information and the current staff – student ratios for the following outdoor activities.

Abseiling and Rock Climbing **Abseiling Walls and Artificial Climbing Walls** *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorabseilpeople.aspx* *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorclimb.aspx*	**Rock Climbing** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorclimbrock.aspx*
Bushwalking *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorwalk.aspx*	**Ropes Course Challenge** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorrope.aspx*
Camping - Overnight *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorcamp.aspx*	**Sailing (Small Boats - Dinghies, Catamarans)** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorsail.aspx*
Canoeing and Kayaking *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorcanoe.aspx*	**Snorkelling** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorsnorkel.aspx*
Cross Country Skiing *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorskicountry.aspx*	**Scuba Diving** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorscuba.aspx*
Cycling *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorcycle.aspx*	**Sea Kayaking** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorkayak.aspx*
Downhill Skiing and Snowboarding *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorskidown.aspx*	**Surfing** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorsurf.aspx*
Horse Riding *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorride.aspx*	**Swimming - Recreational** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorswim.aspx*
Orienteering http://www.education.vic.gov.au/school/princip als/health/Pages/outdoororient.aspx	**Water Skiing** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorwaterski.aspx*
Rafting *http://www.education.vic.gov.au/school/princip als/health/Pages/outdoorraft.aspx*	**Windsurfing** *http://www.education.vic.gov.au/school/principals/h ealth/Pages/outdoorwindsurf.aspx*

APPENDIX B

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education & Training

This proforma details minimum requirements for school 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 _____

APPENDIX C

Explanatory Notes to Approval Proforma

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 & Training 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 part 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

Ratified by School Council July 2018

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.

Appendix D
Risk Register

School: Foster Primary School

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
Describe the risk event, cause/s and consequence/s. For example, *Something occurs … caused by … leading to …*	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Participating in the activities • Risk of injury	• Staff with current first aid accreditation • First Aid kit at venue level 2 teacher present • Ratio of students	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Teacher in charge to phone emergency services. School notified Emergency contacts phoned	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Medium - Ongoing review required

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
Describe the risk event, cause/s and consequence/s. For example, *Something occurs … caused by … leading to …*	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
	to Staff/volunteers: 1:21									
Movement in and around the facility • Running/walking around the venue, trips and falls hazards • Fire or other emergency	• Students encouraged to walk around the venue • Venue Emergency Management Plan in place	<mark>Satisfactory</mark> Poor Unknown	Severe Major <mark>Moderate</mark> Minor Insignificant	Almost certain Likely <mark>Possible</mark> Unlikely Rare	Extreme High <mark>Medium</mark> Low	Teacher in charge to phone emergency services. School notified Emergency contacts phoned	Severe Major <mark>Moderate</mark> Minor Insignificant	Almost certain Likely Possible <mark>Unlikely</mark> Rare	Extreme High <mark>Medium</mark> Low	Medium - Ongoing review required

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Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
Describe the risk event, cause/s and consequence/s. For example, *Something occurs … caused by … leading to …*	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
MEDICAL Asthma • Over exertion Anaphylaxis • Children eating • Bees/wasps/ants	• First aid kit to be taken • All children's medication to be taken • Asthma medication to be carried on the person • Qualified trained staff present • Anaphylaxis/asthma procedures followed	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low	Teacher in charge to phone emergency services. School notified Emergency contacts phoned	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Medium - Ongoing review required

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Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
Describe the risk event, cause/s and consequence/s. For example, *Something occurs … caused by … leading to …*	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: · What will be done? · Who is accountable? · When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Bus · Travel Sickness · Accident	· RATIO OF STUDENT TO STAFF/ VOLUNTEERS 1:21 · First aid kit on board · EMERGENCY MANAGEMENT PLAN from Moons Buses	<mark>Satisfactory</mark> Poor Unknown	Major <mark>Moderate</mark> Minor Insignificant	Almost certain Likely <mark>Unlikely</mark> Rare	Extreme High <mark>Medium</mark> Low	Apply first aid Teacher in charge to phone Emergency services School notified Emergency contacts phoned	Severe <mark>Major</mark> Moderate Minor Insignificant	Almost certain Likely Possible <mark>Unlikely</mark> Rare	Extreme <mark>High</mark> Medium Low	Medium - Ongoing review required
Child Safe Standards	· All teachers VIT registered · All volunteers WWCC	<mark>Satisfactory</mark> Poor Unknown	Major <mark>Moderate</mark> Minor Insignificant	Almost certain Likely <mark>Unlikely</mark> Rare	Extreme High <mark>Medium</mark> Low	No children to be left alone/unsupervised without group adult or child partner	Insignificant Minor <mark>Moderate</mark> Major Severe	Almost certain Likely Possible Unlikely <mark>Rare</mark>	Extreme High Medium <mark>Low</mark>	Medium - Ongoing review required

Add more rows as required. *This is one way of documenting the risk management process and does not preclude other approaches.*

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. Risk assessment resources form part of the *School Policy & Advisory Guide: Risk Management Policy*.

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Inappropriate behaviour noticed by a school community member is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures	Possible	Severe	High	• Strategies to embed organisational culture of child safety are reviewed • Wider school community are informed of reporting obligations via school newsletter, community forums, school council members.	Principal, School Council Chair	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: • Criminal history search • Pre-employment reference check includes asking about child safety	Principal, School Council Chair	Low
Engagement with children online	Child safety code of conduct	Possible	Moderate	Medium	• Train students and staff to detect inappropriate behaviour	Principal, School Council Chair	Low

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
	Strategies developed to embed culture of child safety				• Ensure appropriate settings on all student technologies		

Proposed Camp Costs

Proposed Camp Cost per student		
Costs	**Total Cost**	**Per Student**
Camp Cost	$	$
Bus/Transport Cost	$	$
Food	$	$
Admissions	$	$
Activity	$	$
Activity	$	$
Activity	$	$
First Aid	$	$
Other Costs	$	$
CRT Cost	$	$
Total Cost per student		$