

Vermont Primary School and Kindergarten

CAMPS AND EXCURSIONS POLICY

PURPOSE

To explain to our school community the processes and procedures Vermont Primary School and Kindergarten will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Vermont Primary School and Kindergarten. This policy also applies to adventure activities organised by Vermont Primary School and Kindergarten, regardless of whether 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. Vermont Primary School and Kindergarten 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;
- undertaken on school grounds, example incursions.

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

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

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. Camps and excursions 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: [DET Excursion Policy and Guide](#) 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.

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. Vermont Primary School and Kindergarten'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.

Vermont Primary School and Kindergarten 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

Vermont Primary School and Kindergarten 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

Vermont Primary School and Kindergarten 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 and adhere to the Child Safety Code of Conduct.

Parent/carer consent

For all camps and excursions, other than local excursions, Vermont Primary School and Kindergarten will provide parents/carers with a specific consent form outlining the details of the proposed activity. Vermont Primary School and Kindergarten's uses Sentral and Qkr to inform parents about camps and excursions and to seek their consent **or** by placing a note in student bags and 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, Vermont Primary School and Kindergarten 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. Vermont Primary School and Kindergarten will also provide advance notice to parents/carers of an upcoming local excursion through Sentral, email or the Level Communication note. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Vermont Primary School and Kindergarten 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.

Vermont Primary School and Kindergarten will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Principal. The Principal and 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*, the *Student Code of Conduct* and the *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. When making this decision the school will abide by the Inclusion and Diversity Policy and consult with the Wellbeing Leader in making these decisions.

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

Electronic Devices

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

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Vermont Primary School and Kindergarten 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:
 - [DET Excursion Policy and Guide](#)
 - [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:

- Child Safe Policy and Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy
- Working with Children Check Policy

REVIEW CYCLE

This Policy will be reviewed and ratified in accordance with Departmental Guidelines.

APPENDICES WHICH ARE CONNECTED WITH THIS POLICY ARE:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: VPSK Procedures for planning a camp or excursion
- Appendix C: Pro-forma for school approval for all camps
- Appendix D: Guidelines for teachers planning a camp or excursion
- Appendix E: Notification of School Activity (camps and excursions)
- Appendix F: Risk Management Assessment Form
- Appendix G: Confidential Medical Report
- Appendix H: Emergency Response Form

Appendix A
Pupil / Teacher Ratios

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

Appendix B Camp and School Council Approved Excursion Procedures

Gaining Approval for the Camp

1. Read the Camps and Excursions Policy
2. Nominate a teacher who will be supervising the camp or excursion
3. Supervising teacher to make a tentative booking for the camp or excursion subject to school council approval
 - a) Check the school calendar to ensure the date does not clash with a school event
 - b) Complete a Purchase Order
4. Staff wishing to organise a camp must complete a camp proposal form (**Appendix C**) and lodge this for Principal 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.
5. The Principal or their nominee will ensure that full records are submitted to School 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 principle approval in the November Council meeting in the preceding year.
6. Formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:
 - a) the contribution of the activity to the school curriculum
 - b) the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
 - c) information provided by community groups and organisations that specialise in the activity proposed
 - d) appropriateness of the venue
 - e) the provisions made for the safety and welfare of students and staff
 - f) the experience and competence of staff relevant to the activities being undertaken
 - g) the adequacy of the student supervision
 - h) the high risk nature of some activities
 - i) emergency procedures and safety measures
 - j) staff-student ratios
 - k) student experience
7. The 'Teacher in Charge' is required to complete the 'Camp Risk Management Assessment Form' (**Appendix E**). Please use the **Criteria for Assessment Tool** when completing the Camp Risk Management Form. The Principal and/or Assistant Principal will then cite Appendix B as part of the risk assessment management process.

After School Council Approval Administration

8. Supervising teacher to gain a quote and confirm the hiring of a bus if required
 - a) Check with the School Policy and Advisory Guide – Transporting Students for specific regulations
9. Supervising teacher to place in Sentral Calendar and School Diary once the camp or excursion is confirmed
10. Inform Business Manager of upcoming camp or excursion for Qkr!
Forms to be signed by parents / guardians
11. Create a **permission form** to be sent home with each student - this needs to be proofed by the Business Manager before being sent home. Ensure the permission form includes:
 - a) Title: Parent Excursion Consent
 - b) Name of school and title of excursion
 - c) Educational Purpose of the excursion
 - d) Details of the supervising staff and other staff and volunteers attending
 - e) Costs – including the refund policy
 - f) Departure and return details
 - g) Distance from expert medical care
 - h) Travel arrangements
 - i) Accommodation Arrangements
 - j) The name of a contact not attending camp, for example, Assistant Principal, who will be available if an emergency occurs

- k) Adventure activities to be undertaken or that may be offered to students throughout the program (including alternative back up plans)
- l) A statement informing parents
 - i) Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.....include the procedures
 - ii) A risk management plan for this program has been developed by staff and is available for parents to review on request
- m) Relevant attachments – Clothing / Food required / equipment required
- n) Parent consent with the following information
 - i) Consent for emergency transportation (where applicable)
 - (1) In the event of an emergency I consent to my child being transported in privately owned vehicle driven by a member of the supervisory staff listed above
 - ii) Student Accident Insurance
 - (1) The Department of Education does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.
 - iii) Payment made by Qkr!
- o) Parent Consent
 - i) I have read all of the above information provided by the school in relation to the (insert details or camp or excursion) including any attached material. I give permission for my child _____ (full name) to attend. Parent/guardian _____ (full names) _____ (signatures and date)
 - ii) In case of emergency I can be contact on _____ or _____ .
- p) Contact Tracing
 - i) Whilst the COVID Safe Guidelines are in place, all permission forms must contain information about contact tracing. The following statement must be included on each form:
 - ii) *NEW* Contact tracing - Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.

- 12. A **code of conduct form** to be signed by the student and parent including:
 - a) I understand that in the event of my child’s misbehaviour or behaviour that poses a danger to themselves or others during the excursion, they may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with their return will be my responsibility
- 13. A **confidential medical report** for School camps (**Appendix G**).
- 14. 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.
- 15. The teacher in charge will complete the “Notification of School Activity” online at www.eduweb.vic.gov.au/forms/school/sal at least 3 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organiser and Sentral.

Digital Form Submission via Sentral or QKR

The above listed information will be contained in Digital Form Submissions via Sentral or QKR

16. Parents are to receive a Hard Copy Permission Form or Sentral / QKR notification at least 8 weeks prior to the camp or excursion
17. Seek volunteers / staff to attend the camp or excursion to ensure supervising ratios are met
 - a) All non-registered teachers and volunteers must have a Working with Children Check and bring the card with them on the day
 - b) Where possible, all volunteers / non-teaching staff to have a Level 2 First Aid qualification

Before the Camp or Excursion

18. Ensure you have briefed all teachers and other non-teaching staff attending the camp to collect permission forms by the selected due date
19. Make a copy of all consent forms
 - a) 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
 - b) The copy of the consent forms and contacts in case of emergency are to be kept at school with a chosen contact person not attending the camp, this person is referred to in the Permission Form.
20. Ensure all staff and volunteers have been briefed about the excursion, understand their role for the day and are aware of the risk management plan and emergency response where needed.
 - a) All volunteers must sign a Child Safety Code of Conduct and a copy provided to the office.
21. Teachers attending the Camp or Excursion to meet with the First Aid Officer about the medical needs of the students. These Medical Forms are to be cross checked against current medical records to ensure accuracy
 - a) Where possible, the First Aid Officer will attend the camp or excursion
 - b) First Aid Bags to accompany the group and for a staff member with Level 2 First Aid to be in charge of administering assistance during the camp or excursion
22. Supervising teacher to complete an Emergency Response Form ([Appendix H](#)) and provide a copy to the designated contact not attending the camp or excursion

At the Camp or Excursion

23. Adhere to the Risk Management plan at all times
24. A list of students attending the excursion is to be provided to the Office Administration on day of departure
25. The supervising teacher must be contactable by mobile phone throughout the camp or excursion at all times
 - a) The school mobile phone can be used
 - b) The supervising teacher is to inform the school as soon as possible if an incident occurs in relation to the risk management plan

Appendix C

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.

Camp Locations and Contact Details:			
Name of Camp:			
Nearest Town:			
Address of Camp:			
Telephone at Camp:			
Emergency Services Phone Number and Locations:			
Police:		Fire:	
Local Doctor:		Local Hospital:	
Type of Camp Accommodation:			
Canvas	Bunkhouse	Chalet	Motel
Hotel	Other:		
Dates and Times:			
Leave School Date:		Leave School Time:	
Arrive School Date:		Arrive School Time:	
Number of Days:		Is this camp in school time? If no, provide details:	
Staff Included:			
Teacher in Charge:		Number of staff required to meet ratio:	
Number of Staff Attending:		Number of volunteers attending:	
List Staff Names and position at school:			
List Volunteer Names (current WWCC)			

Student Details: (Actual names not provided by SC, list to be left with the Principal)			
Boys:		Girls:	
Totals:		Year Level:	
Cost per student			
Education Aims of Camp:			
Brief Description:			
Method of Travel / Route:			
Method of Travel to Camp:		Method of Travel back to School:	
Method of Travel during Camp:		Are Staff Cars involved?	
Car Owner:		Car Type:	
Car Rego Number:		Comprehensive Insurance?	Yes / No
Are staff driving a bus?	Yes / No	Licence Number and Expiry Date:	
Route:			
Activities on this Camp			
Activity	Staff Ratio	Qualifications	Equipment

Camp Insurance			
A member of staff need to SIGHT a copy of the Camp’s Insurance Policy and note the details below for SC.			
Insurance Company	Policy Number	Type of Insurance	Limit of Cover
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.		Signature: Date:	

Post Approval Requirements

If the camp receives School Council approval, based on the information listed above, 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” 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) No volunteer can attend the camp without signing the Child Safety Code of Conduct.
- (viii) The Principal must be informed of any change of planned activities/itinerary.

Appendix D

Guidelines for teachers planning a camp

1. Introduction

It is essential that camps are planned well in advance and provide purposeful learning experiences which inform the curriculum being taught. Explicit links must be made to the current whole school concept and documented in the term Challenge Based Learning plan.

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 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

Parents are required to:

- to alert the school to any medical condition or allergies of the student

- provide the school with appropriate plans including asthma or anaphylaxis at least one week prior to the camp.

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.

Only students that have displayed sensible, reliable behaviour reflective of the standards in the Student Engagement and Wellbeing policy will be permitted to participate in school camps.

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 Purpose and description of Learning Intentions – Know, Understand, Do
- 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 E

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/school/sal

This notification should be provided at least 3 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 F - RISK MANAGEMENT ASSESSMENT FORM

School: _____

Supervising Teacher: _____

Staff and Volunteers: _____

Camp / Excursion: _____

Year Level: _____

Date and Location: _____

Assess each of the following 'Code Red' days, hazards and any others you think relevant and complete the cart below.

<ul style="list-style-type: none"> Bushfires Severe storms and flooding Earthquake School Bus Accident / Vehicle Incident 	<ul style="list-style-type: none"> Missing Student Medical Emergencies Incidents Aggressive student behaviour 	<ul style="list-style-type: none"> Intruders Internal fires and smoke Snakes and other wildlife Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

NB* 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, for example, Bus Tour Groups (communication, accidents, break downs, seat belts) or Accommodation (smoke detectors evacuation plans, electronic card room access)

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?				Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Cancellation of camp or excursion	<ul style="list-style-type: none"> Parents will be informed by the school app 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Evacuation or lockdown of the campsite or location		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Emergency Notifications	<ul style="list-style-type: none"> Parents advised of contact numbers during and outside of school hours in the event of an emergency Inform parents to contact designated person, stated in permission form, if they are aware of an emergency occurring Copies of consent forms must remain at school with designated contact person 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?				Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
	and with the supervising teachers at all times									
CODE RED DAYS	<ul style="list-style-type: none"> on days declared code read by the Emergency Management Commissioner, all camps in the CFA fire district will be cancelled 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Supervision – lost student	<ul style="list-style-type: none"> teachers must have a class list with them at all times 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Equipment - smoke detectors	<ul style="list-style-type: none"> in an indoor accommodation facility does not have them, communication equipment needs to be considered to be used in the case of an emergency 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
First Aid	<ul style="list-style-type: none"> At least 1 staff member responsible for each group of students must of a first aid qualification 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Medical Emergency		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Transportation breakdown		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Child Safety	<ul style="list-style-type: none"> All school staff, volunteers and camp staff to have a current WWCC or VIT registration All students to be supervised by a school staff member 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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, <i>Something occurs ... caused by ... leading to ...</i>	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
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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

Appendix G

Confidential Medical Information for School Council Approved Camps and Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education and Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: Teacher to fill this in
Date(s): Teacher to fill this in

Student's full name:

Student's address:
Postcode:

Date of birth:	Year level:
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Parent/guardian's full name:
Emergency telephone numbers: <i>After hours</i> <i>Business hours</i>

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: <i>After hours</i> <i>Business hours</i>

Name of family doctor: _____
Address of family doctor:
Phone number:

Medicare number:

Medical/hospital insurance fund:
Member number:

Ambulance subscriber? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, ambulance number:

Is this the first time your child has been away from home? Yes No

Please tick if your child is living with any of the following health conditions:

- Asthma (Asthma Management Plan)
- Anaphylaxis (Review and update the Individual Management Plan for the camp or excursion)

- Bed wetting Blackouts Diabetes Dizzy spells Migraine
 Heart condition Sleepwalking Travel sickness Fits of any type
 Other: _____

Swimming ability

Please tick the distance your child can swim comfortably.

- Cannot swim (0m) Weak swimmer (<50m) Fair swimmer (50-100m)
 Competent swimmer (100-200m) Strong (200m+)

Allergies

Please tick if your child is allergic to any of the following:

- Penicillin Other Drugs: _____
 Foods: _____
 Other allergies: _____

What special care is recommended for these allergies? _____

Year of last tetanus immunisation: _____

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication

Is your child taking any medicine(s)? Yes No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

Medical consent

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above) _____ Date: _____

The Department of Education and Training requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

Note: You should receive detailed information about the excursion/program prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.

Appendix H

EMERGENCY RESPONSE PLAN PROFORMA

Copies of this document should be provided to all staff and to the school's designated emergency contact person. The information supports the initial response to an incident and should form part of a more detailed emergency management plan.

Features of the region

- Describe the location and its geographic features

Communication with emergency support

- How will the group communicate with emergency support?

How will emergency services access the group at each location?

- How long will it take for support to arrive?
- Provide descriptions of multiple access routes if possible
- Detail approximate travel time to medical help from the location
- List sources of emergency support
- Consider whether helicopter access is possible

Information required when reporting a serious accident

- Number of students injured, names of students injured
- Suspected injuries
- When it happened...Where it happened...What happened
- Current location of injured student(s)
- Student's present condition
- Condition of other group members and the name of the person who is with them
- What is currently happening
- Estimated time of next communication and method of communication

Phone Contacts

Emergency Services: 000

Local Emergency Services (should be marked on maps where possible)

- ☎ Ambulance
- ☎ Police
- ☎ Hospital / Medical Centre
- ☎ CFA
- ☎ SES
- ☎ Other

Suggested School Contacts

- ☎ Principal
- ☎ Assistant Principal
- ☎ Reception
- ☎ 24 Hour Contact

DEECD Contact

- ☎ Security Services Unit (03) 9589 6266 – 24 hour service

Program Contacts (indicate the type of phone being used and possible limitations of service)

- ☎ Teacher in Charge:
- ☎ Staff name:
- ☎ Local area contacts: