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CAMBERWELL PRIMARY SCHOOL – EXCURSIONS AND CAMPS POLICY

RATIONALE

Excursions and camps are seen as an integral part of the Camberwell Primary School (CPS) curriculum as they enable students to explore, extend and enrich their learning and their 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. A camp is defined as any activity that involves at least one night's accommodation.

Excursions and camps complement, and are an important aspect of the educational programs offered at the school.

POLICY

When students attend excursions and camps, the Principal is responsible for;

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>

- a planning and approvals process is undertaken and/or requirements for any adventure activities are in accordance with Departmental policy and requirements
- appropriate staffing and supervision and provision of duty of care
- student preparation and behaviour
- informed consent from parents, medical information and safety, emergency and risk management documentation is complete
- appropriate venue selection
- that an online notification of school activity form is completed prior to the activity

www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx

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



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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.

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 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.

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.

OVERSEAS TRAVEL

The Smartraveller website <http://smartraveller.gov.au/Pages/default.aspx> 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.

CPS 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 it is a requirement that all students and staff have travel and medical insurance for the entire overseas trip.



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EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services, CPS will notify the DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#). (EduMail password required)

A user guide has been developed to help schools complete the online form, see: [Student Activity Locator - User Guide](#) (EduMail password required)

The [Smartraveller](#) website <http://smartraveller.gov.au/Pages/default.aspx> will be notified of overseas travel plans so that DFAT can assist staff and students to remain safe and secure while overseas if necessary.

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:
- take emergency action as documented in the excursion and camp's emergency and risk management plan
- immediately notify the school principal
- the principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

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, CPS will follow the Department's emergency management (bushfires) procedures for off-site activities.

Refer to this site: <http://www.education.vic.gov.au/school/principals/spag/management/Pages/bushfireprepare.aspx>

RISK MANAGEMENT

An assessment of excursion risks will be undertaken in accordance with Department guidelines -. <http://www.education.vic.gov.au/school/principals/spag/governance/pages/risk.aspx>

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.



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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.

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: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/staffing.aspx>
- know who is the nominated member of staff who will provide first aid if required, see: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/medicalinfo.aspx>
- 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: 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)

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

<http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/policyinclude.aspx>



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LINKS AND APPENDICES

The Key Links which are connected with this policy are sourced through: DET School Policy Advisory Guide - Excursion and Activities <http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>

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

EVALUATION

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



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APPENDIX 1

This table describes the minimum staff-student ratios for excursions:

Type of excursions		
Day excursions	One excursion staff member	per twenty students.
Adventure activities	specific guidelines for the activity.	See: Safety Guidelines for Education Outdoors within Department resources
Overnight excursions:	Base camps in residential premises or under canvas	ten students.
Study camps in residential premises	Example: Year 12 camp.	fifteen students.
Local and interstate tours		fifteen students.
Overseas tours		ten students.

Further supervision requirements

This table outlines further supervision requirements

For	The excursion must
most excursions	<ul style="list-style-type: none"> be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity have teachers comprising at least half of the excursion staff.
overnight stays for mixed gender groups	<ul style="list-style-type: none"> include excursion staff of at least one person of each sex. Note: In primary schools this requirement may be waived, where staff of each sex are not available.
small group excursions in the local area	<ul style="list-style-type: none"> with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).
unsupervised excursions	<ul style="list-style-type: none"> be approved by the principal only: <ul style="list-style-type: none"> - in a small number of instances - for secondary-aged students - for activities involving small groups of individual students and the teacher responsible for the activity must maintain a formal record of: <ul style="list-style-type: none"> - a description of the activity, including locations - the names and ages of students involved - the time of leaving and returning to school. In addition, principals should ensure: <ul style="list-style-type: none"> - a risk assessment of the activity is completed - their decision and the reasons for allowing the activity to proceed is documented.

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/staffing.aspx#link85>



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APPENDIX 2

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):



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*** 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



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ADVENTURE ACTIVITIES

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> 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](#).

Bushfire risk check

<http://www.education.vic.gov.au/about/programs/health/Pages/emergencies.aspx>

* 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



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Budget	
INCOME	EXPENDITURE
Student Fees <i>Other income:</i>	Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i>
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.



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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 _____



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