



EXCURSIONS and CAMPS

POLICY and PROCEDURES

BASIC BELIEFS:

Excursions and camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds and a camp as any activity which involves overnight accommodation.

AIMS:

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

GUIDELINES FOR ACTION:

- All excursions and camps must be approved by the Principal and/or School Council
- Staff wishing to organize an excursion or camp must follow the process outlined in Appendix B to ensure correct processes are followed and all required documentation is complete. This includes planning, approvals, risk and emergency management. All excursions and camps must be approved prior to running. Where an excursion/camp proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal. The Principal or his/her nominee(s) will consider the educational outcome of the excursion/camp as well as the impact on the school for the proposed date.
- The Principal or his/her nominee(s) will ensure that all excursions, camps, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [DEECD Excursion Policy](#)
- Once the excursion or camp has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). Both digital and hard copies of all documentation must be kept.
- The Assistant Principal will assist the organising teacher to complete the 'Notification of School Activity' at : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered in the school diary/ calendar
- School Council is responsible for the approval of:
 - o Overnight excursions
 - o Camps
 - o Interstate visits
 - o International visits
 - o Excursions requiring sea or air travel, weekends or vacations
 - o Adventure activities

- The Principal or his/her nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above though may also request School Council approval for excursions deemed to have a higher risk.

EXPECTATIONS:

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions and camps.

The principal or their nominee will ensure that full records are maintained regarding the camp/excursion. The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion or camp.

The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions or camps. The school may choose to subsidise some excursions/camps or some student's expenses.

Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM:

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and
- the guidelines and advice provided by DEECD
- information provided by community groups and organisations that specialise in the activity
- proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures

- staff-student ratios
- student experience

Students not attending a camp or excursion will be provided with an alternative program at school. Prior to the camp or excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

Arrangements for 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 or camp, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions and camps. Parents will be provided with permission forms and excursion/camp information clearly stating payment finalization dates.
- Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated "Teacher in Charge" will coordinate each excursion or camp
- The Teacher in Charge must provide the General Office with a final student list and a list and location(s) of non-attendees.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the camp/excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion/camp. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions/camps are returning out of school hours. Parents will be informed prior to students leaving for the excursion or camp that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions.
- Only students who have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion/camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being 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

The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix G.**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through: [DEECD Excursion Policy](#)

Appendices which are connected with this policy are:

- **Appendix A:** Pupil/Teacher Ratios
- **Appendix B:** Planning and Approval Timeline
- **Appendix C:** FORM A – Preliminary Planning and In-Principle Approval
- **Appendix D:** FORM B – Excursion Planning Form for Principal Approval
- **Appendix E:** FORM C – Approval proformas for all excursions, camps and activities requiring School Council Approval
- **Appendix F:** Emergency Information Form
- **Appendix G:** Risk Management process and forms

Evaluation:

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

This policy was last ratified by School Council in....

May 2014

APPENDIX A

STAFF-STUDENT RATIOS

Department guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety.

To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities
- any other relevant factors.

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

Type of excursions	One excursion staff member per
Day excursions	<ul style="list-style-type: none"> • twenty students. (Principals may extend this ratio for senior secondary students only, if student safety will not be compromised.)
Adventure activities	<ul style="list-style-type: none"> • specific guidelines for the activity. See: Safety Guidelines for Education Outdoors within Department resources
Overnight excursions:	
Base camps in residential premises or under canvas	<ul style="list-style-type: none"> • ten students.
Study camps in residential premises Example: Year 12 camp.	<ul style="list-style-type: none"> • fifteen students.
Local and interstate tours	<ul style="list-style-type: none"> • fifteen students.
Overseas tours	<ul style="list-style-type: none"> • 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

- be approved by the principal only:
 - 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:
 - 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:
 - a risk assessment of the activity is completed
 - their decision and the reasons for allowing the activity to proceed is documented.

This table describes the minimum staff-student ratios for adventure activities:

<p>Abseiling and Rock Climbing</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>Base Camping</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>Board Sailing</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>Boats, Small Sailing - (Dinghies, Catamarans)</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>Bushwalking</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>Canoeing</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>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</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>Orienteering</p> <p>1:10 Bush</p>	



APPENDIX B: Excursion and Camp Planning and Approvals

Important: When undertaking excursion planning, principals, teachers, school councillors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

Reference: <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx#link54>

Required Action	Timeline						
<p>1. Preliminary Planning - Form A</p> <ul style="list-style-type: none"> • What? Proposed Excursion or camp • Why? Purpose • Who? Grade level(s); Staff; Parents and/or volunteers • Where? Proposed venue • When? Check school diary/calendar (APs) to avoid clashes with other school events • Rough estimate of cost <p>2. In Principle Approval – Form A (Full approval subject to completion and presentation of all mandated requirements) Completed Form A to Principal for in principle approval to go ahead with detailed planning and costing based on the type of approval required.</p> <p>a. Principal Approval for excursions which <u>do not</u> include overnight stays, air or sea travel or adventure activities</p> <p>b. School Council Approval for:</p> <ol style="list-style-type: none"> Excursions involving sea or air travel Camps Adventure Activities Any other activity where the Principal believes there is a need for more detailed planning and risk management <p>Principal and excursion organiser will discuss type of approval and documentation required <i>Once 'In Principle' approval granted note sin relation to the proposed activity and request 'Expressions of Interest' and a deposit if required (fully refundable if Final Approval is not granted) may be distributed</i></p> <p>3. Detailed Planning</p> <table border="1" data-bbox="153 1173 1182 1424"> <tr> <td data-bbox="153 1173 663 1267">Principal Approval Complete Form B or C as requested by Principal for final approval from Principal and/or School Council</td> <td data-bbox="663 1173 1182 1267">School Council Approval Complete Form C and pass to Principal for presentation to School Council for Approval</td> </tr> <tr> <td colspan="2" data-bbox="153 1267 1182 1393">Risk Management – all activities NB. If a venue is in a Bushfire Zone the activity organiser must contact the venue for a copy of the Bushfire Emergency Plan to be included in final Approval documents. If no such plan exists please see Principal</td> </tr> <tr> <td colspan="2" data-bbox="153 1393 1182 1424">Budget – see Business Manager for approval and payment plans if required</td> </tr> </table> <p>4. Final Approval Submit Form B and accompanying documents to Principal for Approval Submit Form C and accompanying documents to Principal for presentation to School Council for Approval</p> <p>5. Enter details on Student Activity Locator (Click on Link below) Student Activity Locator online form (All activities outside the local Wyndham Area or as requested by Principal)</p> <p>6. Pass all information to Office for Generation of Forms</p> <ul style="list-style-type: none"> • Student Permission forms • Medical Information forms (if required) <p>7. At School organisation</p> <ul style="list-style-type: none"> • Inform Canteen • Arrange program for students not attending • Organise Cheque with Business Manager if required <p>8. Immediately prior to departure</p> <ul style="list-style-type: none"> • List of attendees to Office • Copies of medical information sheets • Emergency Information Form 	Principal Approval Complete Form B or C as requested by Principal for final approval from Principal and/or School Council	School Council Approval Complete Form C and pass to Principal for presentation to School Council for Approval	Risk Management – all activities NB. If a venue is in a Bushfire Zone the activity organiser must contact the venue for a copy of the Bushfire Emergency Plan to be included in final Approval documents. If no such plan exists please see Principal		Budget – see Business Manager for approval and payment plans if required		<ul style="list-style-type: none"> • At least 8 weeks prior - except - • One week prior for local walking excursions • Sporting activities – as soon as event is known <p>At least 8 weeks prior</p> <p>At least 6 weeks before planned activity</p> <p>At least one month prior to activity (check School Council meeting dates)</p> <p>At least 3 weeks prior</p> <p>At least 2 weeks prior</p> <p>1 week prior</p> <p>Immediately prior to departure</p>
Principal Approval Complete Form B or C as requested by Principal for final approval from Principal and/or School Council	School Council Approval Complete Form C and pass to Principal for presentation to School Council for Approval						
Risk Management – all activities NB. If a venue is in a Bushfire Zone the activity organiser must contact the venue for a copy of the Bushfire Emergency Plan to be included in final Approval documents. If no such plan exists please see Principal							
Budget – see Business Manager for approval and payment plans if required							

A copy of all documentation must be kept – both **digital** (in 'Excursion and Camp Folder 2014' – create new folder for each excursion/camp) and **hard copy** to be filed with permission slips on return



APPENDIX C

FORM A – Preliminary Planning & In-Principle Approval

To be completed by the organising teacher at least 8 weeks prior to the proposed activity. On completion this form must be given to the Principal for consideration and in-principle approval. Any bookings made at this stage should be TENTATIVE.

<i>What activity is proposed?</i>	
<i>What is the purpose of this activity? What are the educational benefits?</i>	
<i>Who is the teacher organising this activity?</i>	
<i>Who will be in charge during the activity?</i>	
<i>Who would be involved?</i>	
<ul style="list-style-type: none"> • <i>Student groups</i> • <i>Staff (please refer to ratios in Appendix A)</i> 	
<i>Who will be responsible for First Aid?</i>	
<i>Where will this activity take place?</i>	
<i>When would this activity occur?</i>	Please check with APs to avoid clashes with other school activities
<i>Does this activity require transportation by bus, train, tram or private vehicle?</i>	
<i>How many students need to attend to make this a financially viable event?</i>	
<i>What is the maximum number of students and staff who can participate?</i>	
<i>Does this activity include overnight accommodation?</i>	
<i>Does this activity include any adventure activities?</i>	
<i>Who is the teacher organising this activity?</i>	
<i>Who will be in charge during the activity?</i>	
<i>Is the venue in a Bushfire zone?</i>	
<i>What is the approximate cost? Will payment plans be offered to families?</i>	
<i>What arrangements will be made for children who do not attend?</i>	
<i>Any additional information</i>	

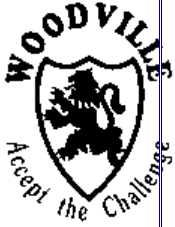
In-principle approval granted. In order to gain full approval please complete Form ____ and associated documentation and present to the Principal by / / .

Notes detailing the proposed activity may be sent to families and expressions of interest and deposits sought. Please note – deposits are fully refundable should Full Approval not be granted by the Principal and/or School Council.

Signed: _____ (Principal)

Date: / /

NB: Please generate a new folder in the Excursions and Camps Folder on T drive. Name with title of excursion/camp and date. All documentation in relation to the activity should be filed in this folder and a hard copy kept for archiving.



APPENDIX D

FORM B – Excursion Planner for Principal Approval

To be completed by the organising teacher after in-principle approval has been granted and it has been established with the Principal that School Council Approval is not required.

1. DETAILS OF EXCURSION	
Excursion to	
Date of excursion	
Teacher in charge	
Grade Level(s)	
Time of departure	
Estimated time of return	
Number of students anticipated	
Number of staff required	
Transport organised	<i>Please detail including company phone number if using bus</i>

2. COSTS	
Transport	\$
Admissions	\$
Food/Drink	\$
Equipment Hire	\$
Venue hire	\$
Other (detail)	\$
TOTAL	\$

Number of Students attending:

3. FINAL COST PER STUDENT: \$

(To be determined in conjunction with Business Manager)

Will a cheque be required on the day of the excursion? YES / NO

If YES Order form must be completed for costs related to excursion.

Bus Company to be used:

4. RISK MANAGEMENT FORM completed and attached

5. LIST OF PROPOSED PARTICIPANTS ACCOMPANIES THIS FORM

- ALL permission forms to be generated from the school Office

6. NOTIFICATIONS

- A list of participating students will be given to the office staff on the day of the excursion
- Canteen must be notified at least one week before the excursion/camp
- Checked / Approved by Business Manager YES [] Signature:

7. EMERGENCY INFORMATION FORM completed and attached (with exception of actual numbers attending)

NOTE: If participant numbers are not adequate (payment & permission forms) no less than five school days from activity / excursion, Administration reserves the right to cancel the activity /excursion.

OFFICE USE:

Fee Code: _____ Charge: _____

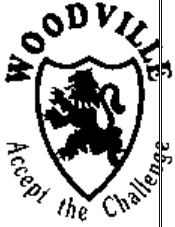
INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS	
EXCURSION BLURB:	
VENUE:	
TEACHER IN CHARGE:	
TRANSPORT METHOD:	
DETAILS OF EXCURSION:	
SPECIAL NEEDS: (eg Drink bottle, towel, sun hat)	

Signed approval must be gained before submitting a copy to office for generation of notes

APPROVED:

Principal signature:

Date:



APPENDIX E

FORM C - Approval Proforma for all Excursions, Camps and Activities Requiring School Council Approval

Department of Education and Early Childhood Development, 2013

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

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

School councils are responsible for approving:

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

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

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

Ensure you have the most current version of this template

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

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

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

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

*** EDUCATIONAL PURPOSE**

PROGRAM DETAILS

*** Program outline, including:**

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

*** Overnight accommodation**

Type of accommodation

Accredited residential campsites Tents/camping Other

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

Contact phone number(s):

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

Adventure activities

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

- | | | |
|--|--|---|
| <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](#). Forms included in Appendix G

*** 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	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Charges <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.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

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

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary

- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

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

Teacher-in-charge:

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

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

Principal:

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

Approved and minuted at a school council meeting on _____

School Council President:

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

EXPLANATORY NOTES

Dates

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

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

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

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

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

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

Overnight accommodation

This includes all forms of overnight accommodation.

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

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

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

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

Transport

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

The parent consent form should include a statement advising parents if a private vehicle is used as 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

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 F

EMERGENCY INFORMATION FORM

To be handed to Office immediately prior to departure of a Camp or Excursion (other than local walking) along with a list of attendees (including staff) and copies of student Medical

forms.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. 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.

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 on the Student Activity Locator if activities are to be conducted by:
 - Metropolitan schools - beyond the greater metropolitan area
 - Woodville Primary School when activity beyond Wyndham or in rural surrounds
 - Where the Principal deems there is a higher degree of risk

Woodville Primary School 5049	
Type of Activity	
Date(s)	<i>Commencing:</i> _____ <i>Concluding:</i> _____ <i>Expected time of return to school:</i> _____
Name of Venue	
Physical Address of Venue	<i>Postcode:</i> _____
Phone number at venue	
Mode of transport	
Bus Company transporting	
Emergency transport at Venue?	
Private vehicle	<i>Name of driver:</i> _____ <i>Mobile Number:</i> _____ <i>Details of Vehicle: Make/Model:</i> _____ <i>Reg. number:</i> _____ <i>If Students travelling in vehicle please list names:</i> _____
Total number:	<i>Students:</i> _____ <i>Staff:</i> _____ <i>Parents/Volunteers:</i> _____
Name of Person in Charge	<i>Mobile Number:</i> _____
Name and number of at least one other staff member attending	<i>Name:</i> _____ <i>Mobile Number:</i> _____ <i>Name:</i> _____ <i>Mobile Number:</i> _____ <i>Name:</i> _____ <i>Mobile Number:</i> _____ <i>Name:</i> _____ <i>Mobile Number:</i> _____

APPENDIX G

RISK MANAGEMENT

Important points:

- This process is best undertaken collaboratively so that different perspectives are brought to bear on the process
- This process should be applied to all elements of the proposed excursion – not just to the scheduled adventure activities
- Ideally all staff supervising the excursion should be actively managing risk before, during and after the excursion. Including ALL supervising staff (for example, where practical, including volunteers, specialist instructors, etc) in this process can help to achieve this
- This process (as outlined below) is consistent with the Department’s Risk Management Framework which is based on the International Organisation for Standardisation’s *ISO31000: 2009 Risk management – Principles and guidelines*.

The following process should include the staff leading the excursion, the staff supervising the excursion and must include people with experience and expertise in the activities being offered and knowledge of the proposed excursion or activity. Some ‘outsiders’ should also be included in the process.

Please refer to: <http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrisk.aspx> for detailed guidelines including guiding questions, copies of risk analysis tools and Risk Register Template. Further information can be found at: [Introduction to Risk Management](#) (staff access only).

If adventure activities are included refer to [Activities](#). Risk Management guidelines are included for activities commonly undertaken by primary school students e.g. Artificial Climbing and Abseiling, Bushwalking, Cycling, Canoeing and Kayaking, Challenge Rope Courses, Orienteering, Rafting and Swimming

This process must be documented. Templates are provided for this. The final documentation from steps 2 to 6 forms the excursion risk management plan required for submission to the school council for final approval.

Steps to be completed

1. Establish the context
2. Risk Identification
3. Risk Analysis
4. Risk Evaluation
5. Risk Treatment
6. Monitor and Review
7. Communication and Consultation

Refer to:

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

for assistance to complete this process

Risk Analysis Tools

DEECD Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

DEECD Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

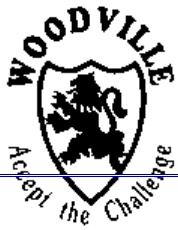
1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

DEECD Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DEECD Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.



Risk Register – To be completed and submitted for all Camps and Excursions

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
		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	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • 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	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible 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	
		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: <ul style="list-style-type: none"> • 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
		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	
		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	
		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
		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			Rare		For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • 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
		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.*

Consider including in the Risk Register:

- Lost child
- Toileting (especially if in a Public Venue and a male/female staff member is not present)
- Medical emergency including anaphylactic reaction, asthma, diabetic hypo (if any children with these conditions are attending)

PLEASE submit this document with Form B or C to be considered for final approval of your camp/excursion/activity. *This is mandated by DEECD and failure to complete the Register means that Approval cannot be granted.*

If the event is scheduled to take place in a location on the Bushfire Risk Register contact the Venue for a copy of their Bushfire Risk Management Plan and include with this document. If no such document is available from the facility consider an alternative venue and/or see the Principal for support in developing a plan

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