

1. INTRODUCTION

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

2. PLANNING

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

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

3. APPROVALS

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

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

4. DUTY OF CARE

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

External education providers, para-professionals and volunteers must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed. Prior to the camp or excursion/camp, parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

5. FIRST AID

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

6. STUDENTS WITH DISABILITIES

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

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

7. OVERSEAS TRAVEL

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

Woodville Primary School will ensure that they:

- comply with any DFAT travel advice current for the proposed location;
- subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas;
- review their risk assessment if there are any changes to the DFAT travel advice.

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

8. EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services, Woodville Primary School will notify the:

- DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#). A user guide has been developed to help schools complete the online form, see: [Student Activity Locator - User Guide](#)
- [Department of Foreign Affairs and Trade](#) (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

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

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

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

In the event of an emergency, accident or injury:

- staff on the excursion will:
 - 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.

9. FIRE DANGER OR BAN

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to

schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

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

10. RISK MANAGEMENT

An assessment of excursion risks will be undertaken in accordance with Department guidelines - [Planning – Managing Risk](#).

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

11. PAYMENTS

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

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

12. TEACHER RESPONSIBILITIES

Teachers participating in an excursion and/or camps will:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the program, see: [Excursion support - supervision](#)
- know who is the nominated member of staff who will provide first aid if required, see: [Excursion support - first aid](#)
- know the exact location of students they are responsible for at all times including during travel.

In addition the nominated teacher-in-charge will:

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

13. STUDENT BEHAVIOUR

Only students that have displayed safe and reliable behaviour at school will be permitted to participate in school excursions and camps. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to poor behaviour at school.

The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organising teacher. Both parents/carers and the student will be informed about this decision prior to the excursion/camp.

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

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

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

14. LINKS AND APPENDICES

The Key Links which are connected with this policy are sourced through: [DET School Policy Advisory Guide - Excursions and Camps](#)

Appendices which are connected with this policy are:

- Appendix A: Student/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Explanatory Notes
- Appendix D: Risk Assessment Pro-forma

15. EVALUATION

This policy will be reviewed annually

*This policy was last reviewed and ratified by School Council in **November 2018***

APPENDIX A
Student / Teacher Ratios

<p>General Day Excursions</p> <p>1:20 This maybe lower depending on the age of students, travel arrangements and venue.</p> <p>1 Experienced Staff member</p>	
<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p>NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p>NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners</p> <p>1:5 Novice; intermediate; advanced</p> <p>2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced</p> <p>1:5 On the track or mound</p> <p>1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters</p> <p>1:6 Open Waters</p> <p>1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p>NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight</p> <p>1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight</p> <p>1:10 Alpine, Nordic – day</p> <p>1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6</p> <p>2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p>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</p> <p>1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be a staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

APPENDIX B

WOODVILLE PRIMARY SCHOOL EXCURSION AND CAMP APPLICATION

To be submitted to Principal for approval at least 3 weeks prior to the proposed event.

Duty of care resides with teachers for the period of the event:			
<input type="checkbox"/> Presenter/s-volunteer/s must have current WCC's <input type="checkbox"/> Activity complies with Excursion and Camp Policy guidelines <input type="checkbox"/> All Excursions and Camps require risk assessment documentation <input type="checkbox"/> Student Activity Locator (SAL) to be entered by Assistant Principal			
Highlight relevant activity Excursion Camp	Event name		
Person in Charge		Date/s	
Purpose of Excursion /Camp	Excursion / Camp		
Location			
Total number of students		Year Level	
List Teaching Staff proposed			
List Education Support Staff			
List any volunteers assisting			
Date:	Excursion / Camp Organiser:		

STUDENT ACTIVITY LOCATOR (SAL)				
School Name: Woodville Primary			School Number: 5365	
Date of activity:			Type of activity:	
Name of Venue:			Is emergency transport available at the venue?	
Address:				
Mobile number:			Venue Phone no:	
Total number	students:	Teachers:	ES:	Volunteers:
Person in charge:				
ENTER ONLINE (SAL Activities Notification Form) Administration			Yes / No	
Principal Approval			Yes / No	

:

Excursion/ Camps Procedural Checklist

STEP 1	<input type="checkbox"/> Check with Assistant Principal - Enter on school calendar <input type="checkbox"/> Application approval		
STEP 2	ESTIMATE OF COSTS (See Business Manager if food is to be included in the cost per child)		
	Cost per child (excluding GST)		Total estimated cost (excluding GST)
	Estimated number of students		
	FINAL COST PER STUDENT CONFIRMED <input type="checkbox"/> Check with business manager <input type="checkbox"/> Order form completed for all related costs.		
STEP 3	PARTICIPANTS AND NOTIFICATION <input type="checkbox"/> Excursion/Camp notice add to school newsfeed <input type="checkbox"/> All permission and medical forms/ notes to parents/carers generated and distributed to students <input type="checkbox"/> List of participants/groups submitted		
STEP 4	NOTIFICATIONS <input type="checkbox"/> Canteen notified where required <input type="checkbox"/> A list of participating students/groupings will be emailed to the office, Principals, Instructional leaders and relevant staff <input type="checkbox"/> none participants distributed and alternative program arranged		
	DOCUMENTS REQUIRED BEFORE DEPARTURE <input type="checkbox"/> All signed informed consent forms from parents/guardians <input type="checkbox"/> Completed medical forms for all students and staff <input type="checkbox"/> Detailed itinerary with specific locations and contact numbers <input type="checkbox"/> Order forms completed for all related costs.		

APPENDIX C – Explanatory Notes to Approval Proforma

Dates

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

Educational purpose and program outline

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

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

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

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

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

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

Overnight accommodation

This includes all forms of overnight accommodation.

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

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

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

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

Transport

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

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

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

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

Supervising staff

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.

Excursion and Camp Risk Assessment Form

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

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		

Excursion and Camp Risk Management Assessment Form

Section 1 –Environment Emergency Management Assessment

Venue Assessed: _____ for month of _____

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

<ul style="list-style-type: none"> • School Bus Accident/Vehicle Incident • Medical Emergencies • Incidents • Aggressive student behaviour • Missing Student 	<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake 	<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					

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