

## Excursion, Incursion, Student Visit and Camps policy and procedures

### POLICY STATEMENT

Excursions, incursions (such as seminars) and camps are seen as an integral part of the DECV school curriculum as they enable students to explore, extend and enrich their learning and their social skills development. Excursions, seminars, student visits and camps complement, and are an important aspect of the educational programs offered at DECV.

Students may also visit teachers at DECV and access the Resource Centre.

An excursion/camp is defined as any activity beyond the school grounds.

### GUIDELINES

- All excursions and camps must be approved by the Principal or their nominee(s)
- Staff wishing to organize an excursion and camps must complete an excursion proposal form and lodge this for approval. All excursions and camps must be approved prior to running. Where an excursion proposal has not been submitted, that excursion and camps will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or their nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or their nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines.
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or their nominee(s). The Assistant Principal will complete the 'Notification of School Activity' at: [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- Advisory Committee is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal or their nominee is responsible for the approval of all single-day excursions other than those that must be approved by Advisory Committee as mentioned above.
- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions/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.
- The emergency management process of DECV will extend to and incorporate all camps and excursions.
- All Incursions (such as Seminars) held at DECV are to be treated as Excursions but do not require the explicit pre-approval of the Principal to occur.

## **PROGRAM**

Prior to DECV conducting an excursion, incursion or camp, DEECD'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 Advisory Committee 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.

### **Camps and Excursions**

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

- the contribution of the activity to the DECV school curriculum
- the adequacy of the planning, preparation and organisation in relation to the DECV 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

Prior to the camp or excursion parents/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.

- All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- For high risk Outdoor Education activities DECV staff member organizing must have suitable training and current qualifications. All DECV staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are made aware of special medical issues or medication requirements of any student.
- One DECV staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).

### **Camp Site Safety**

- All safety requirements will be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to DECV, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

**Refer:** [Safety Guidelines for Education Outdoors](#)

- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

For further ratios refer to the DEECD [Staffing and Supervision Policy](#)

### **Incursion**

- When students are in attendance at DECV for a seminar or student visit they fall under the duty of care of the organising teacher as stipulated by the DEECD [Duty of Care](#).

External providers may be engaged to deliver specific outdoor or adventure activities or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program.

Clear and open communication that occurs well in advance of the planned program is the key to an effective and well-informed relationship between a school and an external provider. Before an external provider is selected to assist with the delivery of a program, a thorough check should be completed by the school to ensure that they are appropriate for the program.

Prior to commencement of a program DECV will ensure that the external provider has:

- a current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer
- discussed with the school who has responsibilities for first aid, emergency communications and other specialist equipment
- demonstrated that staff have the correct qualifications and/or experience for their specific role/s
- a documented system in place to ensure that students are supervised by either a registered teacher or an approved staff member with a current [Working with Children Check](#)

- ensure that supervision of students is overseen at all times by a staff member of other individual that has a completed [Working with Children Check](#)
- discussed with the school who will be responsible for emergency procedures, and that these are well understood prior to the incursions taking place
- read the relevant sections of the Department's Safety Guidelines for Education Outdoors and understood their obligations under these guidelines.

#### **Excursion, incursion and camp responsibilities**

- Schools cannot sign 'Waivers of liability' on behalf of students. Regardless of the role of the external provider, schools retain overall responsibility for the program and any activities involving students.
- Government schools using residential campsites in Victoria as a venue for their camp or excursion are required to use only accredited campsites. For more information see: School Policy and Advisory Guide - [Venue Selection](#)
- Accreditation schemes include [Australian Camps Association Accreditation](#), [Australian Tourism Accreditation Program \(ATAP\)](#) and [National Accommodation, Recreation & Tourism Accreditation](#)
- Where not directly responsible for the instruction of the activity or assisting the instructor, the teacher present must understand the activity and the environment in which it will be conducted. This teacher must confer with the designated instructor about the supervisory role and establish areas of responsibility. If the teacher is not the designated instructor he/she is to act on the advice of the designated instructor on technical safety issues.

#### **Arrangements for payments for excursions, incursions and camps**

- 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 Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions/camp. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 48 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Administration 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 for excursions, incursions, camps and student visit**

- Teachers need to ensure that the DECV Excursion/Incursion/Camp form is completed and returned 48 hours prior to the seminar, excursion or camp. See Appendix D for form.
- A designated "Teacher in Charge" will coordinate each excursion/incursion/camp.
- The Teacher in Charge must provide DECV Administration with a final student list as well as posting a copy on the school intranet.
- All students must have returned a signed permission note and payment to be able to attend the excursion/incursion/camp. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- DECV will provide a first aid kit for each excursion/camp. The teacher in charge is responsible for collecting these prior to leaving.

- Parents may be invited to assist in the delivery of excursions.
- Disciplinary measures apply to students on excursions, incursions and camps consistent with the DECV's Student Engagement and Inclusion Policy. In extreme cases the excursion, incursion and camp 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, please refer to the DECV Student Engagement and Inclusion Policy for the procedure.
- All excursion/incursion/camp staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion/camp.
- On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion/camp at short notice. Where an excursion/camp is not cancelled, special fire safety precautions will be implemented. In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.
- All teachers in attendance and/or in charge of the excursion, incursion, seminar, student visit and camp must be aware of their responsibilities under the DEECD Policy Duty of Care.

## **LINKS AND APPENDICES (including processes related to this policy)**

- [DECV Student Engagement and Inclusion Policy](#)
- [DEECD Safety Guidelines for Education Outdoor](#)
- [DEECD Duty of Care](#)

Appendices which are connected with this policy are:

### Excursion

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Excursions Application Pro-forma (3 pages)
- Appendix D: DECV Seminar/Excursion /Camp Form
- Appendix E: Environment and General Risk Assessment
- Appendix F: Notification of School Activity (excursions)

### Camp

- Appendix G: Pupil/Teacher Ratios
- Appendix H: Pro-forma for school approval for all camps
- Appendix I: Guidelines for teachers planning a camp or excursion
- Appendix J: Notification of School Activity (camps)
- Appendix K: Confidential Medical Information for Camps
- Appendix L: Camps Guidelines & Rules
- Appendix M: Statement of Intent & Payment Pro-forma
- Appendix N: Risk Assessment for Camps

Include a list of the links which are connected with this policy: The list could include links to other relevant internal documents, any relevant process documents and also links to DEECD and VCAA policies.

<b>Date developed/reviewed</b>	<b>28<sup>th</sup> August 2014</b>
<b>Developers</b>	<b>Amy Christensen &amp; Lidia Manov</b>
<b>Date of next review</b>	<b>December 2014</b>

## Appendix A:

### Pupil / Teacher Ratios

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

**Appendix B:**

**APPROVAL APPLICATION**

To be submitted to Advisory Committee or the school for approval as required by DEECD.

EXCURSION: .....

DATE/S: .....

DESTINATION / DETAILS:  
.....  
.....

NUMBER OF STUDENT: .....

PURPOSE OF EXCURSION:  
.....  
.....

ORGANISING STAFF MEMBER: .....

STAFF PROPOSED: .....

ARE ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST:.....

IF NOT DECV STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:  
.....  
.....

Signed: .....Date: .....

**Appendix C: Excursions Application Pro-Forma**

Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion.

**STEP 1**

- Key Dates clearance obtained Signed: \_\_\_\_\_
- Application approval & signed off in Key Dates Signed: \_\_\_\_\_

**STEP 2**

(When Step 1 completed this form must be submitted to Business Manager 3 weeks prior to excursion)

**EXCURSION DETAILS**

Date of Excursion: \_\_\_\_\_ Excursion to: \_\_\_\_\_

Teacher in charge: \_\_\_\_\_ Learning Area: \_\_\_\_\_

Number of students attending: \_\_\_\_\_ Staff required : \_\_\_\_\_

**STEP 3**

**ESTIMATE OF COSTS**

	A	B	C
Items	Total Costs (Including GST)	GST	Cost (Excluding GST)
Accommodation			
Transport/Bus			
Food			
Admissions			
Equipment Hire			
Other (details)			
<b>Total</b>			

From the above table

Total cost of all items excluding GST:- (C) \$ \_\_\_\_\_

GST (food only): (B) \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Number of Students attending: \_\_\_\_\_

**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 \_\_\_\_\_

#### **STEP 4**

LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

- List of participants submitted
- ALL permission forms to be generated from DECV Administration/teacher in charge

#### **STEP 5**

NOTIFICATIONS

- A list of participating students will be placed on the intranet
- COMPLETE 'NOTIFICATION OF SCHOOL ACTIVITY' FORM as attached

Checked / Approved by Business Manager YES [  ] Signature:

\_\_\_\_\_

#### **STEP 6**

(ONLY NECESSARY IF DEPARTMENTAL APPROVAL REQUIRED)

Camps/excursions that require Departmental Approval:-

- Overnight, weekend, interstate, overseas
- Adventure activities
- Non-adventure activities which, by their nature, location or timing, may be hazardous

- Advisory Committee approval is required for all Step 6 activities

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:

VENUE:

TEACHER IN CHARGE:

TRANSPORT METHOD:

DETAILS OF EXCURSION:

SPECIAL NEEDS: (eg Drink bottle, towel, sun hat)

**Appendix D:**



# 2014 SEMINAR / EXCURSION

Subject/Title: <b>SUBJECT/TITLE HERE</b>	Location: <b>LOCATION HERE</b>	Date: <b>DATE HERE</b>
---	-----------------------------------	---------------------------

Seminars and excursions can provide valuable personal contact with your teachers and fellow students. It is strongly recommended that you attend. They are for students currently enrolled in the subject at the DECV.

If you would like your supervisor/parent/guardian to attend with you, please complete SECTION D of this form. The organizing teacher will contact you before the day of the seminar or excursion to let you know if it is inappropriate for the adult to participate in the activity.

**All students must complete this form, whether or not they intend to participate in the activity.**

Student Name:	DECV number:
Student signature:	Will you be attending the seminar/excursion?    Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION A – to be completed by all students**

PARENT/GUARDIAN: ..... (if student under 18) ..... Address: ..... ..... PH: ..... MOB: .....	EMERGENCY CONTACT ON THE DAY: ..... ..... Address: ..... ..... PH: ..... MOB: .....
--	--

Any Special Needs? (medical, travel, supervision requirements, etc).....

.....

Traces of nuts **will be** found in food from the DECV cafeteria. Students for whom this is an issue must Bring their own food. Students requiring an *EpiPen*® for the treatment of allergic reactions must bring their own EpiPen® and inform the teacher on arrival. A colour copy of your anaphylaxis management plan must be sent to the organising teacher prior to the excursion. The management plan template can be found at <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>

Do you suffer from allergic reactions ?    Yes  No

Details .....

THIS FORM SHOULD BE RETURNED TO THE DECV BY: **DATE HERE**

PLEASE RETURN MARKED ATTENTION TO: **NAME HERE**

### PLEASE TURN OVER TO COMPLETE FURTHER REQUIRED DETAILS

A DECV location map can be found inside your course materials or at:

<https://maps.google.com.au/maps?hl=en&tab=wl>

#### SECTION B – to be completed by parent/guardian for all students under 18

I, the parent/guardian of ....., consent to this student's participation in the excursion/seminar organized by the DECV. I understand that the student will be attending the Distance Education Centre for this day. I authorize the teacher in charge of the excursion/seminar to consent, (where it is impracticable to communicate with me), to the student receiving such medical or surgical treatment as may be deemed necessary.

Parent/Guardian Signature .....

#### SECTION C – to be completed by the Principal for ALL school-based students

This student has permission to attend the excursion/seminar organized by the DECV.

Signed ..... Principal of .....

**SECTION D – to be completed by adult requesting to accompany the student**

Name ..... Phone .....

I would like to attend this seminar/excursion organized by the DECV.

My relationship to the student is ..... Signed .....

**SECTION E – to be completed by parent/guardian or student (as indicated)**

At times, authorised staff may wish to record video or audio or photograph student activities during seminars or excursions. In order to publish such recordings of students involved in these seminars or excursions on the DECV website, in the media or in newsletters, your permission is required. Please tick the appropriate boxes below to indicate whether recordings may be published **outside** the DECV working environment for educational/promotional purposes. (It is DECV policy to only publish the first name of students). You will be informed, on the day, when and where the recordings are to be used.

Permission is given for the DECV to publish recording(s) of the above named student by the following means:

<b>DECV external website (accessible to all with internet access)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>External print formats (eg daily press, education bulletins)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>External forums (eg teacher / school conferences, education meetings)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Onsite displays at the DECV (including display screens)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Internal publications (eg subschool newsletters, online classrooms, Pod casts)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**The information being collected allows DECV to facilitate your and/or your child's attendance on an excursion or at a seminar. The information will be secured and not used or disclosed for any other purpose.**

**Appendix E:** Excursion Risk Management Assessment Form

**Section 1 –Environment Emergency Management Assessment**

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

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

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

<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

<b>Environmental Emergency</b>	<b>Event</b>	<b>Risk Management Strategies</b>
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		
<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

## Section 2 General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
--------------	-------	----------------------

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

## Seminar Risk Assessment Form

**Duty of care resides with teachers for the period of the event:**

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines

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.		

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

## Appendix F: Notification of School Activity (Excursion)

Advisory Committee 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 Advisory Committee approved camps and excursions must be entered into the DEECD database using the online notification form available at:

[www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp)

This notification should be provided three 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 G:** Pupil / Teacher Ratios for Camps

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

**Appendix H: Pro-forma for School Approval for all Camps**

*\*This form must be completed and handed to the Principal five days before Advisory Committee.*

**1. Camp Location / Phone**

Name of Camp: \_\_\_\_\_  
Name of nearest town: \_\_\_\_\_  
Address of Camp: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone of Camp: ( ) \_\_\_\_\_

*Emergency Services Phone Number and Locations:*

**Police** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_  
**Fire** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_  
**Doctor** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_  
**Hospital** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_  
**Ambulance** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_  
**Other** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

*Type of Camp Accommodation:*

Canvas  Bunkhouse  Chalet   
Motel  Hotel  Other

If *other*, please give details: \_\_\_\_\_

**2. Dates / Times**

Leave School at \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)  
Arrive back at School \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)  
No. of days of Camp: \_\_\_\_\_

Is this Camp in: School time only? YES  NO   
Holidays time only? YES  NO   
School time and holidays/weekends time? YES  NO

Does this camp clash with any major school activities on the School calendar? YES  NO

If YES, list these activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Staff included**

Teacher(s)-in-charge: \_\_\_\_\_  
\_\_\_\_\_

No. of extra staff required to meet safety ratios:  
Male: \_\_\_\_\_ Female: \_\_\_\_\_ Totals: \_\_\_\_\_

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_  
Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_  
Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES  NO   
Can these ratios be met with the above staff requested? YES  NO

**4. Student Numbers / Age**

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Totals: \_\_\_\_\_

Age range of most students: \_\_\_\_\_ to \_\_\_\_\_

Cost of camp (per student): \$ \_\_\_\_\_

**5. Educational aims of Camp (state briefly)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Method of Travel / Route**

Travel to the Camp: \_\_\_\_\_

Travel back to School: \_\_\_\_\_

Travel while at Camp: \_\_\_\_\_

Are staff member's cars involved? YES  No

If YES, complete the details below:

CAR OWNER	TYPE	REG. NO #	INSURANCE	COMPANY	SIGNATURE
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		

**NOTE:** All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses? YES  No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

NAME OF STAFF	LICENCE NUMBER	EXPIRY DATE

**NOTE:** If a BUS is hired (self drive or with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

**Route**

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

--

**7. Activities on this Camp**

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – (see Appendix A). You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

ACTIVITY	STAFF RATIO	SPECIAL STAFF ON SITE QUALIFICATIONS	STUDENT EQUIPMENT

**8. Camp Insurance**

A member of staff need to SIGHT a copy of the Camp's Insurance Policy and note details below for School Council.

INSURANCE COMPANY	POLICY No.	TYPE OF INSURANCE	LIMIT OF COVER

## 9. 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 10. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, 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" form kept by the Principal or 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) The Principal must be informed of any change of planned activities/itinerary.

## **Appendix I: Guidelines for teachers planning a camp**

### **1. Introduction**

Camps need to be planned well in advance and should relate to the curriculum being taught. 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:

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

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 DEECD 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.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

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 aim
- 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 J: Notification of School Activity (camps)**

Advisory Committee is 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 Advisory Committee approved camps and excursions must be entered into the DEECD database using the online notification form available at:

[www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp)

This notification should be provided three 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 K:**

**Confidential Medical Information for School Advisory Board  
Approved Camps**

(Please complete and return **no later than Wednesday April 30th**)

This information is intended to assist the school in the case of any medical emergency. All information is held in confidence. Under the *Information Privacy Act 2000* and the *Health Records Act 2001*, schools have a duty to protect the privacy of the individual with regard to the personal and health information given in this form. This information will be kept confidential and only used for the purpose of providing appropriate care of your child. Health information is asked for so staff can properly care for your child. Withholding health information that may be required can put your child's health at risk.

Child's name: .....

Date of birth: ..... School year: .....

Parent/guardian's full name:.....

Address: .....

Postcode: .....

Emergency telephone numbers:

Business hours: .....

After hours: .....

Name and address of family doctor:.....

.....

Medical/Hospital Insurance Fund: .....

Contribution No: ..... Medicare No: .....

Ambulance No: .....

Please tick if your child suffers any of the following:

Asthma	<input type="checkbox"/>	Bed wetting	<input type="checkbox"/>	Blackouts	<input type="checkbox"/>	Migraine	<input type="checkbox"/>
Dizzy spells	<input type="checkbox"/>	Fits of any type	<input type="checkbox"/>	Heart condition	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Sleepwalking	<input type="checkbox"/>	Travel sickness	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Anaphylaxis	<input type="checkbox"/>

Other (please specify below)

.....  
.....

Does your child have allergies to any of the following?

Penicillin: .....

Other drugs:.....

Any foods:.....

Other: .....

Any special care needed:

.....

.....

**Tetanus immunisation:**

Year of last tetanus immunisation

.....

(Tetanus immunization is normally given at four years of age as Infantrix vaccine and at fifteen years of age as ADT vaccine).

**Tablets and medicines:**

Is your child taking tablets and/or medicine? YES/NO

If YES, please state name of medication and dosage.

Medication (drug)	Dose	Time of Dose
<i>For example, Ritalin</i>	<i>2 x 10mg</i>	<i>AM (9.00am) after food</i>

All medication must be handed to the teacher-in-charge on arrival at the camp. All containers must be labelled with your child's name, the dose to be taken and when it should be taken. (These will be kept in the first aid centre and distributed as required). If it is necessary or appropriate for your child to carry their own medication (i.e. asthma puffers, insulin for diabetes) it must be with the knowledge and approval of both the teacher-in-charge and yourself.

**Previous experience:**

Is this the first time your child has been away from home YES/NO

**CONSENT TO MEDICAL ATTENTION**

Where the teacher-in-charge is unable to contact me or it is otherwise impractical to contact me I authorise the teacher-in-charge to:

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

**Signature of parent/guardian:** .....

**Date:** .....

**DIETARY REQUIREMENTS**

Please indicate any special dietary requirement that your child needs for example vegetarian, gluten free etc. *Please try to be as specific as possible.*

.....

.....

.....

## **Appendix L:**

### **Distance Education Centre Victoria –**

#### **Camp Guidelines and Rules**

Whilst enjoyment is an integral component of our program, student safety is our first priority. Hence, it is essential that you and your child read and consent to, the guidelines outlined herein. We look forward to providing your child with a valuable and enjoyable experience. Should you require any further information, please contact us.

#### **DECV Camp Rules:**

1. Listen to and follow teachers guidelines and instructions
2. Never leave camp or activity areas without permission
3. Mobile telephones, portable CD, MP3 players, Personal Digital Assistants and other electronic equipment are used at their owners' risk. No liability will be accepted by DECV or Urban Camp in the event of loss, theft or damage to any device.
4. Any wilful damage to property must be paid for by the individual/s involved
5. Smoking is prohibited at all times on the camp
6. Any campers involved with alcohol, drugs and inappropriate activities will be sent home
7. Respect others after lights out. Students are permitted to enter their own rooms ONLY - after lights out. Students must remain in their own beds all night.
8. Every group is responsible for the ongoing cleanliness of their rooms
9. Respect male and female areas
10. Respect the natural environment. Please use the bins provided
11. Activities are only to be accessed during allocated activity times

To ensure the safety and enjoyment of all involved, any student putting themselves or their peers at risk through a breach of these guidelines will be returned home at your parent's expense either by a teacher accompanying the student or the parent personally collecting the student from Camp.

**Appendix M:**

**Statement of Intent:**

We ask that all students read the list of statements below and sign that they agree to the terms before they attend the camp:

	TERMS
<b><i>Respect students and teachers</i></b>	<ul style="list-style-type: none"><li>• I will maintain positive and respectful relationships between all members of the school community.</li><li>• I will treat others as I would like to be treated.</li><li>• I will treat people of other cultures and races with respect.</li><li>• I will treat other students with respect by allowing them to participate in camp activities</li><li>• I will show obedience to requests from staff and others in positions of authority.</li><li>• I will, if necessary, be provided with the opportunity to disagree without being offensive.</li></ul>
<b><i>Respect the property of others</i></b>	<ul style="list-style-type: none"><li>• I will only use the property of others with the permission of the owner.</li><li>• I will treat the property of others as if it were my own valued property.</li><li>• I will treat the property of Urban Camp as if it were my own valued property.</li></ul>
<b><i>Behave safely</i></b>	<ul style="list-style-type: none"><li>• I will recognise that illegal drugs, alcohol, tobacco and weapons are prohibited.</li><li>• I will avoid playing in ways which may cause injury to others or myself.</li></ul>
<b><i>Support your school's good name</i></b>	<ul style="list-style-type: none"><li>• I will be well behaved when on excursions and while travelling around the city and to and from the camp site.</li></ul>

We (student name) \_\_\_\_\_ & (parent / guardian name) \_\_\_\_\_  
have read and understood the guidelines/rules for attending the Distance Education Centre  
Victoria Camp and I agree to adhere to them.

Students Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

**Please note: this form must be signed and submitted no later than **INSERT DATE****

I have read the attached information regarding the DECV School Camp on **INSERT DATE**

1. I give permission for my child ..... to attend.  
(CHILD'S FULL NAME)
2. I have enclosed my payment of **INSERT COST** for the Camp.

Payment for the Camp may be made by attaching a Cheque or Money Order to the front of this form, or you may pay by Credit card

Please debit my:      Bankcard       Visa       MasterCard

Credit Card Number

Expiry Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

3. I have signed, completed and enclosed the Confidential Medical Information Form.
4. I have signed and enclosed the Camp Guidelines and Rules Form.
5. I give permission for the DECV to use School Camp digital photographs of my son/daughter for School promotional purposes. **YES NO** (Please circle one only)

**Signature** .....(Parent / Guardian)

**Date**.....

**Please note: this form must be signed and submitted no later than Wednesday April 30<sup>th</sup>.**  
**Failure to return all forms by the due date may result in exclusion from the School camp.**



## Section 2 General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
--------------	-------	----------------------

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