



THOMASTOWN  
SECONDARY COLLEGE

## CAMPS AND EXCURSIONS POLICY

### PURPOSE

To explain to our school community the processes and procedures Thomastown Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

### SCOPE

This policy applies to all camps and excursions organised by Thomastown Secondary College. This policy also applies to adventure activities organised by Thomastown Secondary College, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Thomastown Secondary College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

### DEFINITIONS

#### Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds

**Camps** are excursions involving at least one night's accommodation.

**Local excursions** are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

**Adventure activities** are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's website under Adventure Activities, at the following link:

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

### POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom

Camps are seen as an integral part of the College curriculum as they enable students to explore, extend and enrich their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our College.

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

### **Planning process for camps and excursions**

All camps and excursions will comply with Department planning requirements and must be approved by the Principal and School Council.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Thomastown Secondary College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Thomastown Secondary College is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

### **Supervision**

Thomastown Secondary College follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

### **Volunteer and external provider checks**

Thomastown Secondary College requires all parents or carers or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

[For more information about when a WWC Clearance is required, see [Volunteers page](#) on the School Policy Templates Portal.]

### **Parent/carer consent**

For all camps and excursions, Thomastown Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Thomastown Secondary College informs parents about school camps and excursions by providing letters that asks for parent's/carer's signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

Thomastown Secondary College will provide advance notice to parents/carers of an upcoming local excursion through a note home given to the student. For local excursions that occur on a recurring basis Thomastown Secondary College will notify parents once only prior to the commencement of the recurring event.

### **Cost of camps and excursions, refunds and support**

Most camps and excursions provided by Thomastown Secondary College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

### **Financial help for Families**

Thomastown Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager/Principal/Organising Teacher. The Business Manager/Principal/Organising Teacher can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

### **Refunds**

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

### **Student health**

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

### **Behaviour expectations**

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Only students that have displayed sensible, reliable behaviour at the College will be permitted to participate in College camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy and College Rights and Responsibilities document found in all student diaries*. The decision to exclude a student will be made by the Principal, Assistant Principal, Student Wellbeing Counsellor, in consultation with the Home Group teacher and the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a College camp will be asked to sign a contract agreeing to abide by all camp rules.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion.

Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

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

### **Electronic Devices**

Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

### **Food**

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

## Accident and Ambulance Cover

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

Unless otherwise indicated, Thomastown Secondary College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

## Communication

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- School Policy and Advisory Guide:
  - [Excursions and Activities](#)
  - [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursions Fund](#).
- [Code Red Days](#)

The following school policies are also relevant to this Camps and Excursions Policy

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Duty of Care Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	Principal
Next scheduled review date	August 2027

## APPENDICES

Appendices which are connected with this policy:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for College approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of College Activity (camps and excursions)

## Appendix A

### Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p><b>NOTE:</b> No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p><b>NOTE:</b> 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><b>Shooting</b></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><b>Snorkelling</b></p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p><b>NOTE:</b> 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight</p> <p>1:10 Day</p>	<p><b>Snow Activities</b></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><b>Surf Activities</b></p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p><b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p><b>Swimming</b></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><b>Riding School:</b></p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></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 staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

## Appendix B

### Pro-forma for College Approval for all Camps

*\*This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.*

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](#).

### \* 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



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

## 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
<hr/>		

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

Principal:

Name	Signed	Date
<hr/>		

**Approved and minuted at a school council meeting on** \_\_\_\_\_

School Council President:

Name	Signed	Date
<hr/>		

## 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.

# Alternative Camp Approval form

## 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 College at                    am/pm on \_                    (day/month/year)

Arrive back at College                    \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)

No. of days of Camp:                    \_\_\_\_\_

Is this Camp in: College time only? YES  NO

Holidays time only? YES  NO

College time and holidays/weekends time? YES  NO

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

If YES, list these activities:

## 2. 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 College).

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. College 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 College:

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




## 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: \_\_\_\_\_

### 1. 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 College 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, College levies must be paid before a camp fee is accepted.
  - (vii) The Principal must be informed of any change of planned activities/itinerary.

## Appendix C

### 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 College grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

College Council is responsible for the approval of:

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

Before approving an excursion, consideration by the principal and/or College Council needs to include:

- the contribution of the activity to the College 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 College to have the student in its care after normal College hours
- to authorise the College to take the student out of the College environment
- to alert the College to any medical condition or allergies of the student
- to authorise the College to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated College 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 College 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.

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

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

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 College demands and must ensure that the normal College 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 College

## 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 College cheque
- medical information, precautions and First Aid kit

## Appendix D

### Notification of College Activity (Camps)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities. If comprehensive information is required during an emergency, Colleges 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 College.

Relevant details about School Council approved camps and excursions must be entered into the DET database using the online notification form available at:

[www.eduweb.vic.gov.au/forms/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 College should complete the form for activities involving a group of Colleges.
3. Day excursions should be reported if activities are to be conducted by:
  - country Colleges - beyond the local town/city
  - rural Colleges - beyond the local area
  - metropolitan Colleges - beyond the greater metropolitan area

## Appendix E

### Camps 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>• College 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>
Very high or high likelihood / 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		

## Section 2 General Excursion Risk Assessments

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
--	--	---

<p><b>People</b></p> <p>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number</p>		
<p><b>Equipment</b></p> <p>Resources that impact on the activity e.g. clothing, footwear, teaching equipment</p>		
<p><b>Environment</b></p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>		
<p><b>Critical incident management</b> (emergency procedures) – contact the College for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow College 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 College. Complete forms upon return to College.</p>		

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Consultation	Community consultation via College website – ongoing Leadership Team Consultation with School Council 27 <sup>th</sup> July
Approved by	Principal
Next scheduled review date	July 2025