Rationale

Camps and excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation. Excursions complement, and are an important aspect of, the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

Aims

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Implementation

Camps

- All camps must be approved by the Principal and School Council.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Leading Teachers/Camps Coordinator for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Leading Teachers/Camps Coordinator in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The School office will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Leading Teachers/Camps Coordinator to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps will then be presented to School Council for their approval.

Excursions

- All excursions must be approved by the Principal or Leading Teachers.
- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Leading Teacher. The Principal or Leading Teachers will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or Leading Teachers will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: DEECD Excursion Policy
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or Leading Teachers. The School office will complete the 'Notification of School Activity' at : www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.

Access to camp or excursion

- All efforts will be made not to exclude students simply for financial reasons. The Department's camps and excursions fund is available to all families with a current Health Care Card to assist with these costs and, in most cases, overcome financial difficulty. Parents experiencing financial difficulty, who wish for their children to attend a camp, 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 aspects of a camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps and excursions. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- 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. Costs incurred will be the responsibility of the parent.

Organisation

- All food, equipment, staffing, organization 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.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board.

- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (eg bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All 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 aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).

Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, 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 4.4.2.6 of the Victorian Government Schools Reference Guide
For further information regarding safety please check the policy documents below.

- **LINKS AND APPENDICES (including processes related to this policy)**
  Links which are connected with this policy are:
  DEECD Excursion Policy
  Safety Guidelines for Education Outdoors

Teacher Responsibilities

- A designated "Teacher in Charge" will coordinate each camp or excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff noticeboard and daily bulletin.
- In the case where a camp or excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed consent, contact and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.

- For students in Years 11 and 12 it is expected that the teacher in charge will consult with other staff before planning to minimise the impact on other classes.
- Parents may be invited to assist in the delivery of camps or excursions.
- Disciplinary measures apply to students on camps and excursions consistent with the 'Student Welfare' and 'Bullying & Harassment' policies. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.
  In such circumstances, the parent/carer will be advised:
  - of the circumstance associated with the decision to send the student home
  - of the time when the parents/carers may collect their child from the camp or excursion
  - of the anticipated time that the student will arrive home
  - of any costs associated with the student's return which will be the responsibility of the parents/carers

The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.
All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**
Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

Appendices which are connected with this policy are:
- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Camps & Excursions Risk Management Form

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

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When First Approved: 16th June 2014

When Reviewed / Modified: 20th March 2017

Appendix A (will be reviewed annually)
Pupil / Teacher Ratios

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

Appendix B
Pro-forma for School 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.*
The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

1. Camp Location / Phone

Name of Camp: _____
Name of nearest town: _____
Address of Camp: _____
_____ Postcode: _____
Telephone of Camp: ( ) _____
Mobile with Group: _____

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/Leading Teachers two weeks before the camp.
Boys: _____ Girls: _____ Totals: _____
Age range of most students: _____ to _____
Cost of camp ($70 per day 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 ☐ NO ☐		
			YES ☐ NO ☐		
			YES ☐ NO ☐		
			YES ☐ NO ☐		

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

Route

Outline the main route of travel for this camp with a map printed from Google or road maps, and attach to the application.

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 needs 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 Leading Teachers/Camps Coordinator 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 Leading Teachers/Camps Coordinator 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 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 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:

- 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 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 misbehaviour

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.
The Teacher in Charge in consultation with the Principal will decide if the wearing of school uniform on an excursion is appropriate.
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 D
Notification of School 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, 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 School Council 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

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 E
CAMPS & Excursions 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:

• Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident	• Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour	• Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area

Likelihood	**Very High**				
	High				
	Moderate				
	Low				
		Low	**Moderate**	**High**	**Very High**
	Impact				

Environmental Emergency	**Event**	**Risk Management Strategies**
Very high or high likely-hood / very highor 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 Assessment

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

Class Group:	Date:	Supervising Teacher:

	Dangers Factors which could lead to each inherent risk eventuating	**Risk Management Strategies** Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school for assistance.
If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.
If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school.

When First Approved: 16th June 2014

When Reviewed / Modified: