

# Camps & Excursions Policy & Plan

St. Georges Rd. Primary School



## Rationale:

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. 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.

Camps are defined as stays of one night or more beyond the school grounds and extending from local sites to places of educational interest beyond the local area.

## Aims:

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

## Guidelines for Action:

- All camps and excursions must be approved by the Principal or Principal's nominee(s).
- Staff wishing to organise an excursion must complete an [excursion proposal form](#) (see appendix) 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 Assistant Principal. The Principal or 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 nominee(s) will ensure that all camps and excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DEECD Excursion Policy](#)
- Once the camp/ excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). The Lead/ Coordinating Teacher 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) two weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- School Council 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 nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- Copies of all documents for camps and excursions will be kept at the front office for timely and effective communication, planning and organisational purposes.

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### Expectations:

- DET requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal or nominee will ensure that complete records and planning details are maintained regarding the camp/excursion.
- The principal or nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion and where possible be related to the experiences being provided to those students attending camps/excursions.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions.
- The Student Fees Package covers the cost of Curriculum Enhancement Fees. All excursion expenses are required to be maintained within this budget. Camps accrue additional costs.
- The school may choose to subsidise some excursions or some student's expenses.
- Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. School Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Camps will be planned for with at least two term's notice –enabling timely promotion and parent payment arrangements to ensure inclusive practices are adhered to.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

### Program:

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

Consideration in planning camps and excursions will include:

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

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

Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. A Camp coordinator will oversee the planning and preparation and ensure all accountabilities are adhered to. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET

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- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class/ or have Casual Relief Teacher support, and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

### **Arrangements for payments:**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited and encouraged to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal and Principal's delegate (Business Manager).
- Office staff will be responsible for managing and monitoring the payments for camps made by parents and will provide organizing teachers with detailed records on a regular (monthly) basis, with more regular updates as the departure date becomes imminent.
- All Children who have displayed appropriate behaviour (see Code of Conduct) will be eligible to attend school excursions through the Student Fees (Curriculum Enhancement) Payment plan.

### **Teacher Responsibilities:**

- A designated "Teacher in Charge" will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as placing a copy on the school diary on the day of event.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion, including alternate class placements to be left with Principal and Office staff.
- All students must have returned a signed permission note to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid back-pack for each excursion. The teacher in charge in liaison with First Aide Officer (Kaye Martino) is responsible for collecting these prior to leaving.

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- 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. (SMS messages can be utilised for communication if deemed appropriate by Coordinating teacher).
- Parents may be invited to assist in the delivery of excursions by the request of the Principal or nominee.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal and Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Engagement and Inclusion policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of the principal or their nominee, may determine that a student should return home during a camp or excursion.

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

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

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 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.

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

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

Appendices which are connected with this policy are:

- [Appendix A: Pupil/Teacher Ratios](#)
- [Appendix B: Excursions Approval Pro-forma](#)
- [Appendix C: Camps and Excursions Application Pro-forma \(3 pages\)](#)
- [Appendix D: Notification of School Activity \(camps and excursions\)](#)
- [Appendix E: Environment and General Risk Assessment](#)

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

<b>Date Implemented</b>	May 2017
<b>Author</b>	Principal – Kerrienne Souter
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	Principal: School Council President:
<b>Date Reviewed</b>	March 2017
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	May 2021
<b>References</b>	<u>DET Excursion Policy</u>

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## Appendix A Staff/ Pupil Ratio

<p><b>Day Excursion</b> 1:20 Principals may reduce this ratio considering nature of program</p>	<p><b>Overnight excursions/ Camps</b> 1:10 Base camps in residential premises or under canvas Mixed gender - Must include at least one staff member of each sex. This may be waived if mixed sex unavailable)</p>
<p><b>Small group local excursion</b> With the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).</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 NOTE: 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 NOTE: 1 teacher/instructor in water and NOTE 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>Orienteering</b> 1:10 Bush</p>

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## Appendix B APPROVAL APPLICATION

To be submitted to School Council or the school for approval as required by DEECD.

EXCURSION:

DATE/S:

DESTINATION / DETAILS:

NUMBER OF STUDENTS:

PURPOSE OF EXCURSION:

COORDINATING STAFF MEMBER:

STAFF PROPOSED:

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

IF YES PLEASE LIST:

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION (If any):

Signed: .....

Date:

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## Appendix C CAMPS AND EXCURSIONS APPLICATION PROFORMA (3 PAGES)

Teachers wishing to conduct camps or excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST 1 FORTNIGHT before the date of the proposed excursion.

### Step 1: EXCURSION DETAILS

Date of Excursion: ..... Excursion to: .....

Teacher in charge: ..... Grade levels / Groups: .....

Time of Departure: ..... Estimated time of return: .....

Number of students attending: ..... Staff Attending: .....

### Step 2: ESTIMATE OF COSTS

ITEMS	A TOTAL COST (including GST)	B GST	C COST (excluding GST) (A – B)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment/ Hire			
Other/ detail			
<b>TOTAL</b>			

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 Principal/ 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 (order Book).

Bus Company to be used: .....

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## Step 3: PARTICIPANT DETAILS

LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

- List of participants submitted
- Permission forms

## Step 4: NOTIFICATIONS

- A list of participating students will be handed to the Principal and General Office
- A list of students not participating / and arrangements left with principal and General Office
- COMPLETE 'NOTIFICATION OF SCHOOL ACTIVITY' FORM as attached
- School Council approval is required for all Step 5 activities (see below)

Checked / Approved by Principal YES [  ] Principal Signature: .....

## Step 5: DET NOTIFICATIONS (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

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

## Step 6: INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS

This information is provided to Office Administration Support staff member (Helen Rokahr) to ensure correct details are communicated on Permission forms for family approval and signature

EXCURSION:

VENUE:

TEACHER IN CHARGE:

TRANSPORT METHOD:

DETAILS OF EXCURSION:

SPECIAL NEEDS: (e.g. drink bottle, towel, sun hat)

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## Appendix D

### NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Early Childhood Development guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Three weeks prior to commencing the following:

- 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, school council holidays, combined sports or cluster days

Schools must notify the:

- Department of any approved school camp or excursion beforehand using the: [Student Activity Locator online form](#).

#### Notes:

The Information below is collected onto the Student Activity Locator (Coordinating Teacher is to print off completed document and provide a copy to Principal and Office Administration staff.)

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

Visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.



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## 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>
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<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>					

Environmental Emergency	Event	Risk Management Strategies
<b>Very high or high likely-hood / 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>		

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## 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:
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	<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		

**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 is needed. Contact the school. Complete forms upon return to school.