

Tyers Primary School – Excursions and Camp Policy

Purpose of this policy

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

Planning

The principal is responsible for the conduct of all excursions and must comply with the Department of Education and Training (DET) policy on the Schools Policy Advisory Guide

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>)

including ensuring that :

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

Approvals

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

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

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

Duty of Care & Supervision

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

External education providers and para-professionals must have appropriate certification (e.g. Working with Children Check) and ensure that supervision guidelines are followed.

The principal must ensure that students participating in excursions and camps are appropriately supervised.

Supervision can be provided by teachers, education support officers, trainee teachers, volunteer parents and carers, campsite staff and specialist instructors.

The [Schools Policy and Advisory Guide](#) provide minimum requirements for staff-student ratios. However, Principals should determine the appropriate and effective level of supervision for each individual excursion or camp, taking into account the following:

- the experience, qualifications and skills of staff,
- the age, maturity, physical characteristics and gender of the students,

- the size of the group,
- the nature and location of the excursion/camp,
- the activities to be undertaken.

Most excursions and camps must:

- be under the direct control of a teacher with at least one other excursion staff member present,
- have enough teachers to maintain appropriate control of the excursion and each activity,
- have teachers comprising at least half of the excursion staff.

Any person who supervises students on an excursion or camp must have a Working With Children Check (refer Volunteers Check Policy and Working With Children Check Policy).

Prior to the commencement of the excursion or camp, the Principal must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students.

The supervision of students on a camp or excursion will include the following:

- Retaining copies of all confidential medical forms and permissions slips for each student who is participating in the excursion or camp.
- Regularly marking off the attendance of students – this may include at the beginning of the excursion, on the transport, and at each location and activity.
- Ensuring that the venue, transport and activities conducted adhere to DET guidelines.
- Monitoring student behaviour, enforcing behaviour standards, and implementing logical consequences for a failure to comply with the behaviour and safety standards.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Ensure that risk management plans and emergency management plans are implemented as necessary.

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

First Aid

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken..

Students with Disabilities

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

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

Overseas Travel

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

Tyers Primary School will ensure that they:

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

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

Emergency Notifications and Communications

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

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

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

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

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

In the event of an emergency, accident or injury:

- staff on the excursion will:
 - take emergency action as documented in the excursion and camp's emergency and risk management plan,
 - immediately notify the school principal.
- the principal will make arrangements for DET Security Services Unit to be telephoned on (03) 9589 6266.

Fire Danger or Ban

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Tyers Primary school will follow DET's emergency management (bushfires) procedures for off-site activities.

Risk Management

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

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

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 to discuss alternative arrangements with the Principal or Business Manager.

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 finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

Refunds

Where no cost is incurred by the school, a full refund shall be payable provided that:

- the student's place is filled by another student,
- the school deems the student's withdrawal was unavoidable. e.g. illness.

A partial refund shall be payable to the student withdrawing when:

- the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.

No refund will be payable to the student withdrawing when:

- The school deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

There will be no refund of the deposit paid.

Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp.

Where the school makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid by the student shall be refunded in full.

Where a camp or excursion has to be rescheduled because of Government warnings, e.g. fire danger parents may request a refund of monies paid by them less any funds retained by the Booking Company for the rescheduled trip.

Teacher Responsibilities

Teachers participating in an excursion and/or camps will:

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

In addition the nominated teacher-in-charge will:

- know the exact location of students at all times including during travel,

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

Student Behaviour

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

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

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

Links and Appendices

The Key Links which are connected with this policy are sourced through: [DEECD School Policy Advisory Guide - Excursion and Activities](#)

Appendices connected with this policy are:

- Appendix 1: Student/Teacher Ratios
- Appendix 2: Excursions Approval Pro-forma
- Appendix 3: Explanatory Notes to DEECD Excursion Approval Proforma

Related School Policies

This policy should be read and understood in conjunction with the following (but not limited to) school policies:

- Working With Children Check Policy
- Supervision and Duty of care Policy
- Volunteers Check (WWCC) Policy
- Student Engagement and Inclusion Policy

Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the Excursions and Camp Policy and revise the policy tri-annually or as required by completing a policy review.

Excursions and Camp Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 03/05/2016.

Appendix 1 – Student/Teacher Ratios

Click on the hyperlink to take you to the SPAG for all relevant information and the current staff – student ratios for the following outdoor activities.

<p><u>Abseiling and Rock Climbing</u> <u>Abseiling Walls and Artificial Climbing Walls</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx</p>	<p><u>Rock Climbing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx</p>
<p><u>Bushwalking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx</p>	<p><u>Ropes Course Challenge</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx</p>
<p><u>Camping - Overnight</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx</p>	<p><u>Sailing (Small Boats - Dinghies, Catamarans)</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx</p>
<p><u>Canoeing and Kayaking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx</p>	<p><u>Snorkelling</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx</p>
<p><u>Cross Country Skiing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx</p>	<p><u>Scuba Diving</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx</p>
<p><u>Cycling</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx</p>	<p><u>Sea Kayaking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorkayak.aspx</p>
<p><u>Downhill Skiing and Snowboarding</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx</p>	<p><u>Surfing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx</p>
<p><u>Horse Riding</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx</p>	<p><u>Swimming - Recreational</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx</p>
<p><u>Orienteering</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx</p>	<p><u>Water Skiing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx</p>
<p><u>Rafting</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx</p>	<p><u>Windsurfing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwindsurf.aspx</p>

Appendix 2 – Student/Teacher Ratios

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education & Training

This proforma details minimum requirements for school 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

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

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

Principal:

Name	Signed	Date
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Approved and minuted at a school council meeting on _____

School Council President:

Name	Signed	Date
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Appendix 3 – Student/Teacher Ratios

Explanatory Notes to Approval Proforma

Dates

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

Educational purpose and program outline

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

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

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

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

Contact land managers to determine if permit or 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 & Training recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

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

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

Transport

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

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

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

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

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.