



CAMPS & EXCURSIONS POLICY

This policy has been developed by members of School Council.

Date written: June 2015
School Council Ratified:

Date reviewed: 2015
Next review: 2016

PURPOSE

We recognize that it is beneficial to develop a broad and deep understanding of curriculum through direct experiences.

Camps & excursions support the development of skills in personal development, social interaction and environmental studies. Camps may have a cultural, environmental, social or outdoor emphasis and are an important aspect of the educational program at our school.

POLICY STATEMENT

We endeavor to:

- Provide real-life experiences across learning areas, extending learning beyond the classroom.
- Provide the opportunity for all children to access the camping program.
- Broaden students' experiences and develop a sense of group cohesiveness in a fun and safe environment.

DEFINITION

For the purpose of this policy, an excursion is defined as an activity whereby students leave the school grounds for the purpose of engaging in educational activities (including camps, adventure activities and sport).

IMPLEMENTATION

School Council Approval

- School Council must approve all overnight activities and those that involve attendance outside of normal school hours using the DET approval pro forma.
- The principal must approve all single-day excursions.
- Written parental consent and full payment is required for all camps and excursions prior to student attendance. Consent forms must remain at school and a copy be taken on the excursion by the teacher in charge.
- Parents are to be provided with adequate advance notice of all camps & excursions. This advance notice is to provide sufficient detail to allow parents to make an informed

decision about their child's attendance at the planned activity. Advance notice shall include an approximate cost for the activity.

- Activities will be spaced as evenly as possible throughout the year to help families to budget for these events.
- All adults attending overnight camps must be first approved by School Council and have undertaken a Working with Children Check.

Venue Selection

- Camp and excursion venues will be selected for their quality, the educational opportunities they provide to support the school's program and their cost.
- A planned program of excursions is conducted each year with classes undertaking excursions as and when relevant to classroom learning.
- The school will develop and implement a sequential, progressive camping program with Year 2 sleepover, Year 3/4 biennial 2-night camp and culminating in an annual, Year 5/6 3 night camp.
- When selecting camp venues, the organising staff shall visit the site prior to booking to conduct a risk assessment. All camps used by the school should meet the criteria for accreditation by the Australian Camps Association (ACA) or the National Accommodation, Recreation and Tourism Accreditation program (NARTA).
- Upon arrival at the camp, the teacher in charge must conduct an inspection to assess apparent dangers and hazards.

Emergency Management

- DET must be informed of all camps and excursions through the Notification of School Activity register. This is the responsibility of the teacher in charge and must be done at least three weeks prior to the event.
- A qualified First Aid Officer must be nominated for each event and made known to all attending staff.
- All camps will meet the DET guidelines of a one to ten student/adult ratio for overnight stays and a one to twenty ratio for excursions.
- Students who choose not to attend camps & excursions are expected to attend school and will be provided with supervision and appropriate learning activities at school.
- There may be occasion where a small number of students may need to be transported by private motor vehicles. Under these circumstances, parents of each student will be notified that their child will be transported in a private vehicle. The principal is responsible for ensuring that the vehicle is registered and that the driver holds a valid driver's licence and comprehensive insurance.

Resources

- First Aid kits, including student medication and detailed instructions for administration
- School Mobile Phone
- Identity Badge for excursions and bus travel (NO NAME on front of tag)
- Equipment to support activities as required.
- Completed medical forms for all children and adults attending the camp (a copy of these to be left at school).

EVALUATION AND REVIEW

The organising staff will convene a debriefing session approximately one week following the camp or excursion, from which feedback and recommendations for the following year are to be recorded.

The Rosanna Primary School Camps & Excursions Policy will be reviewed as per School Council Policy.

School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

REFERENCES

[DET Guidelines - Excursion Policy](#)

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent>

Notification of School Activity form:

<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/forms.htm>

RELATED DOCUMENTS

Policy

Student Engagement and Well Being Policy

Critical Incident Reporting Policy

First Aid Policy

Distribution of Medication policy

Care Arrangements for Ill Students Policy

APPENDICES

- 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: Risk Management Assessment forms

<p>This document can be found at: USER:/Policies/Ratified Policies</p>
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Pupil / Teacher Ratios

<p><i>Abseiling and Rock Climbing</i></p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p><i>Orienteering</i></p> <p>1:10 Bush</p>
<p><i>Bass Camping</i></p> <p>1:10 Residential or under canvas 1:15 Study: residential</p>	<p><i>Ropes Course</i></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p>
<p><i>Board Sailing</i></p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p><i>Scuba Diving</i></p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p><i>Boats, Small Sailing - (Dinghies, Catamarans)</i></p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p><i>Shooting</i></p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p><i>Bushwalking</i></p> <p>1:5 Overnight 1:10 Day</p>	<p><i>Snorkeling</i></p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p><i>Canoeing</i></p> <p>1:6 2 Staff members</p>	<p><i>Snow Activities</i></p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p><i>Cycling</i></p> <p>1:10</p>	<p><i>Surf Activities</i></p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p><i>Day Excursions</i></p> <p>1:20</p>	<p><i>Swimming</i></p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p><i>Horse Riding</i></p> <p>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</p>	<p><i>Water Skiing</i></p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>

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: () _____

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)

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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). Non-teaching staff will require a Working with Children Check

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

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

Has the teacher-in-charge checked these ratios? YES No

Can these ratios be met with the above staff requested? YES No

4. Student Numbers / Age

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

Boys: _____ Girls: _____ Totals: _____

Age range of most students: _____ to _____

Cost of camp (per student): \$ _____

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

6. Method of Travel / Route

Travel to the Camp: _____

Travel back to School: _____

Travel while at Camp: _____

Are staff member's cars involved? YES No

If YES, complete the details below:

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

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

Are staff member's driving buses? YES No

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

NAME OF STAFF	LICENSE NUMBER	EXPIRY DATE

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

Route

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

7. Activities on this Camp

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

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

<u>ACTIVITY</u>	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 Principal/Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
 - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
 - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
 - (c) Confidential medical report for School camps.
 - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Principal/Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School fees 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 DET or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

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

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

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion 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
- Documented review and/or reflection

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

Environmental Emergency	Event	Risk Management Strategies
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		

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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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	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		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion EMP.</p> <p>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.</p>		