

Excursion & Camps Policy & Procedures



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.

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.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Implementation:

- All excursions must be approved by the Principal or his nominee(s)
- 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 Assistant Principal. The Principal or his 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 his nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). The Assistant Principal 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.
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
- The Principal or his nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
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Expectations:

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.

The principal or their 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.

The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. 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. Council must approve overnight or adventure activities. The Principal must approve these and other activities.

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.

Red Cliffs PS Guidelines for Camps:

1. The school camping program will encompass a series of carefully graded and planned outdoor experiences. NB. Outdoor Education components of the 'Health & Physical Education Domain VELS document.
2. The **Red Cliffs Primary School** annual Camping Program will comprise the following:
 - **Grade Prep & 1 students** will participate in a pre-camp event, which could take the form of an evening or morning meal at school, linked with outdoor education activities.
 - **Grade 2 students** will have the opportunity to engage in an overnight sleep-in at school, incorporating outdoor education activities.
 - **Grade 3/4 students** will be encouraged to participate in a 3 day/2 night trip to Swan Hill and 1 night 2 day Sunraysia Experience Camp (alternating years)
 - **Grade 5/6 students** will be encouraged to participate in a 4 day / 3 night Outdoor Education Camp to Lake Cullulleraine and a 5 day/ 4 night trip to Melbourne/ Ballarat (alternating years)..
3. Where practical, fully catered camps should be booked before the end of the preceding year. Prior to booking camps, Camp coordinator should check the following year's calendar for possible clashes. E.g. Public Holidays, Ramadan, major school events.

4. Before final arrangements are made, details of each camp / overnight stay must be presented to the Principal for approval and then School Council for official approval.
5. A truly successful camping program implies a high attendance rate from eligible students. When promoting student participation in proposed camps, aiming for 100% of eligible students attending, with 85% being the minimal target.
6. Staffing school camps will be undertaken following consultation with the Principal and leadership team. When planning which staff attends a school camp, consideration needs to be made for the students remaining at school..
7. When selecting and planning a school camp, keeping the costs to a minimum should be a major priority, to encourage greater participation.
8. Parent / Guardian must complete approved, individual camp medical and consent forms.
9. Lead up and follow up activities should complement the camp / sleep-in.
10. Children not attending camps are expected to attend school.
11. During camp weeks, employment of Casual Replacement Teachers and / or rearrangement of specialist teacher timetables may occur, to meet staffing requirements. **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 should include:

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

The principal or their 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. 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
- 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 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 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 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 Business Manager.
- 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.

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 posting a copy on the school intranet and daily bulletin.
- 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.
- All students must have returned a signed permission note and payment 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 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.
- 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, 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 Well Being and Restorative Practices 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 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: Camps/ Excursions Advice to Staff
- Appendix B: Camps/ Excursions Teacher Checklist
- Appendix C: Pupil Teacher Ratios
- Appendix D: Approval Application
- Appendix E: Emergency Response Plan Proforma
- Appendix F: Confidential Medical Form
- Appendix G: Asthma Care Form
- Appendix H: Parent Excursion Consent
- Appendix I: Clothing & Personal List
- Appendix J: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

Mar 2015

Pupil / Teacher Ratios

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

APPROVAL APPLICATION

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

EXCURSION:

DATE/S:

DESTINATION / DETAILS:
.....
.....

NUMBER OF STUDENTS:

PURPOSE OF EXCURSION:
.....
.....

ORGANISING STAFF MEMBER:

STAFF PROPOSED:

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

IF YES PLEASE LIST:

IF NOT AHS STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION:
.....
.....

Signed:

Date:

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

No excursions or camps are permitted in the two full weeks prior to an exam period for any level.

STEP 1

- Daily diary clearance obtained
- Application approval & signed off in daily diary

Signed: _____
Signed: _____

STEP 2

(When Step 1 completed this form must be submitted to Business Manager 3 weeks prior to excursion)

EXCURSION DETAILS

Date of Excursion: _____ Excursion to: _____

Teacher in charge: _____ Domain: _____

Time of Departure: _____ Estimated time of return: _____

Number of students attending: _____ Staff required : _____

STEP 3

ESTIMATE OF COSTS

	A	B	C
ITEMS	TOTAL COST (including GST)		GST (A <input type="checkbox"/> 11) COST (excluding GST) (A – B)
Accommodation			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

From the above table
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 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.

Bus Company to be used _____

STEP 4

LIST OF PROPOSED PARTICIPANTS MUST ACCOMPANY THIS FORM

- List of participants submitted
- ALL permission forms to be generated from the school Office

STEP 5

NOTIFICATIONS

- A list of participating students will be placed on the noticeboard in the Staffroom and on the intranet
- Canteen must be notified
- COMPLETE 'NOTIFICATION OF SCHOOL ACTIVITY' FORM as attached

Checked / Approved by Business Manager YES [] Signature: _____

STEP 6

(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
- School Council approval is required for all Step 6 activities

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

OFFICE USE:

Fee Code: _____ Charge: _____

INFORMATION REQUIRED TO GENERATE PERMISSION SLIPS

EXCURSION:

VENUE:

TEACHER IN CHARGE:

TRANSPORT METHOD:

DETAILS OF EXCURSION:

Section 1 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		

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.

Incursion Risk Assessment Form

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines _____

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

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	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 DISPlan.</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>		