

CLAYTON SOUTH PRIMARY SCHOOL



Camps/Excursions/External Provider Policy

1. INTRODUCTION

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.

Rationale:

- All school excursions and incursions are planned in line with the school's curriculum and are an important part of the school's educational programs.
- The school's excursions program enables students to further develop their learning and social skills in a non-school setting. The program may have a cultural, environmental and/or outdoor emphasis and are an important aspect of the educational programs offered at Clayton South Primary School.
- Incursions and excursions build upon shared classroom experiences and develop a sense of group cohesiveness.
- Incursions and excursions provide a program that promotes self-esteem, cooperation, resourcefulness, independence, leadership and resilience.
- Incursions and excursions provide a program that delivers skills and knowledge that promote a respect of the natural environment and that may lead to a lifelong involvement in fulfilling leisure pursuits.

Incursions and excursions need to be accessible to all families in order to maximise participation of students

2. PLANNING

The principal is responsible for the conduct of all excursions and must comply with the Department 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

3. Implementation:

- Prior to conducting all excursions, the approval of the Principal must be obtained. School Council must approve: **This should be done at least 3 weeks prior to the date.**
- Camps
- Overnight Excursions
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

- The Teacher organising the excursion/incursion is required to complete the Excursion/Incursion Application Form'. This form is to be given to the Principal before any form of bookings are made. Approval will not be given until this form is submitted with a draft of the notice to go home to parents.
- Before approving an excursion/incursion, the Principal will consider the following:
 - The contribution of the activity to the school curriculum.
 - The adequacy of the planning, preparation and organisation.
 - The adequacy of student supervision (One adult per 20 students, excursions only).
 - The cost
- Parents should receive 2 weeks' notice of any excursions and are required to respond by the due date.
- Final copies of notices should be forwarded to Office staff so they can be put on the school's website.
- At least 2 days before an excursion teachers are to have completed a grade checklist of all those who have paid and returned their appropriate forms and to try and contact parents/carers to ensure all notices and payments have been received.
- It may be appropriate on some occasions for a teacher to submit one 'Excursion Application Form' to cover a series of excursions e.g. Inter-School Sport, Swimming Program, and Sports Training.
- School Council is responsible for the approval of overnight excursions, camps, interstate visits, excursions involving weekends or vacations.
- Parents/guardians must provide written approval for their child(ren) to take part in an excursion.
- Parents/guardians must be given sufficient information about the excursion/incursion before signing a consent form.
- Consent/permission notes, which contain medical and emergency contact information, need to be taken on all excursions. It is the responsibility of the Level Leader to ensure these are taken.
- Unless otherwise directed by the Principal, the Level Leader will be in charge of the excursion/incursion.
- **All students will participate in all incursions unless requested otherwise.** If payment has not been received by the due date families will be billed after the event.
- All payments should be received prior to the excursion/incursion unless prior arrangement has been made. All outstanding fees will be invoiced to families.
- On the day of the excursion mark the roll E for those attending, O for those absent and / for those remaining at school.
- All students are required to wear school uniform.

4. DUTY OF CARE

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's Registration) and ensure that supervision guidelines are followed.

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.

5. 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..

6. 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.

7. 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.

Clayton South Primary 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;
- 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 Clayton South Primary recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

8. EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services, Clayton South Primary 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 the Department's Security Services Unit to be telephoned on 9589 6266.

9. 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, Clayton South Primary will follow the Department's emergency management (bushfires) procedures for off-site activities.

10. RISK MANAGEMENT

An assessment of excursion risks will be undertaken in accordance with Department 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.

11. 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.

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.

12. 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)
- 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)

13. 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
- of any costs associated with the student's return which will be the responsibility of the parents/carers

Excursion Guidelines for Parents

- Teachers will approach parents to assist with excursions.
- Parents attending excursions need a working with children check.
- Children who are not students at the school are not able to attend with parent helpers.
- Parents attending the excursion/incursion are under the direction of the classroom teacher or teacher in charge and will carry out specific duties as outlined below.
- In accordance with departmental guidelines and school priorities, the number of parents accompanying the excursion shall be determined by the nature of the excursion and students' age.

Specific Duties for Parents

Assist the teacher with general supervision of the students. This will involve

- Supervising student behaviour of a group of students throughout the course of the excursion, under the teacher's direction (in line with normal school rules).
- Liaising with the teacher with regard to major discipline problems.
- Assisting with lining students up, accompanying students to the toilets, supervising students during lunch ensuring correct disposal of litter.
- Liaising with teacher with regard to the appropriate times to have coffee or tea breaks.
- Staying in contact with the teacher whose grade you are accompanying.
- Working in conjunction with the teaching staff at all times.

Evaluation:

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

14. LINKS AND APPENDICES

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

Appendices which are connected with this policy are:

- Appendix A: Student/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Explanatory Notes to DEECD Excursion Approval Proforma

15. EVALUATION

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

Responsible for Review	Principal
Review Date	January 2019
References	Victorian Government Schools Policy Advisory Guide – need to update when new policy guide becomes available

APPENDIX A

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

APPENDIX B

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 course | <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
------	--------	------

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

Principal:

Name	Signed	Date
------	--------	------

Approved and minuted at a school council meeting on _____

School Council President:

Name	Signed	Date
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APPENDIX C

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.

EXCURSION PLANNER – CLAYTON SOUTH PRIMARY SCHOOL

Planner to be given to Principal at least *three weeks* before planned excursion (updated 2018)

EXCURSION DETAILS: Day and Date of Planned activity.....

Venue :.....

Address: 

Grades Involved:.....

No of students attending:.....Ratio:

Teacher in charge:..... Mobile No:

This person is to collect receipts and return them to the office

Excursion Type Major / Minor Note:

Other staff attending:

Parents attending:

Students at Medical Risk.....

TRANSPORT ARRANGEMENTS

Bus company used:..... Cost: Phone No.

Does the bus have seat belts? (A requirement for all students under the age of 7) Yes No

Departure from school:to arrive at

Departure from:..... atReturn to School:.....

Emergency transport at venue Yes No

All costs should include GST, work out the cost per student with approx 75% attendance

Bus costs **Other costs**.....

Total Costs per student

Other arrangements: (tick where appropriate).

First aid: Asthma medications Epipen Other Medications Camera Own lunch/drink Sporting gear: Excursion notes: Name tags: Cheques : Other (please name)

Proposed Timetable changes:..... Confirmed

Proposed Yard duty changes made:..... Confirmed
Notify: Specialists R.E: Mentors: Creative Music:

APPROVAL

Principal Authorisation: signature:

DAY OF EXCURSION

PLEASE PROVIDE THE OFFICE WITH THE FOLLOWING:

- Bus List with students and teacher’s names who are on each bus left at the office. If no bus is required then there needs to be lists of students who are with each teacher.
- Names of students not attending & grade they will be in for the duration
- List of absent students