Camps, Excursions Policy and Procedure

Purpose

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 Wilandra Rise Primary School. An excursion is defined as any activity beyond the school grounds. This policy should be read in conjunction with Wilandra Rise Primary School (interim name) Duty of Care Policy which will be available to read on the school website when up and running.

AIMS

- To help consolidate classroom learning. 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 outside the classroom.
- 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.

Implementation

- Learning Community Teams, as part of their planning, are responsible for choosing excursions relevant to the units being currently studied in their levels.
- Learning Community Teams planning an excursion must complete an Excursion & Incursion Activity Planning Form (Appendix A) and lodge with the Business Manager for costing at least 4 weeks prior to activity. Once completed this form is passed to Assistant Principal. The Principal or their nominee(s) approve all excursions.
- If an excursion will include adventure activities, DET pupil teacher ratio must be followed. Refer to Appendix B.
- The Assistant Principal ensures that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. (Refer to: DET Excursion Policy). Once the excursion has been approved, the Assistant Principal will complete the 'Notification of School Activity' at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp, giving the required notice (Appendix C). As Wilandra Rise Primary School does **not sit** in a Bush Fire area, it is not included on the BARR.

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

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.

Teacher responsibilities

Teachers participating in an excursion and/or camp 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)

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.
- 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/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.

Emergency notifications and communications

- In the event of an emergency, to ensure information is provided to emergency services, the school will will notify 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
Parents/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:
o take emergency action as documented in the excursion and camp's emergency and risk management plan
o immediately notify the school principal
- the Principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

Fire danger ban
- 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 **such as:**
- **Check with Emergency Management and seek advice regarding the viability of the excursion**
- **Check with Department of Environment and Sustainability for alerts in specific areas**
- **Should the decision to proceed with the excursion all contact details will be confirmed with Emergency Management and designated Staff will monitor conditions in that area throughout the duration of the excursion**
- **Any doubt with regard to safety, the excursion will be cancelled**
- **In any event Risk Assessment documentation will be completed prior to approval.** (Appendix E).
- Full records are maintained by Office staff regarding all excursions in line with DET policies.

- All families will be given sufficient time to make payments for excursions. Parents will be provided with instructions for using Compass to give permission, excursion information and payment finalization dates.
- Office staff will be responsible for managing payments and teachers can monitor payments via Compass.
- 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.
- Students are counted on and off transport, and at other times during an excursion.
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- The emergency management process of the school will extend to and incorporate all camps and excursions.

Risk management

An assessment of excursion risks will be undertaken in accordance with Department guidelines - Planning – Managing Risk. (Appendix D)

EVALUATION

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

Appendix A

Excursion & Incursion
Activity Planning Form

This form is to be completed by the organizer and handed to the Business Manager at least 4 weeks prior to the date of the activity and the notice being typed.

Name of Activity: _____

Teacher responsible for organizing the activity: _____

Teacher in charge on day: _____

Mobile Contact Number: _____

Destination: _____

When: *Day:* _____ *Date:* _____

Times: *Departure:* _____ *Return:* _____

Adults Attending:

STAFF   *PARENTS*

_____   _____
_____   _____
_____   _____

CLASSES INVOLVED

Class	No. of Children
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Number of Children:

_____

Arrangements for children not attending

_____
_____
_____
_____

COSTS {Including any CRT replacement, photos etc}.   All costs ex GST

Variable Costs		Fixed Costs		Calculations
_____	$_____	_____	$_____	
_____	$_____	_____	$_____	
				Proposed Charge per Child:
Total $ _____		Total $ _____		$ _____

TRANSPORT
Company: _____ **Number of Buses:** _____

Phone: _____ **Contact Name:** _____

Excursion/Incursion Planner Check List

Excursion/Incursion name _____

Excursion/Incursion date _____

☐ Verify date suitability with AP or Office

☐ Activity planning form costing to Office 4 weeks prior to event

☐ Notice Checked By Office (at least 3 days prior to distribution allowing a further 2 weeks prior to activity}

☐ Signed by Teacher & Assistant Principal

☐ Venue Booked

☐ Buses (with seatbelts)Booked

☐ Payment Requirements Organised

☐ Staff/Student Ratio Met

☐ Consider blend of inexperienced and experienced teachers eg leading teachers

☐ Integration Aide/s Organised

☐ Draft Notice - Admin. Approval

☐ Parent Notices Sent Home

☐ Parent Helpers Arranged {WWCC required}

☐ Name Tags Organized (for Prep –Grade 2 compulsory & special needs students).

☐ Special Needs Students catered for i.e. access, ramps, (wheelchair access on bus)

Notify

☐ Assistant Principal

☐ Office

☐ Specialist

☐ Class teachers of timetable changes

☐ Classroom Helpers

☐ Integration Aides

☐ Guidance Officer

☐ Speech Pathologist

☐ Occupational Therapist & Others

☐ CRE Instructors

☐ Canteen

☐ School Nurse

☐ Yard Duty Swaps Arranged

☐ Arrangements made for children not attending

Contact School Nurse

☐ First Aid Bags Organized

☐ Medication Organized

☐ Medical Forms Collected if Applicable

☐ Asthma Emergency Plans Organized

DAY BEFORE
☐ Confirm Booking
☐ Confirm Transport
☐ Confirm Arrangements for Non-Participants
☐ Groups Arranged
☐ Helpers Reminded
☐ Permission Notes Collected

BEFORE YOU LEAVE
☐ Emergency Contact Numbers given to Office
☐ Enter in Intranet
☐ Mark Attendance Roll
☐ Permission Notes
☐ List of children not attending and where they will be
☐ First Aid Kits
☐ Medication
☐ Travel Sickness Tub
☐ Mobile Phone
☐ Sign Out at Office (Teachers and Parent Helpers)

WHEN YOU RETURN
☐ Mark Roll
☐ Give office a list of children who didn't attend the activity
☐ Bring all permission notes to the office to be archived

☐ Sign back in at office{teachers and parent helpers}

PLEASE NOTE: *Consider these points when organizing an excursion.*
Bus Ratio (1 Adult to 20 Children)   Capacity (60 Bodies plus 8 adults—this is law)
Price of seat belted Bus/Buses

Appendix B   **Pupil / Teacher Ratios**

Abseiling and Rock Climbing 1:1 Rock Face 1:10 Others 2 Experienced Staff	***Ropes Course*** 1:12 3 students to any one element, 1 participating, 2 spotting **NOTE:** No student on any element unless supervised
Base Camping 1:10 Residential; canvas 1:15 Study: residential	***Scuba Diving*** 1:8 Pool training 1:4 Diving, 2 buddy systems **NOTE:** 2 qualified staff
Board Sailing 1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors	***Shooting*** 1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting
Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse	***Snorkeling*** 1:8 Closed water: pool 1:4 Open water **NOTE:** 2 qualified staff
Bushwalking 1:5 Overnight 1:10 Day	***Snow Activities*** 1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing
Canoeing 1:6 2 Staff members	***Surf Activities*** 1:10 Beach 1:8 Surf **NOTE:** 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on beach
Cycling 1:10	***Swimming*** 1:20 Enclosed pools 1:10 Open water
Horse Riding 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	***Water Skiing*** 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
Orienteering 1:10 Bush	

Appendix C *(This form is filled out on line by Assistant Principal)*

NOTIFICATION OF SCHOOL ACTIVITY
(Camps & Excursions)

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

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

Three weeks prior to commencing the following:
- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

schools must notify the:

- Department of any approved school camp or excursion beforehand using the Student Activity Locator online form.

Notes:
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

SCHOOL NAME AND NUMBER:

           Number: School Name:

TYPE OF ACTIVITY:
(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:
(SEE NOTES)   Commencing: Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE
& POST CODE: Postcode:

EMERGENCY TELEPHONE NUMBERS: Mobile with group: Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE? Yes: No: Map reference:

TOTAL NUMBERS: Students: Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

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

(Appendix D)   **Excursion Risk Management Assessment Form**

Section 1 –Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

• Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident	• Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour	• Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area

Likelihood					
	Very High				
	High				
	Moderate				
	Low				
		Low	**Moderate**	**High**	**Very High**

Impact

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very highor 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		

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:

	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 in needed. Contact the school. Complete forms upon return to school.