



# ALBANY RISE PRIMARY SCHOOL

## Excursions, Camps and In-School Activities Policy

RATIFIED BY SCHOOL COUNCIL: 20<sup>th</sup> September 2017      REVIEW DATE: 2020

### PURPOSE:

- 1.1 To enrich student learning through providing a range of learning opportunities beyond the classroom.
- 1.2 To increase knowledge, understanding and appreciation of local and other environments.
- 1.3 To assist in the development of confidence, independence and a sense of responsibility, particularly in the areas of personal and group safety.
- 1.4 To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance
- 1.5 To further develop students' problem solving and life survival skills
- 1.6 To extend understanding of students' physical and cultural environment
- 1.7 To provide shared class and year level experiences, team building and a sense of group cohesiveness.

### BASIC BELIEFS:

Camps 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. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

### DEFINITION:

An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

### GUIDELINES:

#### Responsibilities

- 2.1 Principals are responsible for the conduct of all excursions, camps and incursions
- 2.2 All camps must be approved by the Principal and School Council
- 2.3 The Principal must ensure:
  - Excursions, incursions and camps are planned, approved and conducted in accordance with Department policy and requirements.
  - an online notification of school activity form is completed at least three weeks prior to any activity using the Student Activity Locator
  - compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions requiring school council approval.

**Important:** Principals, teachers, school councillors and others involved in school excursions, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

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### Administration & Planning

- 2.4 Each level team will appoint a 'camps and excursions leader' to coordinate such activities with and on behalf of the team.
- 2.5 Excursions and camps must be planned within year level teams as an integral part of the class or specialist curriculum program.
- 2.6 Generally, no more than 2 excursions and 2 In-School activities per level during a year will take place.
- 2.7 No activities are to be organised in the first 2 weeks of term unless there is no alternative and approval by the Principal is received.
- 2.8 While the degree of planning involved will depend on the risks involved, the conduct of any excursion or activity should take into account the following considerations.
- the educational purpose of the excursion and its contribution to the curriculum
  - Department approval requirements for excursions, camps and staff travel
  - maintenance of full records, including documentation of the planning process
  - location and venue selection:
    - the suitability of the environment and/or venue for the excursion/camp
  - emergency and risk management:
    - documented assessment of excursion risks
    - procedures in the event of an emergency
    - arrangements are in place if the excursion/camp needs to be cancelled, recalled, or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice, or students returning early due to illness/serious misbehaviour)
    - completion of an online notification of school activity form three weeks prior to the activity using the Student Activity Locator - see Department resources below
    - first aid requirements
  - minimising disruptions or costs to parents in the event of cancellations or alterations:
    - the school will inform parents that any costs associated with the student returning from an excursion early due to illness or serious misbehaviour are the responsibility of the parent;
    - ensure parents are advised of the possibility of cancellations or alterations and of any cancellation fees imposed on the parents by third parties
    - carefully negotiate terms and conditions with third parties (e.g. travel agents, travel insurance companies, camp providers, specialist instructors, expedition providers) prior to accepting arrangements
    - ensure the terms of any travel insurance offered to the school by the third party are satisfactory
- 2.9 When planning **staffing and supervision** the **excursion coordinator will** ensure:
- there are sufficient staff to provide appropriate and effective supervision
  - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable)
  - there are appropriate levels of supervision in view of the activities undertaken and students involved.
- 2.10 When planning **communication between parents, staff and the school** the **excursion/camp**

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coordinator will ensure:

- informed consent from parents or carers is provided for each child
  - adequate student and staff medical information is collected
  - student preparation and behaviour expectations are outlined
  - requirements for any adventure activities (these involve greater than normal risk - there are additional considerations associated with these activities)
  - transportation requirements arrangements, noting that:
    - public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
    - excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
  - that staff and students have appropriate clothing and personal equipment
  - that group or technical equipment is in good condition and suitable for the activities undertaken
  - that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
  - that the regional director has been informed if an excursion leaves the school unoccupied
  - any information which has been provided by specialists in the activities proposed
  - requirements for interstate or overseas excursions
  - where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students, as the duty of care of the school staff to students cannot be delegated to a third party
  - that the excursion meets the requirements of any school-level policy or procedures
- 2.11 Where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students, as the duty of care of the school staff to students cannot be delegated to a third party.
- 2.12 Approval of the proposed excursion/ in-school activity/ camp must be sought from the Principal/Assistant Principal, and an **Excursion Organisation Pro-forma** completed **prior to notices being sent to parents**.
- 2.13 All arrangements including costs must be approved by the Principal.
- 2.14 All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager or Principal. Parents will be encouraged to access *Camps, Sports & Excursion Fund* (CSEF) payments if eligible. Decisions relating to alternative payment arrangements will be made by the Business Manager and Principal in consultation with the appropriate staff, on an individual basis.
- 2.15 An excursion information notice informing parents of upcoming events including costs, will be created by the Business Manager and sent home as a table in the first newsletter of each new term.
- 2.16 A CASES21 Permission form will be sent to parents at least 3 **weeks** prior to the proposed date of any excursion or incursion with a return date no later than 3 days prior to the event.
- 2.17 A Camp notice, including information about costs, payment plans, proposed activities and camp location will be provided to parents at least two terms prior to the set camp date.

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- 2.18 Parents are to send payment (if a cost is incurred) and the signed permission form (for all activities) to the school by the due date. No student will be permitted to attend an excursion/camp unless the appropriate signed consent form/s has been received by the due date.
- 2.19 It is the parents' responsibility to advise the teacher/office as soon as possible if a child is not attending the excursion/incursion/camp to avoid unnecessary follow up action.
- 2.20 Excursion details must be noted on the staff room whiteboard and on the calendar in the office. Compass is to be updated with the information.
- 2.30 Teachers will liaise with the Principal/Assistant Principal/Business Manager regarding situations where financial supplementation or special payment arrangements may be appropriate. Every effort will be made to ensure that **no student is excluded** from any activity due to inability to pay.

### Safety

- 2.31 Students in F -2 must wear name tags (name facing inwards). Hats must be worn by all students (terms 1 & 4) on the excursion and staff attending.
- 2.32 The teacher/pupil ratio on excursions is at least 1:20. Smaller ratios are advisable with younger children or where particular activities requiring extra supervision are undertaken.
- 2.33 Parents may form part of the supervision arrangements; however, teachers must comprise at least **half of the minimum ratio**. All parents attending must have a WWCC and completed documentation in the ARPS Visitor and Volunteer Pack.
- 2.34 ES staff are to be included when students with special needs are attending an activity in addition to ratios.
- 2.35 Children who are absent from school on the day are not permitted to attend excursions.
- 2.36 All staff will refer to Child Safe Standards when arranging any excursion or incursion, including screening of visiting providers and parent helpers, as appropriate.
- 2.37 All new staff will take part in induction processes to ensure their understanding and compliance of Child Safe Standards in relation to Excursions, incursions and camps.
- 2.38 Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Wellbeing Officer, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- 2.39 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

### Transport

- 2.40 For a 'local excursion' eg. walk to shops, etc., notify parents and the Principal beforehand. Ensure all students leaving the school grounds have signed parent permission on the 'Standard Permission form'.

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- 2.41 Travel by bus – only buses **with seat belts** for each passenger may be used for all excursions/camps.

### **Equipment**

- 2.42 Mobile phones must be taken on all camps and excursions. All numbers must be left at the office.
- 2.43 A list of names of all students on excursions (including those travelling on each bus and those not going) **MUST** be sent to the office and given to each teacher on the excursion, and non-participating students placed in a class at the school.
- 2.44 Permission forms must be taken on the excursion by the teachers in charge of the excursions.
- 2.45 A first aid kit and asthma medication must be taken on each bus. Anaphylaxis medication (Epipen) will be carried by the teacher travelling with the student named on the medication- as per ARPS Anaphylaxis policy.

### **After the Excursion / In-School Activity/ Camp.**

- 2.46 Accidents occurring on an excursion must be recorded in the usual manner upon returning to school.
- 2.47 At the conclusion of the excursion, send permission and indemnity forms to the school office.
- 2.48** A reflection from each camp and excursion must be completed for future reference. These will be stored electronically on the staff server.

### **Fire Danger or Ban**

- 2.49** Where planned excursions are on forecast days of significant fire risk or total fire ban days the Principal will liaise with the region about whether the excursion should be cancelled.
- 2.50** If an excursion is not cancelled, special fire safety precautions may be required, depending on the location. These will be confirmed with regional personnel.
- 2.51** When required, the school will follow the Emergency Management Plan and the Department's emergency management (bushfires) procedures for off-site activities for all excursions.
- 2.52** On days determined Code Red by the Emergency Management Commissioner, all camps in the CFA fire district determined Code Red must be cancelled.

### **Further Information for Camps**

#### **Access to Camp.**

- 3.1 All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- 3.2 All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- 3.3 School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.
- 3.4 Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalised



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### Organisation

- 4.1 All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- 4.2 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.
- 4.3 The Teacher in Charge must provide the Office with a final student list as well as posting a copy on the staff server and emailing a copy to the Principal/Assistant Principal.
- 4.4 In the case where a camp 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 camp.
- 4.5 The school will ensure mobile phones and first aid kits are available for each camp. The teacher in charge is responsible for arranging these prior to leaving.
- 4.6 Parents with a current Working With Children check may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- 4.7 For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- 4.8 The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- 4.9 Two staff members will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)
- 4.10 It is expected that classroom teachers in year levels attending camp, will be included in staffing during camp for their year level.

### Site Safety

- 5.1 All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the school, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
- 5.2 A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance.
- 5.3 The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- 5.4 The teacher in charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp of updated anticipated return time via FlexiBuzz and Compass.
- 5.5 Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with the Department's Excursions and Outdoor Education website (links below).



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Resources:

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

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorrolecouncil.aspx>

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorplan.aspx>

Principal: \_\_\_\_\_

School Council President: \_\_\_\_\_

Date ratified by School Council: **20<sup>th</sup> September 2017**

To be reviewed: \_\_\_\_\_ 2020

## EXCURSIONS, INCURSIONS AND CAMPS checklist-

**This form is kept by Teacher in Charge and then given to Judy for filing after the event**

Process	Tick
Ensure the Excursion/ Incursion/ Camp is clearly named on all documentation: <b>NAME OF EVENT:</b>	
1. When planning your excursion, incursion or camp please ensure that it is curriculum related to avoid having to charge parents GST.	
2. Contact suppliers and/or providers of services to ensure they have an ABN and are registered for GST. We will not use those who don't have an ABN or registered for GST.	
3. Please see Judy or Jane to check details of the curriculum relevance, information, booking procedures etc.	
4. For <b>all</b> excursions, incursion or curriculum based activities a <i>CASES21 Permission Form pro-forma</i> must be completed in the term prior. Prepare your information in conjunction with your teaching team during Planning week/fortnight. These <b>forms are to be given to the Business Manager</b> in the week before the end of each term.	
5. A team member writes the activity in the calendar in the office and on the Staffroom whiteboard.	13.
6. The Excursion/Incursion Information Form for Parents is to be completed during your Planning time and given to the Business Manager. This information will be sent to parents with the activity title, date and cost in the first week of the new term so parents can plan. The CASES21 Permission form will be sent at least 3 weeks prior to the event. Please refer to the Policy.	
7. <b>Separate purchase orders must be written</b> for every supplier eg bus, entry costs etc and a copy of the quote left in the order book. <b>NB: seat-belted buses must be ordered for any activity</b>	
8. The Business Manager will create the CASES Permission form and return to the classroom teacher with a payment envelope attached (if required) to be sent to parents for completion and return. A return date no later than 3 days prior to the activity date will be on the permission form.	
9. The Business Manager will provide teachers with a class list of attending students 4 days prior to the event.	
10. Payment and Permission Forms are to be sent to the office <i>unopened</i> for receipting and recording.	
11. Student lists and Permission Forms will be retained by the office and followed up to ensure all students' forms and payments have been received by the due date. <b>If the payment and form have not been received by the due date the student cannot attend the event, under any circumstances.</b> Teachers are encouraged to come and monitor payment/permission form returns at any time. If you are advised a student will not be attending the activity, please let the Business Manager know and it will be noted on the student list and no follow up action will be taken.	
12. <i>Excursion/Incursion Information Form</i> <b>must be finalized prior to your excursion and handed to Judy 3 days prior to the event.</b>	
13. All offsite activities also require that the <b>Student Activity Locator</b> onsite database is completed. In order to create student activities on the updated SAL online form, staff will need to be authorized by the Principal to do so.	
14. <b>The team Excursion coordinator</b> is to advise the Business Manager of any payments (by cheque, school purchasing card or direct deposit) which are required before or on the day of the activity. Please allow at least 3 days' notice for processing.	
15. Prior to the activity: <ul style="list-style-type: none"> <li><input type="checkbox"/> Student DISPLAN tags (F-2) should be checked (none missing)</li> <li><input type="checkbox"/> Confirm bus booking with the company</li> <li><input type="checkbox"/> Confirm booking with the venue</li> <li><input type="checkbox"/> Special requirements should be included in the CASES21 pro-forma, although if staff want to send home further information to parents prior to the event please note this on the CASES21</li> </ul>	



	<p>pro-forma to advise parents this will happen. A Flexibuzz message, SMS and Compass reminder will be sent to parents at least 2 days before the return date from the office.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A list of all phone numbers of adults attending the excursion should be generated and shared between those adults attending by the excursion coordinator. A copy is also to be left at the office.</li> <li><input type="checkbox"/> Information regarding timetable of events/itinerary, arrival and departure times and locations., emergency contact numbers, map of location and other key information should be distributed to parent helpers and staff attending. A copy is also to be left at the office.</li> <li><input type="checkbox"/> Parents attending must have a completed Working With Children Check. A copy is to be left at the office.</li> </ul>	
16.	Please ensure Mentors and Service Providers are advised of the student's attendance at an excursion either by: text, phone or ask the office to contact.	
17.	Inform the Canteen of the excursion/camp if there will be an impact on student lunch orders	
18.	Arrange for a team member to be available to the school office on the morning of the excursion (8.30am) to answer parent inquiries – especially if inclement weather is possible. Any change of arrangements must be given to the office.	
19.	<b>On the day of the excursion</b> make sure the cones are set up before the buses arrive and organise with the office to bring the cones in after the buses have departed.	
20.	<b>On the day of the excursion</b> please provide Office Staff with a class roll list indicating students who are participating and arrangements for non-participants. Bus lists also need to be left at the office.	
21.	Rolls, Permission Forms, First Aid Kits, Asthma medication and Epipens are to be taken on the excursion with the Teacher in Charge.	
22.	<p><b>After the excursion:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Return first aid kits, Asthma medication and Epipens etc immediately to the office.</li> <li><input type="checkbox"/> Document any incidents</li> <li><input type="checkbox"/> Return permission forms and student list to the office. Janine will take the opportunity to update new phone contact numbers and the forms will then be archived.</li> <li><input type="checkbox"/> Inform the Business Manager of any changes to invoicing or costs</li> <li><input type="checkbox"/> Review excursion with team at next meeting, and save copy on the staff server.</li> </ul>	
23.	After the excursion – parent refunds for students who were absent: All concerns regarding refunds should be directed to the Business Manager. School policy processes will be referred to from the Parent Refund Policy.	

### **Additional requirements for Camps**

1.	<p><b>Camps and overnight excursions require:</b></p> <ol style="list-style-type: none"> <li>a. Approval from School Council</li> <li>b. "Notification of School Activity on the Student Activity Locator database.</li> </ol> <p><a href="#">SAL homepage</a></p> <p>All paperwork requiring presentation at school council must be ready for viewing by school council at least 6 weeks prior to the event. The teacher in charge is to refer to the School Council meeting schedule to ensure the request is tabled at school council before the event. Please confirm with the Principal.</p>	
2.	<p><b>Camp forms must be sent home to parents:</b></p> <ul style="list-style-type: none"> <li>- <b>one month before the deposit is required (camp) and a reminder for outstanding payments a fortnight before the camp. Camps with non-refundable deposits must have this clearly stated in the initial letter home.</b></li> </ul> <p><b>Staff medical forms must be completed for those attending camp.</b></p>	



**CASES21 EXCURSION/INCURSION/CAMP PERMISSION FORM PRO-FORMA**

**This form is to be provided to the Business Manager**

Please complete with all information so a CASES21 permission form can be created to send to parents. All activities require a Permission Form **regardless of whether there is a cost incurred**. If you have a covering letter to be sent to parents, please give it to the Business Manager so it can be attached to the CASES21 permission form. The Permission Forms will be returned to the teacher with a payment envelope attached (if required) to be sent home to parents. Parents are to return the completed form and payment (if required) to the school by the due date. If the payment and form has not been received by the due date the student cannot attend.

<b>Name of Activity:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Details of excursion:</b>	
<b>Destination:</b>	
<b>Special needs:</b>	
<b>Further information:</b>  (Please circle or delete if being completed electronically)	<p>Will a separate letter to parents be sent with more detailed information closer to the activity?</p> <p align="center">Yes <span style="margin-left: 200px;">No</span></p>
<b>Transport method:</b>	
<b>Adult responsible:</b>	
<b>Cost:</b>	
<b>Students attending:</b> (attach a list if students are ad hoc)	
<b>Forms/payments to be returned by:</b>	

When the Permission Forms are created in CASES21, a copy of 1 form will be sent to the teacher in charge for checking. When the information on the form is correct, the forms will be printed and given to the classroom teachers to be sent home with the student.

## EXCURSION/INCURSION INFORMATION FORM

**This Form must be fully completed with all relevant information at least 3 days prior to the activity and given to Judy .**

1.	Excursion to:
2.	Reason for Excursion/Incursion., Curriculum Area etc:
3.	Teacher organising:
4.	Teacher in charge on the day:
5.	Teachers attending: <b><u>(Ratio of 1:20 as a minimum)</u></b>  Integration Aides attending:  Parents attending:
6.	Number of students attending: <span style="float: right;">Number of students not attending:</span>
7.	Arrangements made for students not going (attach a list if necessary):
8.	Yard Duty Swaps Teacher - <span style="float: right;">Swapped with –</span>  Teacher - <span style="float: right;">Swapped with –</span>  Teacher - <span style="float: right;">Swapped with –</span>
9.	Do you need to inform: <input type="checkbox"/> Speech <input type="checkbox"/> Guidance Officer <input type="checkbox"/> Social Worker <input type="checkbox"/> Specialist teachers <input type="checkbox"/> Kidshope mentors <input type="checkbox"/> Instrumental tutors <input type="checkbox"/> CRE educators <input type="checkbox"/> Canteen <input type="checkbox"/> Parent helpers <input type="checkbox"/> student monitor tasks (swap bins, bells, lunchorders?)
10.	Phone number of destination –
11.	Staff mobile numbers –
12.	Name of bus company:                      Number of buses:                      Phone number of bus company:
13.	Departure Time -                                      Return Time -
14.	All arrangements confirmed – Yes    No



## EXCURSIONS, INCURSIONS AND CAMPS finance form

**This form is to be filled out by the organising teacher and brought to the Business Manager with the CASES21 Permission Form Pro-forma.**

**Calculating Activity Cost:**

Please note that curriculum-based excursions do not charge cost of GST except when related to providing food on a camp.

**Name of organising teacher –**

**Name and date of camp, excursion or incursion activity -**

<b>Costs:</b>		\$
+	Transport (excl GST)	
+	Entry Fee (excl GST)	
+	Accommodation (excl GST)	
+	Hire of Equipment (excl GST)	
+	CRTs/ES (excl GST)	
+	Other expenses- (excl GST)	
+	Food (inclusive GST)	
=	<b>TOTAL</b>	A
	Number of students	B
	Add 10% to fixed costs for incidentals and non attendance	C
	<b>Total activity costs (A+C+D)</b>	D
	<b>Cost per student (D÷B=E)</b>	E
	<b>Final amount to be charged to Student</b>	\$

*\*Please note – No payment can be made until an order form is completed and a tax invoice is received.*

**Office Use Only:**

Total receipts	(B x E)	\$
Total Expenditure	(A)	\$
Profit/Loss		\$

**Date approved:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Business Manager:** \_\_\_\_\_

Entered in C21:

Batch:

GST payable \$.....

GST free \$.....

**Total** \$.....



**ALBANY RISE PRIMARY SCHOOL**  
**EXCURSION/INCURSION PARENT INFORMATION DOCUMENT**

**This form is to be completed during planning time and given to the Business Manager to be put in the first Newsletter of the new term.**

The following steps are to be taken by your team to inform parents of planned activities in the following term.

1. On planning day (or before) teams determine excursions/incursions/activities for their year level.
2. Bookings are to be made, a budget for the activity developed for activities with a cost (Finance Form), this parent information document and a CASES21 pro-forma are to be completed.
3. Teams to liaise with specialists, in particular P.E. to determine if there are any activities which may clash for students across the level. These may be included in the document if known at the time.
4. All planning forms are to be given to the Business Manager by Friday of planning fortnight so the information can be sent to parents in the first week of the new term.
5. No additional activities will be included after this process has been completed.
6. No activities are to be planned in the first 2 weeks of the new term except in unforeseen circumstance (please see Policy)
7. This is not the permission form. This information will be put in the first Newsletter of the term so parents are informed of and can plan for coming events.

**PLANNED EXCURSIONS/INCURSION**

**TERM:** \_\_\_\_\_ **YEAR LEVEL:** \_\_\_\_\_

Excursion/Incursion Title	Excursion/Incursion Date	Cost
1.		
2.		
3.		
4.		
<b>Total:</b>		



## Planning summary

The following planning summary provides an overview of four issues that should be considered before undertaking detailed planning of an outdoor or adventure-based program. This summary is most useful when used in the initial stages of planning for the proposed activity or program, and before bookings are made and dates are confirmed. It can also be applied as a final check before the program commences.

It is strongly recommended that you obtain the support of your principal for the proposed program before undertaking detailed planning.

### **Purpose**

You will need to explain the educational benefits that your students will gain, and how they relate to your school's curriculum.

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### **Environment**

The environment in which an activity is conducted is one of the most dynamic elements of the excursion. You will need to assess the opportunities and challenges that are reasonably foreseeable in the environment in which you will be operating.

You will need to consider how to manage the impact your program will have on the environment. You will need to contact land managers/owners, well in advance, to check for usage requirements or constraints.

Transport arrangements should comply with the [School Policy and Advisory Guide - Transporting Students](#) and [VicRoads regulations](#).

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### **Activities**

The activities undertaken as part of your program should support the educational purpose.

You will need to follow the specific guidelines for any activity you will be offering students, and to carefully develop detailed risk management plans.

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### **People**

Your students must have the capacity to manage the range of challenges that your proposed experience may present. You will need to prepare them adequately, and provide information that will allow for informed consent to be provided.

Ultimately it is the staff responsible for the planning, instruction and supervision of students who will contribute to the learning and wellbeing of students.

You must be able to supply a safe and effective supervision and instruction framework.

The school council must give formal approval for your detailed plans.

Prior to departure, prepared documentation that might assist with emergency management must be lodged with the Principal and the designated 24-hour school contact person.

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## Approval Proforma for all Excursions and Activities Requiring School Council Approval

### Department of Education and Early Childhood Development

This proforma details minimum requirements for 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*

[Describe the program here...](#)(or attach additional pages/ notices to parents/ camp booklet)

**\* 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

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

#### 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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## EXPLANATORY NOTES

### 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 and Early Childhood Development 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.

## Appendix A

### Pupil / Teacher Ratios

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

## Appendix B

# 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:

- over night 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 DEECD 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 book maintained for evaluation of the camp/excursion for future planning
- 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

## 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
- medical information, precautions and First Aid kit



# Appendix C- Risk Management

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

Environmental Emergency	Event	Risk Management Strategies
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood</b>		



/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. The attached sample is appropriate for development for Camping.

### Risk Register

**School:** Albany Rise Primary School

**Supervising teachers/staff:** \_\_\_\_\_

**Program/Excursion:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_  
\_\_\_\_\_



Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?
Allergic reaction-anaphylaxis	Individual students' Anaphylaxis Action Plans	<b>Satisfactory</b> Poor Unknown	<b>Major</b> Moderate Minor Insignificant	Almost certain Likely <b>Unlikely</b> Rare	<b>High</b> Medium Low	Anaphylaxis action plans and medications to be submitted to first aid trained staff member before leaving for camp Follow student's action plan Advise camp of dietary requirements Qualified first aid staff member in attendance Anaphylaxis training updated for all teaching staff Mobile phone to be carried
Bushwalking- Allergic reactions/ bites Student has an allergic reaction from a plant or insect bite Snake bite	Explain need for caution by all students. First aid kit to be taken. Mobile phone to be carried. Medical forms for each child to be checked prior to activity. Appropriate behaviour outlined to students before activity.	<b>Satisfactory</b> Poor Unknown	<b>Major</b> <b>Moderate</b> <b>Minor</b> Insignificant	Almost certain Likely Unlikely <b>Rare</b>	<b>High</b> <b>Medium</b> Low	First aid to be administered by first aid trained staff Mobile phone for emergency calls Other staff member(s) to cancel activity and return students to camp.
Bus Travel – Collision Bus Travel - Breakdown	Use of seat-belted buses. Staff members to have mobile phone to contact school/emergency services. Staff to have copy of original medical forms with parent phone numbers/emergency contacts on it.	<b>Satisfactory</b> Poor Unknown	<b>Major</b> <b>Moderate</b> <b>Minor</b> Insignificant	Almost certain Likely <b>Unlikely</b> Rare	<b>Treat</b> <b>Monitor</b>	First aid to be administered by first aid trained staff Mobile phone for emergency calls
Medication - Incorrect medication, time or dose	All medications to be labelled with child's name, dose and time to be given and handed to camp medical officer.	<b>Satisfactory</b> Poor Unknown	<b>Major</b> <b>Moderate</b> Minor Insignificant	Almost certain Likely Unlikely <b>Rare</b>	<b>Treat</b> <b>Monitor</b>	Inform parents

<sup>1</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.



Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?
	Camp medical officer to make and maintain a list of children requiring medications, dosage and time of medication to be used to regulate application of medications. Second person to assist with the administration of the medication.					
Dangerous behaviour	Behaviour endangering selves or others will not be tolerated. If such behaviour is deemed by the Camp Co-ordinator (in consultation with school principal) to be of a serious or repetitive nature the child will be removed from camp and taken (or sent) back to school. A staff member or parent will have a car at camp for such and other eventualities.	<b>Satisfactory</b> Poor Unknown	Major <b>Moderate</b> Minor Insignificant	Almost certain Likely <b>Unlikely</b> Rare	<b>Treat</b> <b>Monitor</b>	
Disaster - Fire, Flood, Explosion, Earthquake, Storm	School will be contacted by phone. Steps as recommended by relevant emergency services will be followed. All media enquiries will be directed to the school.	<b>Satisfactory</b> Poor Unknown	<b>Major</b> Moderate Minor Insignificant	Almost certain Likely Unlikely <b>Rare</b>	<b>Treat</b> <b>Monitor</b>	Refer to camp EMP



Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?
Disaster - Serious Physical Injury	First Aid will be rendered as appropriate. School will be contacted and a record of the injury, symptoms and treatment kept. Parents will be contacted if deemed necessary. Further medical assistance will be sought either by taking the child to a doctor or calling an ambulance as decided by the Camp Co-ordinator / Teacher in charge.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	Contact parents
Camp activities	Follow camp safety procedures that are in place at the designated camp. A staff member will be monitoring student behaviour and each activity.	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	Follow procedures set out above for dangerous behaviour and/or serious physical injury.

**And more rows as required.** *This is one way of documenting the risk management process and does not*