



## SORRENTO PRIMARY SCHOOL CAMPS AND EXCURSIONS POLICY

Reviewed: 25<sup>th</sup> May 2017

Next Review Date: May 2020

### PURPOSE

- The school's camping and excursion program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis; both camps and excursions are an important aspect of the educational programs offered at our school.

### BROAD GUIDELINES

1. The term 'excursion/s' includes any activity beyond the school grounds.
2. Camp organisation must satisfy all Department of Education and Training (DET) requirements.
3. School Council is responsible for the approval of:
  - a. Overnight excursions
  - b. Camps
  - c. Interstate visits
  - d. International visits
  - e. Excursions requiring sea or air travel, weekends or vacations
  - f. Adventure activities
  - g. Endorsing staff and volunteers attending camps. Volunteers must hold a current Working with Children Check.
4. Camps and excursions involving aquatic activities require supervision by suitably qualified teachers.
5. Students will pay for excursions.
6. Parents/carers will be informed about all excursions and associated costs.
7. The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
8. The principal or their nominee will ensure that full records are maintained regarding the excursion.
9. The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
10. Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

### IMPLEMENTATION

1. All excursions must be approved by the Principal or his/her nominee(s).
2. The Principal or his/her nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#).
3. Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to excursion will be rigorously observed.
4. Consideration in planning should include:
  - [Safety, Emergency & Risk Management](#) , including Bushfires
  - [Student Preparation](#)

- [Student Medical Information](#)
  - [Safety Guidelines for Education Outdoors](#)
5. The principal or their nominee will ensure that full records are submitted to School Council regarding the excursion well in advance of the starting date of the event and that no excursion occurs unless all the formal record keeping has been completed and approved.
  6. Prior to conducting any excursion, the formal approval of the School Council (where required) and Principal will be obtained. In approving an excursion, consideration will include:
    - the contribution of the activity to the school curriculum;
    - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET;
    - information provided by community groups and organisations that specialise in the activity proposed;
    - appropriateness of the venue;
    - the provisions made for the safety and welfare of students and staff;
    - the experience and competence of staff relevant to the activities being undertaken;
    - the adequacy of the student supervision;
    - the high risk nature of some activities;
    - emergency procedures and safety measures;
    - staff-student ratios;
    - student experience.
  7. Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.
  8. The Principal or her nominee is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.
  9. All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
  10. First aid requirements must be taken on all excursions.
  11. The teacher in charge will take fully completed Medical Consent and Authorisation Forms for each participant on excursions.
  12. A mobile phone must be carried on all excursions.
  13. Overnight excursions require a ratio of 1:10.
  14. Day excursions require a ratio of 1:20.
  15. Adventure excursions require different ratios – as per Safety Guidelines for Education Outdoors.
  16. Teachers will plan for no more than two full day excursions, requiring payment, per year (not including local excursions).
  17. Volunteers attending camps and require a Working with Children Check (see Appendix A – Volunteer Protocol).
  18. Overnight excursions will be as follows:
 

i. Year 5/6	-	3/4 days
ii. Year 3/4	-	2/3 days
iii. Year 2	-	overnight
  19. A Profit and Loss statement must be completed for all excursions where there is a cost involved.
  20. On days of extreme fire danger or total fire ban, the Principal or his/her nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**

## **LINKS AND APPENDICES (including processes related to this policy)**

The Key Links which are connected with this policy are sourced through: [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Volunteer Protocol
- Appendix B: Teacher:Student Ratios
- Appendix C: Excursions Approval Pro-forma
- Appendix D: Approval Pro-forma for Camps and Excursions requiring School Council Approval
- Appendix E: Notification of School Activity (camps and excursions)
- Appendix F: Environment and General Risk Assessment

## **EVALUATION**

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



## **APPENDIX A VOLUNTEER PROTOCOL**

1. All volunteers require a Working with Children Check and Induction.
2. Volunteers should not be left alone with children eg: reading in a classroom with the child. Teacher should be able to sight the volunteer at all times.
3. On excursions where the volunteers will be leading a small group eg: the zoo; the following must be in place:
  - A current Working with Children check
  - Attendance at a meeting prior to the excursion/camp to discuss supervision protocols and emergency procedures (to immediately contact the person in charge).
  - Two adults per group – if in an enclosed area eg: the zoo
  - Teacher always with the group if not in an enclosed area.
  - Mobile phone with each group and contact numbers made available to other group members.
  - Agreed meeting point at appropriate times during the day eg: morning tea/lunch
  - Permission forms should be with the person in charge.
  - Volunteers will report to the teacher in charge if there are any issues.



**APPENDIX B  
TEACHER:STUDENT RATIOS**

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



**APPENDIX C  
EXCURSION APPROVAL PROFORMA  
PLEASE USE ALTERNATE FORM FOR CAMPS**

To be submitted to the principal and where necessary to School Council for approval as required by DET.

Excursion:

Date/s:

Destination:

Number of Students:

Purpose of Excursion:

Mode of travel:

Cost per Student:

Organising Staff Member:

Attending Staff:

Parent Volunteers:

Do all volunteers hold a valid Working with Children Check?

Adventure Activities included in Excursion:



## APPENDIX D

### APPROVAL PROFORMA FOR ALL EXCURSIONS AND ACTIVITIES REQUIRING SCHOOL COUNCIL APPROVAL

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.

A [Notification of School Activity form](#) should also be submitted to the Emergency & Security Management Branch of the Department 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.eduweb.vic.gov.au/edulibrary/public/schadmin/schops/edoutdoors/approvalform.doc>

#### 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:**

- *See attached*
- *Supervision strategy for all aspects of the itinerary*
- *Alternative program in the event of changed circumstances- there is a large recreation room available*

**\* 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 0
- 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                | <input type="checkbox"/> Challenge ropes course – high |   |
| <input type="checkbox"/> Challenge low ropes course – low |  |   |
| <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 Resources section of the website under [Risk management](#).

**\* 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: 20 kms

All transport requirements comply with [Schools Reference Guide 4.10 \(Transport\)](#) and [VicRoads regulations](#).  YES

<b>Budget</b>	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees \$	Transport \$
Other income:	Food \$
	Accommodation \$
	Staffing
	Equipment
	Other expenditure: archery
	Extra staff member
<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 \_\_\_\_\_

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 \_\_\_\_\_



**APPENDIX E  
NOTIFICATION OF SCHOOL ACTIVITY FORM**

**This form is to be completed for all camps, out of school excursions and overnight in-school activities. The form must be submitted no later than three weeks prior to the commencement of the activity.**

**In addition, the *'Approval Proforma for all Excursions and Activities Requiring School Council Approval'* must be completed for the following types of activities:**

- **Overnight excursions**
- **Camps**
- **Interstate/overseas visits**
- **Excursions involving weekends or vacations**
- **Adventure activities**

Please fill out the following details and return form to Business Manager's Office no later than three weeks prior to the commencement of the activity.	
Commencement Date: <input style="width: 150px; height: 20px;" type="text"/>  Concluding Date: <input style="width: 150px; height: 20px;" type="text"/>  Type of Activity: <input style="width: 150px; height: 20px;" type="text"/> <i>*Please choose from: Camp, Sport, Watersport, Caving, Bushwalking, Tour, Excursion, Rockclimbing, Wintersport, Mountainbike riding, Overseas, In school sleepover</i>  Name of Venue: <input style="width: 150px; height: 20px;" type="text"/>  Address of Venue: <i>*Please include physical address, location (nearest town/area), state and Country.</i>  <input style="width: 340px; height: 20px;" type="text"/> <input style="width: 340px; height: 20px;" type="text"/> <input style="width: 340px; height: 20px;" type="text"/> <input style="width: 340px; height: 20px;" type="text"/>	Venue Postcode: <input style="width: 100px; height: 20px;" type="text"/>  Venue Ph Number: <input style="width: 140px; height: 20px;" type="text"/>  Mobile with Group: <input style="width: 140px; height: 20px;" type="text"/>  Map Reference: <input style="width: 140px; height: 20px;" type="text"/>  Emergency Transport at Venue? <input style="width: 30px; height: 20px;" type="checkbox"/> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No  Number of Students: <input style="width: 170px; height: 20px;" type="text"/>  Number of Teachers: <input style="width: 170px; height: 20px;" type="text"/>  Person in Charge: <input style="width: 330px; height: 20px;" type="text"/>  Signature of person completing form: <input style="width: 330px; height: 20px;" type="text"/>

*School Councils are responsible for ensuring that the activities listed above are thoroughly planned, checked and documented in accordance with Department of Education and 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.*

**OFFICE USE ONLY**

Entered by: <input style="width: 200px; height: 20px;" type="text"/>	Date: <input style="width: 200px; height: 20px;" type="text"/>
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**APPENDIX F  
EXCURSION RISK MANAGEMENT ASSESSMENT PROFORMA**

**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>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

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

## Section 2 General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.  
**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.