EXCURSION, CAMPS AND INCURSION POLICY

Policy Statement

Excursions, camps and incursions are seen as an integral part of Kurnai College’s curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. These activities complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

Our College will:

- Reinforce, complement and extend the learning opportunities beyond the classroom
- Provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- Provide shared class and year level experiences, team building and a sense of group cohesiveness.
- Develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- Provide a safe, secure learning experience for students in a venue external to the school.
- Further develop social skills such as cooperation, tolerance, communication, individual and group interaction, self-esteem, independence and leadership.
- Further develop problem solving and life survival skills, that may lead to a lifelong involvement in worthwhile leisure pursuits.
- Extend understanding of their physical and cultural environment.

Implementation:

- All excursions, camps and incursions must be approved by the Principal or his nominee(s)
- Staff wishing to organise an excursion, camp or incursion must complete a proposal form (specific to the activity) and lodge this for approval. All excursions must be approved prior to running. Where an activity proposal has not been submitted, that activity will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or his nominee(s) will consider the educational outcome of the activity as well as the impact on the school for the proposed date.
- The Principal or their nominee will ensure that full records are submitted to College Council regarding the camp or high risk day activities well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- The Principal or his nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: DEECD Excursion Policy.
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). The Assistant Principal will complete the ‘Notification of School Activity’ at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate visits

This policy was last ratified by School Council in May 2014
KURLAI COLLEGE No. 8716
Campus: Precinct, Churchill, Morwell, Latrobe Valley Flexible Learning Option

- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

- The Principal or his nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- 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.
- A designated “Teacher in Charge” will coordinate each activity.
- Students not attending the excursion, camp or incursion will be provided with suitable alternative activities.
- Where applicable, students must have returned a signed permission note and payment before the close off time stipulated on the permission note to be able to attend the activity.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school activities. Parents will be notified if their child is in danger of losing the privilege to participate in an incursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal or Team Leader in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the activity.

Expectation

- The Department’s requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions, camps and incursions.
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion/incursion.
- The principal or their nominee will ensure that adequate pre-exursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of camp/excursions/incursions. The College Council may choose to subsidise some excursions, camps and incursions or some student’s expenses.
- Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- The emergency management process of the school will extend to and incorporate all camps, excursions and incursions.
- All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Access

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, camp or incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All 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.
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 by the specified time on the permission notice. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.

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 or Assistant Principal, 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.

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.

**Organisation**

- 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.
- 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.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- In the case where an excursion, camp or incursions 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.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Volunteers 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. Volunteers must hold a current WWC and supply a copy to the college.
- 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.
- 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. One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).

**Site Safety - Camps Only**

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, 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.
Refer: **Safety Guidelines for Education Outdoors**

- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the College office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

**Program**

Prior to conducting a camp, excursion or incursion, the Department’s requirements and guidelines relating to these will be rigorously observed.

Consideration in planning should include:

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

The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Prior to the camp or excursion parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

**Arrangements for payments**
All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payments have not been finalized by 2pm on the date stated on the permission form will not be allowed to attend, unless alternative payment arrangements have been organised with the Business Manager.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities

A designated “Teacher in Charge” will coordinate each activity.

The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the school intranet and daily bulletin.

In the case where an activity 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 activity.

All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by activity staff at all times.

The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.

The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.

For students in Years 11 and 12 it is expected that the teacher in charge will consult with other staff before planning to minimise the impact on other classes.

Disciplinary measures apply to students on camps and excursions consistent with the School’s Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
of any costs associated with the student’s return which will be the responsibility of the parents/carer.

The school’s emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion, camps and incursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion, camp or incursions at short notice. Where an activity is not cancelled, special fire safety precautions will be implemented. In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.

Excursion, camps and incursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

Links:
DEECD Excursion Policy

Appendices:
- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions/ Camps/ Activities Application
- Appendix C: Incursion Approval Application
- Appendix D: Environment and General Risk Assessment

Evaluation
This policy will be reviewed as part of the College’s four year review cycle or more often if necessary due to changes in regulations or circumstance

| Date Implemented | Week 3 – Term 2 - 2014
| Approval Authority (Signature & Date) | 23/5/2014
| Date Reviewed | Week 3 – Term 2 - 2014
| Responsible for Review | College Principal
| Review Date | Week 7 – Term 2 - 2015
## Appendix A: Pupil/Teacher Ratios

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

*This policy was last ratified by School Council in May 2014*
This page must be completed and approved by Campus Principal before proceeding

Title: __________________________________________

Date(s): ___________________ Duration: _______________

Organiser: _______________ Staff Attending: _______________

Student Cohort: Campus ___________ Year level ___________
(please attach student list)

Venue(s): _________________________________________

Address: ____________________________________________________________________________________

Town: ______________________ State: _______ Postcode: _______

Map: VIC ROADS  MELWAYS

Map No: ________ Reference: ______________

Phone: __________________________

Emergency transport at Venue: Y / N

Mobile # with group: ___________________________

Please provide a brief outline of the nature of the activity and its anticipated outcomes for participants:

___________________________________________________________________________________________

___________________________________________________________________________________________

Approximate cost to students: $__________ Cost to College: $__________ (not inc CRT)
Full details of Activity/Description (to go on permission forms):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Requirements:  College uniform required  Bottle of Water required  Kit list will be provided
☑ Buy lunch at venue  ☐ Bring lunch  ☐ No lunch required  ☐ Snacks required
☑ Wet/cold weather gear  ☐ Change of Clothes  ☐ Other

Departing from: ___________________________  Date: ___________  Time: ___________

Returning to: ___________________________  Date: ___________  Time: ___________

Accommodation: (If more than one venue is being used for accommodation, please insert details for the additional nights.)
Night(s): __________________________________________________________

Name: ___________________________  Phone: ___________________________

Address: ___________________________

Manager: ___________________________  Proprietor: ___________________________

Transport: Please circle
BUS  TRAIN  PRIVATE VEHICLE  OTHER: ___________________________

Participant Numbers:  Boys: ________  Girls: ________  Teachers: ________  Other Adults: ________ (Must have WWC Registration)
Use of College Vehicles: (Insert Names of Drivers, Licence Numbers and Vehicle Registration Numbers. Users under 25yo must obtain College Prin authorisation.)

Driver’s Name: ___________________________  Driver’s Licence Number: ___________ (copy required)

Vehicle Make & Model: ___________________________

College Vehicle Booked with Central Admin: YES  NO  Vehicle Registration: ___________________________
(NB: Private vehicles must be comprehensively insured and details of insurance and registration must be lodged at the General Office.)
KURNAI COLLEGE No. 8716
Campus: Precinct, Churchill, Morwell, Latrobe Valley Flexible Learning Option

WorkCover Permission
Assignment of Duties: I, ___________________________, Campus Principal of Kurnai College (Morwell / Churchill / Gippsland Education Precinct Campus) hereby allocate to the following teachers, being members of the Teaching Service at the said school, and to the following volunteers acting in the capacity of voluntary workers or non-teaching workers, the duty of accompanying, supervising and ensuring the general care, safety and welfare of students participating in the above described excursion. Pursuant to regulation 2A of the Teaching Service Regulations and to regulation 34A of the Education Act.

Campus Principal: ___________________________ Date: _______________

<table>
<thead>
<tr>
<th>Name</th>
<th>Teacher (T) or Volunteer (V)</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Number of classes to be covered:

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<td>P 4</td>
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<td></td>
<td>P 5</td>
<td></td>
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</tr>
</tbody>
</table>

Purpose:
- [ ] Sport
- [ ] Welfare
- [ ] Curriculum
- [ ] Extra-curricular
- [ ] Other 
  ........................................
  ........................................

Activity Type:
- [ ] Tour/Excursion
- [ ] Bushwalking
- [ ] Mountain bike riding
- [ ] Rock Climbing
- [ ] Sport
- [ ] Caving
- [ ] Other ................................

Request Approved: Team Leader ___________________________  ___/___/20____
Request Approved: Daily Org ___________________________  ___/___/20____
CRT requirements

Request Approved: Campus Principal ___________________________  ___/___/20____

* Ratified by College Principal ___________________________  ___/___/20____

* Ratified by College Council President ___________________________  ___/___/20____

*For Overnight excursions, camps, interstate visits, Any sea or air travel, weekends or vacations, All adventure activities irrespective of duration.
Cost Calculation: Please note that curriculum-based excursions do not on-charge the cost of GST except when relating to the provision of food.

<table>
<thead>
<tr>
<th>Item</th>
<th>Order</th>
<th>Details</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport</td>
<td></td>
<td>(excluding GST)</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
<td>(excluding GST)</td>
<td></td>
</tr>
<tr>
<td>Activities/Venue</td>
<td></td>
<td>(excluding GST)</td>
<td></td>
</tr>
<tr>
<td>Hire/Entry</td>
<td></td>
<td>(excluding GST)</td>
<td></td>
</tr>
<tr>
<td>Equipment Hire</td>
<td></td>
<td>(excluding GST)</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td>(including GST)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>(excluding GST)</td>
<td></td>
</tr>
<tr>
<td>Satellite phone hire</td>
<td></td>
<td>(excluding GST)</td>
<td></td>
</tr>
</tbody>
</table>

Sub-total          A
Funding Support (if any) From: B
Total                  C (A - B)

Number of students eligible to participate: ________ multiply by 60% for budget purposes = (D)

Excursion Fee to be charged (C ÷ D) per student, rounded up to the nearest $: $ ________ (including GST)

NOTE: * OFFICIAL SCHOOL ORDERS MUST BE SUPPLIED TO

INDIVIDUAL
SUPPLIERS FOR ALL GOODS AND/OR SERVICES
* NO PAYMENT WILL BE MADE UNTIL A ‘TAX INVOICE’ IS RECEIVED

FOR ALL EXCURSIONS/CAMPS - please attach the following:

Written quotes

Day-to-day itinerary showing proposed morning, afternoon and evening activities.

Copy of Public Liability Insurance cover for venues (see Excursion Co-ordinator to check database)

Statement of qualifications of any instructors or outside agencies being hired to conduct activities for the College.
FOR ACTIVITIES REQUIRING SPECIAL PRECAUTIONS - [eg. canoeing, horse-riding, surfing, etc.], the following details must also be attached

- Previous student experience and preparation, if any.
- Group control procedures: supervision, group sizes, designated areas.
- Group equipment list (including first aid kit and mobile phone).
- Route details and escape routes. (include map where relevant).

Teacher must take College First Aid kit

| Nearest Doctor: |  |
| Nearest Hospital: |  |
| Distance from Destination to Hospital: | kms |
| Nearest Telephone /Mobile: |  |
| Transport Operator: |  |

Staff should be aware of the staffing requirements and the potential hazards and management strategies associated with the excursion. The Excursion Co-ordinator can provide further assistance. Information can also be found via this website [www.education.vic.gov.au/referenceguide/enviro/default.htm](http://www.education.vic.gov.au/referenceguide/enviro/default.htm)

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RISK</th>
<th>PREVENTION STRATEGIES / RISK MANAGEMENT</th>
<th>Initial to acknowledge risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel to and from the venue Breakdowns, accidents, late arrivals. Information left, first aid etc.</td>
<td>Breakdown or accident</td>
<td>Carry mobile phone to alert emergency services and College. Use Student permission form to contact parents Take First Aid Bag</td>
<td></td>
</tr>
<tr>
<td>The Camp/Excursion, Accommodation, Activities Boundaries, First aid, Other users, Outside communication, Evacuation procedures, Outside threats, Safety vehicles</td>
<td>Emergency Students lost</td>
<td>Follow venue emergency procedures Students have meeting times and rolls checked</td>
<td></td>
</tr>
<tr>
<td>Use of Equipment Training, Equipment checks prior to use, Manual handling, Falls, Injuries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This policy was last ratified by School Council in May 2014

Vol. 1
### Physical Conditions

<p>| Cold, Heat, Hypothermia, Insect and other bites, Allergies, Illness, Checks of camp sites, Evacuation procedures, communication, access to transport, Assistance |
|---|---|---|</p>
<table>
<thead>
<tr>
<th>Illness</th>
<th>Contact parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
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<td>---</td>
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</tbody>
</table>

- Please add any other risks that you feel are associated with this excursion.

---

**CAMPS/EXCURSIONS/ACTIVITIES ORGANISER’S CHECKLIST**

The Camp/Excursion Organiser is responsible for documents for all participants including students from other campuses.

- Discuss with Team Leader.
- Provisional approval of date for activity from Daily Organiser.
- Enter on the Semester Planner.
- Discuss with Excursion Co-ordinator.
- Page 1 completed up to and including permission from Campus Principal to proceed with excursion planning. Permission from College Principal to be obtained if overnight/camp/interstate/weekend/adventure activity.
- Complete rest of excursion package.
- Attach list of students eligible to participate.
- Accommodation booked, if applicable – orders to be written (Order No: ____________).
- Travel arrangements completed: ___ College vehicle to be booked with Morwell Office on 5165 0600
  ___ Train travel to be booked through VLine Group Bookings 9619 2338 (groups greater than 20 must be booked through group bookings)
  ___ Other transport arrangement ____________________________
- All Tours, Venues, Activities and/or Equipment booked – orders to be written (Order No: ____________).
- Any additional documents to be sent to parents/guardians must be emailed to Excursion Co-ordinator for College Principal’s authorisation and signature.
COMPLETED EXCURSION PACKAGE CAN NOW BE SENT TO EXCURSION CO-ORDINATOR.

- CASES21 permission form, generated by Excursion Co-ordinator, sent out to parents providing full details of activity and contact phone numbers (Organiser will be notified once permission forms are complete).
- Any cheques needed for payment on the day arranged with the Accounts Payable Officer two (2) weeks prior to date of activity.
- Canteen notified of date(s) and student numbers.
- First Aid Kit/Mobile Phone booked at Campus office/Anaphylactic students identified – Epi-Pens organised.

AFTER RECESS ON THE “DUE BY DATE” ON PERMISSION FORMS

- Full payment has been made by students attending camp/excursion/activity.
- Confirm attendee numbers with venue/service provider.
- Finalise staffing with Campus Principal and notify Excursion Co-ordinator.
- All Student Consent/Medical forms to be thoroughly checked by organising teacher. Accurate student list with relevant Medical/Special Needs noted. Make photocopy to take with you on camp/excursion.

DAY OF CAMP/EXCURSION/ACTIVITY

- Staff involved have left class work, as required, IN THE EXTRAS FILE.
- Consent forms - originals left with office staff to be sent to Excursion Co-ordinator for filing with package.
- Photocopies taken on excursion in case of emergency then shredded at the completion of excursion.
- Details of activity and accurate student list posted on staffroom noticeboard and copy given to office staff before departure on day of camp/excursion/activity (or if early departure phone attendees to office staff by 8:30 am on day of excursion).
APPENDIX C - APPROVAL APPLICATION FOR INCURSION

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

INCURSION: .............................................................................................................

DATE/S: ..................................................................................................................

DETAILS: (who is visiting; what activity will take place)
............................................................................................................................
............................................................................................................................

NUMBER OF STUDENTS: .....................................................................................

WHO (group, year level, other - specify)......................................................................
............................................................................................................................

VENUE..................................................................................................................

PURPOSE OF INCURSION:
............................................................................................................................
............................................................................................................................

COST PER STUDENT .............................................................................................
OR
FUNDED BY (source of funds)..................................................................................

ORGANISING STAFF MEMBER: ..........................................................................

STAFF PROPOSED: ...............................................................................................
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

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very High</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Moderate</td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Emergency</th>
<th>Event</th>
<th>Risk Management Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very high or high likely-</td>
<td>Event</td>
<td>Risk Management Strategies</td>
</tr>
<tr>
<td>hood / very high impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very high, High and moderate</td>
<td>Event</td>
<td>Risk Management Strategies</td>
</tr>
<tr>
<td>likelihood / Very high,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>high or moderate impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very high, High, Moderate</td>
<td>Event</td>
<td>Risk Management Strategies</td>
</tr>
<tr>
<td>or Low likelihood / High and Very</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Impact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 2 General Excursion Risk Assessment
This form is to be completed as part of the planning process for all excursions.

<table>
<thead>
<tr>
<th>Class Group:</th>
<th>Date:</th>
<th>Supervising Teacher:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Dangers</th>
<th>Risk Management Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Factors which could lead to each inherent risk eventuating</td>
<td>Strategies to reduce risks</td>
</tr>
</tbody>
</table>

**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.

**Incursion Risk Assessment Form**
Duty of care resides with teachers for the period of the event:

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

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

<table>
<thead>
<tr>
<th>Class Group:</th>
<th>Date:</th>
<th>Supervising (Duty of Care) Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Details of area to be used and safety initiatives if required.

<table>
<thead>
<tr>
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<th>Environment</th>
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