

	Excursions and Camps Policy	Endorsed by School Council: March 2018 Developed: August 2004
Information: 02 6076 1566 Manager: Principal	DET Schools Reference Guide: DET Excursion Policy, Safety, Emergency and Risk Management for Excursions, Safety Guidelines for Education Outdoors, DET- Excursions- Staffing and Supervision Associated Policies: Previous College Policies "500 Curriculum"	Next review: Term 2 2020 Issue No: 2.4

Rationale/Aims:

Excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the school.

Implementation:

The Excursions and Camps Policy will be stored electronically with all camps and excursions forms and will form part of the application paperwork provided to School Council for approval of the activity.

Policy and Procedures:

1. PLANNING

The principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide*

(<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>) including ensuring that:

- The Assistant Principal completes an online *Notification of School Activity* form (Student Activity Locator, SAL) prior to the activity – www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx (link requires log in) 3 weeks prior to the activity date, and ensure details are entered on daily planner.
- A planning process is completed by the staff member in charge of the excursion.
- An approvals process is undertaken.

2. APPROVALS

All excursions and camps must be approved before they can take place.

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all local day excursions. Any other excursions must be approved by the School Council, including:

- Overnight excursions;
- Camps;
- Interstate visits;
- International visits;
- Excursions requiring sea or air travel, weekends or vacations;
- Adventure activities.

3. DUTY OF CARE

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable,

which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

External education providers and para-professionals must have appropriate certification (e.g. Working With Children Check, WWCC) and ensure that supervision guidelines are followed.

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

4. FIRST AID

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification.

For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken and device for communication, such as a mobile phone, satellite phone, walkie-talkies, CB radio.

5. STUDENTS WITH DISABILITIES

Students should not be denied attendance to any excursion or camp because of disability or medical condition.

Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.

Principals, in conjunction with the staff member in charge, will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

6. OVERSEAS TRAVEL

The [Smartraveller](#) website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

Corryong College will ensure that they:

- Comply with any DFAT travel advice current for the proposed location.
- Subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas.
- Review their risk assessment if there are any changes to the DFAT travel advice.

The cost of medical and hospital treatment is high in some countries; therefore Corryong College recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

7. EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services, Corryong College will notify the:

- DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#). [A user guide has been developed to help schools complete the online form, see: Student Activity Locator - User Guide](#)
- [Department of Foreign Affairs and Trade](#) (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:

- staff on the excursion will:
 - Take emergency action as documented in the excursion and camp's emergency and risk management plan.
 - Immediately notify the school principal.
- The principal will make arrangements for the Department's Security Services Unit to be phoned on 9589 6266.

8. FIRE DANGER OR BAN

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Corryong College will follow the Department's emergency management (bushfires) procedures for off-site activities.

9. RISK MANAGEMENT

An assessment of excursion risks will be undertaken in accordance with Department guidelines - [Planning - Managing Risk](#).

For excursions requiring school council approval, an excursion risk assessment plan will be completed which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.

10. PAYMENTS

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal.

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payments have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

11. TEACHER RESPONSIBILITIES

Teachers participating in an excursion and/or camps will:

- Understand the purpose of the program and its connection to student learning.
- Be aware of their supervisory responsibilities throughout the program, see: [Excursion support - supervision](#)
- Know who is the nominated member of staff who will provide first aid if required, see: [Excursion support - first aid](#)
- Know the exact location of students they are responsible for at all times, including during travel.

The nominated teacher-in-charge will:

- Know the exact location of students at all times, including during travel.

- Maintain a record of telephone contacts for the staff accompanying the excursion.
- Know who the school contact person is and their phone number.
- Have a copy of the names of family contacts for all students and staff on the excursion.
- Have copies of the parental approval and medical advice forms for those students on the excursion.
- Maintain a copy of the completed approval form (including all attachments) submitted to the school council, see: [Approval pro forma](#) (Appendix B).
- Ensure that the Assistant Principal has completed a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion, see: [Student Activity Locator online form](#) (EduMail password required).

12. STUDENT BEHAVIOUR

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion policy.

In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

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

- The circumstance associated with the decision to send the student home.
- The time when the parent/carer/guardian may collect their child from the camp or excursion.
- The anticipated time that the student will arrive home.
- Any costs associated with the student's return, which will be the responsibility of the parent/carer/guardian.

Review Process:

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

References:

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

Sample Policy:

<https://edugate.eduweb.vic.gov.au/sc/sites/SchoolReorganisation/minimumregistrationrequirements/Exemplar%20School%20Policies/Excursion%20and%20Camps%20sample%20policy.docx>

Appendices which are connected with this policy are:

- Appendix A: Student/Teacher Ratios
- Appendix B: Excursions Approval Pro-formas

Related Policies and Documents:

[DET Excursion Policy](#)

[Safety, Emergency and Risk Management for Excursions](#)

[Safety Guidelines for Education Outdoors](#)

[DET – Excursions – Staffing and Supervision](#)