



Donald Primary School

Camp & Excursion Policy

RATIONALE:

The school's camping 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 and are an important aspect of the education programs offered at our school.

AIMS

- Link the outside world with students schooling through direct experiences in different settings
- Develop children's awareness, appreciation and conservation of differing environments
- Foster personal development including self-esteem, confidence, tolerance, cooperation, sharing, independence, adaptability and self-responsibility through positive social interactions between peers and adults.
- Develop skills and knowledge that may lead to involvement in worthwhile leisure pursuits.
- Encourage responsible attitudes to personal and group safety in different settings.

IMPLEMENTATION

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school from Years 3-6. Camps are held on a 2-year cycle with a less expensive camp being held every second year. Year 2 will have a one night sleepover at the school near the end of the school year.
- Programs are developed to support different learning styles and take full advantage of the particular environment being experienced.
- Where possible, Years 3-4 and 5-6 to have different camp opportunities.
- School Council must approve all camps. In doing so, School Council will endorse a schedule of camps for the school year, will ensure that all camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- Approval is sort at a scheduled meeting at least 4 weeks prior to the departure date. The coordinator of the activity will provide information to School Council, and it will be presented using the DET approval form.
- The schedule of camps, including costs, will be distributed to parents as early as possible (preferably in Term 1) and updated on a needs basis.
- All families will be given sufficient time to make payments for camps. Parents will be sent notices before the camp date reminding them of the excursion and the need to finalise payment.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, will be required to discuss their individual situation with the Principal. The Principal on a case-by-case basis will make decisions relating to alternative payment arrangements or seek funding from elsewhere (Donald Friends & Neighbours, Grants).
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each camp.
- Prior to any child attending a camp, parents/guardians must have provided to the school a signed permission form, a signed 'Confidential Medical Information for School Council Approved Excursions' form, and must have paid the costs involved, or have an agreed payment plan organised.
- The designated Teacher in Charge of each camp will complete a risk analysis report.
- The Teacher in Charge will ensure that all camps, transport arrangements and camp activities comply with DET guidelines.
- Staff are to complete the online Students Activity Locator (SAL) for all camps and excursions at least three weeks before the activity commences so that the location and number of the staff and students on camps and excursions are available to the Department and the Emergency Services should an emergency arise.
 - The SAL can be accessed at the following link
<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx>

- The designated Teacher in Charge will adhere to the DET Staffing and Supervision regulations in relation to appropriate student teacher ratios.
- If a camp includes any swimming, water safety or water associated activities, DET Swimming and Water Safety guidelines are to be strictly adhered to.
- The Principal will complete the External Activities Teacher Checklist document to ensure everything is addressed when preparing for a camp.
- Buses used for student transport must be fitted with seatbelts and airconditioning.
- Classroom teachers will be given the first options to attend camps.
- A mobile phone, excursion folder and a first-aid kit will be taken for all camps.
- Copies of completed Permission forms, and signed 'Confidential Medical Information for School Council Approved Excursions' forms must be carried by camp staff at all times – in the 'Excursion Folder'.
- Parents of children involved in camps may be invited to assist in the delivery of camps. When deciding on which parents will attend, the Teacher in Charge will take into account:
 1. Any valuable skills the parents have to offer. Eg. Bus licence, first aid, etc
 2. The need to include both male and female parents
 3. The special needs of particular students, eg. Diabetic student
- Parents selected to assist with camps may be required to pay costs associated with the camp.
- All parents attending a camp will be expected to provide evidence of an up to date "Working with Children's Check". Such documentation will be photocopied and filed at the Administration Office.
- Where there is recorded evidence of students demonstrating inappropriate behaviour and/or their behaviour would consider them to be a potential safety risk, they may be excluded from participating in the camp. If this was to be a possibility a meeting must be held with the family as soon as possible in consideration to the date of the event.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make the decision. Costs incurred will be the responsibility of the parent.

SITE SAFETY:

CODE RED – Principals may need to cancel camps at short notice on days of extreme weather and /or 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 school that may be affected by wild fire, including schools who may have students attending camps or other venues in areas affected by wild fire. If a camp is not cancelled, special fire safety precautions will be required. When required, schools must follow the Department's emergency management (bush fire) procedures for off-site activities for all excursions.

EVALUATION

This policy will be reviewed annually.

This Policy was approved on 21st July 2020

REVIEW: _____

Attachments:

- Approval Proforma for all Excursions and Activities Requiring School Council Approval
- Principal Checklist for School Camps
- School Camps & Excursions Quotation Proforma

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

* 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

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

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 _____

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.

Principal checklist

This checklist should be used in conjunction with the *Proforma for activities requiring school council approval*.

Excursion/program name:	Date(s):
	✓
The educational purpose of the program has been established and is relevant to the school's curriculum.	
The exact location of the excursion participants at all times has been documented, including during travel.	
I have appointed a teacher-in-charge for the excursion and have made relevant contact details available to the 24 hour school contact person.	
The teacher-in-charge has informed me that staff have been briefed on their roles and responsibilities during the excursion.	
External providers, if used, are appropriate for the activity have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.	
Transport arrangements comply with the School Policy and Advisory Guide - Transporting Students and VicRoads regulations.	
Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements.	
A member of staff with appropriate qualifications has been designated as being responsible for first aid.	
A 24 hour school contact person has been designated and provided with a briefing about their role and the necessary information to enact their responsibilities.	
Staff who are not registered teachers have received a satisfactory Police Check or after July 2007 a Working with Children Check .	
All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	
<p>Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed, informed consent from parents/guardians <input type="checkbox"/> Completed medical form for all students and staff <input type="checkbox"/> Detailed itinerary, with specific locations and contact numbers <input type="checkbox"/> If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used <input type="checkbox"/> Staff and student equipment & clothing lists <input type="checkbox"/> Group equipment list(s) if necessary <input type="checkbox"/> A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required) <input type="checkbox"/> Completed staffing details pro forma <input type="checkbox"/> Risk management plans for all adventure activities <input type="checkbox"/> Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person 	
The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.	
The Student Activity Locator online form (EduMail password required) has been submitted three weeks prior to the excursion.	

SCHOOL CAMP & EXCURSION"QUOTATION PRO-FORMA"

School Camp Details

Name of School Contact: _____ E-mail: _____
 School ABN: _____
 Destination: _____ Arrival Time: _____ Departure Time: _____
 (Example: Car/Bus/other please specify)
 Number of Staff attending: _____ Number of Students attending (approx): _____
 Grade or year level of students: _____ Period of camp /excursion: _____

Authorised by Principal or School Council: _____ Date: _____

(this form should not be processed unless a signature appears above):

Camp/Excursion Provider Details

Name of Provider: _____
 Address of Provider: _____
 Name of Contact: _____ E-mail: _____
 Provider ABN: _____
 Trading Name of Provider (if not ABN registered): _____

In order for my school to comply with the ATO GST ruling for food and other associated costs relating to school camps/excursions, could you please provide an amount beside ALL food and supplementary items.

Food Component*

	Rate	GST**	Sub-Total
Cost of food component <u>per student</u> :	\$	\$	\$
Cost of food component <u>per staff member</u> :	\$	\$	\$
*(must be shown as a separate cost & cannot be combined with the costs below)			TOTAL
** (school must remit to the ATO any GST collected on food)			\$

Cost of Supplementary Items

	Rate	GST***	Sub-Total
Cost of Accommodation <u>per staff member</u> :	\$	\$	\$
Cost of Supplementary Items <u>per staff member</u> :	\$	\$	\$
Cost of Accommodation <u>per student</u> :	\$	\$	\$
Cost of Supplementary items <u>per student</u> :	\$	\$	\$
Cost of Travel <u>per student</u> :	\$	\$	\$
Hire of equipment for other activities. (please list) (If insufficient space please attach a separate page).			
1.....	\$	\$	\$
2.....	\$	\$	\$
3.....	\$	\$	\$
*** (schools would not charge GST to students for supplementary items).			TOTAL
**** (schools may claim back from the ATO input tax credits for ANY of the above items including food)			\$

If the deposit includes GST, could you please tick the box **DEPOSIT:\$**
TERMS for Deposit (please specify):.....

 Company Signature:..... Date:..... **BALANCE:\$**