

POLICY SCS7: Camps excursions and incursions

Issued: February 2019

REVIEW: February 2021

Approved: Sue Holmes *Principal*

Camps – Excursions – Incursions – Tours
Policy

1. BACKGROUND

Our school's camps, excursion, and incursion program enables students to explore, extend and enrich their learning and social skill development. Activities (as defined in Section 3 of this policy) complement all aspects of the schools educational program, whilst providing further opportunities in the development of student confidence and self-esteem. Camps, excursions and incursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

The School Principal is responsible for the conduct of all excursions and must ensure:

- adequate venue selection
- safety, emergency and risk management
- informed consent from parents and student medical information
- appropriate staffing and supervision
- student preparation and behaviour
- Department requirements are met for all activities.

Our School must also ensure that:

- students are adequately prepared for excursions
- Disciplinary measures for students on excursions are appropriate and consistent with our Student Engagement and Guidelines.

2. PURPOSE & AIMS

The purpose of this policy is to:

- provide all students with the opportunity to participate in a sequential camping and excursion program
- provide shared class and year level experiences and a sense of group cohesiveness
- reinforce and extend classroom learnings
- provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance

Our School aims to:

- Build a school environment based on our School Values
- Provide successful activities that are cost effective, safe and well attended
- Manage unacceptable behaviour in a positive and professional manner and establish well understood and logical consequences for student inappropriate behaviour
- Ensure excursions are planned and approved appropriately
- Ensure the selection of safe and suitable excursion venues
- Ensure excursions are appropriately staffed

3. PRINCIPLES & DEFINITIONS

Definition of ACTIVITIES

3.1 Excursion

An excursion is defined as an activity organised by our school (not including work experience) during which students leave the school grounds to engage in educational activities.

3.2 Incursions

Incursions are defined as any activity that involves school visitors who provide a performance or service for the students which may incur a fee and which occurs within college grounds.

3.3 Camps / Outdoor or Adventure Excursions / Tours

- A **camp** is defined as any activity involving at least one night's accommodation (including sleep overs at school)
- A **tour** is defined as an activity arranged and run by a defined "Tour Company" E.g. G.E.T.
- **Adventure activities** are those that involve greater than normal risk such as base camping, bush walking, canoeing, caving, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, gliding, swimming (other than school programs), surf activities, water skiing, snorkelling, scuba diving, shooting, sailing, sailboarding, snow boarding, skiing, and similar activities.

4. IMPLEMENTATION

School Council will ensure that all 'Activities' (as defined above) comply with all DET requirements as per the Schools Policy and Advisory Guide

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

4.1 Planning of Activities

- 4.1.1 A designated '*Teacher in Charge*' (TIC) will plan, coordinate, and oversee the smooth running of each activity (Excursion, Incursion, Camp or Tour)
- 4.1.2 A NEW EVENT template located under Organisation in Compass **must** be completed prior to any activity occurring. Complete the Task Sheet and Check List (Appendix 3 & 4) as you go through steps.

When presenting information to the Principal, the TIC must be aware that the Principal will consider the following:-

- a. The purpose of the excursion and its connection to student learning
- b. That all attending staff members have the competence to provide the necessary supervision of students throughout the excursion
- c. At least one appropriately trained/certified member of staff is able to provide [first aid](#)
- d. Supervisory adults who are not registered teachers have completed a Working with Children Check (see point 5)
- e. The location of staff and students throughout the excursion including during travel is documented and known and considered safe and appropriate
- f. A record of telephone contacts for supervising excursion staff is available and carried by the TIC
- g. A record of the names and family contacts for all students and staff is available and carried by the TIC
- h. An Event Handbook A-Z created by Compass showing '[parental consent](#)' and '[confidential medical advice](#)' for those students on the excursion is carried by the TIC.
- i. Copies of all completed and approved forms (including risk management plans- see appendix 4) are available and carried by the TIC

- j. The pupil-teacher ratio must be adhered to. (see Appendix 1)
- k. The *Student Activity Locator Online Form* has been submitted three weeks prior to the excursion (as per requirements contained within the application form).
- l. Students on trial are not permitted to attend excursions or camps under any circumstances and must remain at school.
- m. Students without the correct forms as listed in 'h' above are not permitted to attend and hand written notes with parent consent or phone calls home will not be acceptable as a replacement to the official forms or on line consent by the parent via Compass.

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

- 4.1.3 Prior to the Excursion occurring, the "Excursion Checklist" (see Appendix 4) must be completed throughout the process and at least 2 days prior to the excursion or camp to ensure all planning processes have occurred.
- 4.1.4 APPROVAL by School Council of Excursions, Incursions, Camps or Tours is required where adventure activities or overnight stays are included. Interstate and/or Overseas tours also require approval by the DET. Reference should be made to these requirements from the DET Policy & Advisory Guide.
- 4.1.5 The activity will only be approved once the Business Manager has received the Risk Assessment and a copy of the completed SAL.

4.2 Risk Management and General Management during the Activity (see Appendix 5)

- 4.2.1 If day excursions include adventure activities organising staff should consult the DET '[Adventure Activities](#)' website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- 4.2.2 The principal requires that a report from the Teacher in Charge occur after each activity if any mishaps or concerns have arisen including how improvement for prevention will occur for future activities of the same nature
- 4.2.3 Prior to seeking School Council approval for the activity (where the activity is considered adventurous or is an overnight activity), organising staff are required to meet again with the principal and present him/her with all documentation, including the completed **APPLICATION TO CONDUCT AN EVENT/COUNCIL APPROVAL** form ([Appendix 2](#) Pro forma) and all required attachments. Planning staff should ensure that time permits for the matter to be placed on a School Council agenda.
- 4.2.4 The school will provide a mobile phone and a first-aid kit for all activities outside of the school.
- 4.2.5 Copies of completed Permission forms, signed Confidential Medical Forms, and an emergency phone contacts list must be carried by excursion/camp staff at all times. ALL forms must then be returned to the General Office Immediately at the completion of any Excursion and any incidents reported accordingly.
- 4.2.6 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable, unsafe to them or others, or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.

4.3 Financial Considerations

- 4.3.1 The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- 4.3.2 All camps will be budgeted for with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.

- 4.3.3 Students will not be excluded from camps or excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal and/or AP. Decisions relating to alternative payment arrangements will be made by the Principal and/or AP on a case-by-case basis.
- 4.3.4 All families will be given sufficient time to make payments for individual camps. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- 4.3.5 Any family who has not met the required alternative payment for a previous activity will be unable to participate in the continuation of the program or new programs until the outstanding payment is finalised.
- 4.3.6 Office staff will be responsible for managing and monitoring the payments made by parents and update Compass when receipting payments received at the office.
- 4.3.7 Payments for any activity can also be made directly by parents/guardians via Compasspay.

4.4 Student Inclusion and/or Exclusion from Activities

- 4.4.1 Students who do not attend activities will be provided with suitable alternative arrangements at school.
- 4.4.2 **ONLY** students who continually demonstrate sensible and reliable behaviour in accordance with our schools 'Behaviour Guidelines' and our basic expectations and values, will be permitted to participate in activities.

NOTE: Leaders of Learning in consultation with the Teacher in Charge of an activity and or the AP/Principal may determine a student's suitability to attend. Should the matter arise where a student may be deemed as "unsuitable" to attend a particular activity due to ongoing behaviour concerns or issues, parents will be notified. Where required or deemed necessary, *the final decision to exclude a student rests with the Principal in consultation with the Teacher in Charge of the activity and other necessary staff as deemed necessary or appropriate.*

Student SUSPENSION and Exclusion from Activities

Where a student has received an "External Suspension" the following criteria applies

Suspension Details	OUTCOME
1. Student has been suspended on ONE occasion for a period up to and including 2 school days.	Potential Exclusion from Activities as per 4.4.2 "NOTE"
2. Student has been suspended on ONE occasion for a period including 3 or more consecutive school days (or) 3. Student has encountered a SECOND suspension.	Exclusion from Activities <i>Exemption from this clause may apply where a student is required to attend the activity in order to meet a specific "Learning Outcome". Consultation with the Principal should occur where required in this instance.</i>

4.5 Parental Involvement

- 4.5.1 Parents may be invited to assist in the provision and supervision of school activities.
- 4.5.2 Parent volunteers may however be required to pay the accommodation and meals cost of the camp.
- 4.5.3 When deciding which parents will be invited to assist/attend, the Teacher in Charge will take into account;
 - ✓ Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - ✓ The need to include either or both male and female parents.
 - ✓ The special needs of particular students.
- 4.5.4 Parents selected to assist with activities must hold a current Working with Children Check. The Teacher in Charge must sight the card and a copy is to held in the front office.

5. EVALUATION

This policy was last ratified by School Council in February 2019 and should be reviewed by February 2021.

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Sue Holmes
Principal

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School Council President

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

**APPENDIX 2 – APPLICATION TO CONDUCT AN EVENT/COUNCIL APPROVAL
& FINANCIAL PLANNING CHECKLIST**

INFORMATION	DETAILS
DATE OF ACTIVITY	
ACTIVITY/DESTINATION/VENUE	
DETAILS OF EVENT	
HOME/STUDENT GROUP	
DEPARTURE/RETURN TIME & POINT	
TEACHER IN CHARGE	
OTHER STAFF	
TRANSPORT METHOD	

ACTIVITY FINANCE PLAN

ITEM	GST INCLUSIVE PRICE	GST DEDUCTED (DIVIDE BY 11)	TOTAL TO BE CHARGED	COST PER STUDENT
Accommodation				
Food				
Travel				
Entry Fees/Charges				
CRT Replacement (No GST)				
Other				
Totals:				

RISK ASSESSMENT MUST BE COMPLETED AND ATTACHED.

PRINCIPAL'S SIGNATURE.....

SCHOOL COUNCIL PRESIDENT SIGNATURE.....

OFFICE USE ONLY:

Checked: _____ Office Staff

CHARGE DETAILS:

Fee Code:			
Description:			
Code:			
GST Details:			

APPENDIX 3 - TASK SHEET TO BE COMPLETED IN ORDER

PRIOR to APPROVAL	Date	Signed
1. Discuss activity with AP and/or Principal		
2. Discuss with Leader of Learning if applicable		
Complete the Events Details on Compass & Finance Planning Checklist, if applicable. (Appendix 2)		
Place details of Event on Staff Room Notice Board		
3. Complete the attached Risk Management Assessment Form		
4. Book School bus or arrange alternative transport as required <i>If School bus indicate drivers name:</i> <i>(Or) Name of Bus Company or Transport Group:</i> <i>Had cost of hire bus been included in costings.</i>		
If overnight or adventure excursion also complete these tasks	Date	Signed
1. Make accommodation and other bookings (e.g. tours etc.) <i>Attach Itinerary and Accommodation details to this application.</i>		
2. Complete section on Page 2 detailing all <i>Adventure Activities</i>		
3. Submit a copy of this application to the Principal for School Council approval		
SEE PRINCIPAL- EXCURSION APPROVED-	YES	NO
1. Event to be finalised on Compass and submitted for approval		
2. Notify excursion to: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp	Signed + Dated by TIC	
3. Ensure details entered in the Daily Org diary in AP's office		

ANY INCOME towards this Excursion? E.g. Grants/Donations etc..	Total Cost of Excursion LESS INCOME
<i>Income from:</i> _____ Total Amount \$	\$ _____

Indicate all Adventure Activities to be undertaken on this excursion:

- Activities:
- Staff who hold any special qualifications to oversee the activities?
- Will qualified instructors be provided at the activity? YES / NO

Were all staff members happy for this excursion/incursion to proceed?	YES	NO- The following staff objected:
A Confirmation of excursion/incursion approval email has been sent to all staff?	YES	Email Sent- Date:

Excursion APPROVED by:

Principal: _____

Date: _____

If overnight and/or Adventure Excursion:

School Council: _____

Date: _____

EXCURSION/INCURSION CHECK LIST**AT LEAST 3 WEEKS PRIOR TO ACTIVITY**

- Enter activity into the Student Activity Locator (SAL) on the below link. <https://www.eduweb.vic.gov.au/forms/school/sal>
- Comply with the requirements as set out in the School Policy and Advisory Guide at <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>

AT LEAST 2 WEEKS PRIOR TO ACTIVITY UNLESS A CAMP

- Completed Events entry on Compass
- Add Attendees, Staffing and Costs in Events section on Compass
- Completed Risk Assessment form. Can be either emailed or given to Dot
- Forms signed off by Principal
- Add details in the Daily Org Diary (AP's Office)
- Approval given by Council (Camps)
- Make relevant bookings (bus, venue)
- Received invoice and forwarded to Dot (main office invoice tray)
- Book school bus if necessary
- Complete Student Activity Locator (SAL) and forward copy to Dot

1 WEEK PRIOR

- Check Compass Attendees and chase up students who have not consented and/or paid
- Chase up late payments with students
- Check return of excursion forms if not completed on line via Compass
- Leave list of students attending in Front Office
- Delete students not attending from Attendees List on Compass

ON DAY OF EXCURSION

- Print out Event Handbook (A-Z) from Compass
- Check list from Handbook with students present
- Ensure all students have paid
- Leave list of students attending with office
- First Aid Kit/s and student medication if required
- Take all forms and Event Handbook on excursion
- Complete roll on Compass (if unable to complete roll, ring office with names of students)

AFTER EXCURSION

- All forms and Event Handbook to be returned to Front Office to be archived
- Return any medication to parents
- If incident/accident occurred complete all relevant paperwork and advise Dot and Sue

(Remember **Spot the hazard; Assess the risk; Fix the problem; Evaluate the result**)

Excursion Coordinators Name: _____ **Date of Excursion** _____

Description and location of excursion: _____

Names of Staff, Teachers, Parents and Volunteers that are or will be involved with the excursion:

Checklist;

1. Elimination and control measures have been incorporated in planning document? Yes No
2. Support staff, parents and volunteers have been made aware of potential risks and the strategies to avoid risks? Yes No
3. Venues and locations have been thoroughly checked for hazards and risks? Yes No
4. Registered venues (workplaces) have safety inductions and risk management strategies in place to minimize injury? Yes No

If Yes, please comment: _____

5. Does students to staff / volunteer ratio exceed 5 : 1 Yes No

If Yes, what is the ratio? _____ Include this as part of your risk management plan.

Activity	S pot the hazard. Type / Cause	A ssess the risk. Use Matrix	F ix the problem.	Who	When

Risk Management Plan *approved*, *not approved by Principal / Assistant Principal* _____

Signed: _____ Date: _____

School Council (if required) *approved*, *not approved*

Signed: _____ Date: _____