



# Camps, Excursions and Incursions Policy

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## PURPOSE

Camps, excursions and school-based activities are essential aspects of a comprehensive curriculum and have the capacity to enrich the educational experience of students. In particular they:

- Enable students to participate in a wide range of activities outside the physical environment of the college.
- Extend educational experience beyond the classroom.
- Extend social interaction.
- Form an essential part of the learning process.
- Enhance personal development through responsible interaction with others and responsible use of the natural environment.

## SCOPE

This policy covers the areas of camps, supervised excursions and school-based activities ('incursions') which augment and enrich the teaching and learning experience at the college.

## GUIDING PRINCIPLES & CRITERIA

An ongoing camps program opportunity will be offered to all students during their years at the college.

A comprehensive program of excursions and school-based activities (incursions) covering each Domain will be offered to all students during their years at the college.

All activities organised should fulfil 3 or more of the following criteria:

- The activity should be designed as far as practicable so that all students have access to them regardless of impediments which may result from factors such as gender, ethnicity, physical disability or financial constraints.
- The activity directly enhances the college curriculum in one or more learning areas.
- The activity fulfils a worthwhile educational objective which is not addressed elsewhere.
- The activity will enhance relationships among students and staff, making the college more productive in educational terms.
- The activity fosters attitudes among students which enhance the sense of community within the college.

## IMPLEMENTATION

Approval of all camps and excursions will be based on the criteria of the Camps, Excursions and Incursions policy and will be at the discretion of the Principal and School Council. Activities should be planned well in advance. The coordinating teacher ('teacher-in-charge') will need to create the activity in the Compass Events module and generate the appropriate Letters, Applications, Assessments, Costs, Forms and Consent.

## APPROVAL PROCESS

1. Staff wishing to run a Camp, Excursion or Incursion, must firstly communicate their intention with their Domain Leader and the Daily Organiser and consider clashes with other activities and their teaching load. *Small and isolated events may not be approved if the financial and economic cost (human resources) make the event/activity unviable.*
2. Staff wishing to organise a camp or excursion must complete an Excursion/Camp proposal form and lodge this for approval. Activities must be submitted for approval at least four (4) weeks before the event/activity is undertaken and a minimum of two (2) terms notice for Camps. To provide optimal planning, administration and logistical management, consideration for recurring Camps should be considered the year prior to its occurrence.
3. If the Compass event is not submitted four (4) weeks prior to the activity, the activity may not run (consideration may be given in special circumstances). This decision will be made by the Principal.
4. Be aware that camp approval is a long process. All camps must be submitted to the Assistant Principal for consideration. Once this stage is ratified, camps will be presented to the College Council for final approval.

## GUIDING PRINCIPLES FOR CAMPS

All camps must be accredited with the [Australian Camps Association \(ACA\)](#) or [National Accommodation, Recreation and Tourism Accreditation \(NARTA\)](#).

All Camps, Excursions and Incursions must be cost neutral to the College.

All Camps, Excursions and Incursions must compliment the College Curriculum and comply with all [DET requirements: Camps, Excursions, Incursions and Activities](#).

All Camps, Excursions and Incursions must meet the [DET Staffing Supervision ratio requirements: Staffing and Supervision](#).

All student contact details and medical information which are on the consent forms must be taken on the excursion (print out of the Compass event Handbook) so that contact can be made with parents/guardians if necessary: Student Medical Information.

To ensure information is provided to emergency services, schools must notify the Department of any approved school camp or excursion at least three (3) weeks beforehand. This must be recorded on the [Department's Student Activity Locator \(SAL\)](#). To obtain effective consent, schools need to provide sufficient information to parents about the nature of and risks associated with the excursion.

Parents must be able to give informed consent to their child's participation in the excursion after considering the risks. Specific information about the excursion should be included here or provided as an attachment. There must be full disclosure. Parents should also be given the opportunity to ask questions.

[A risk assessment](#) of all adventure activities must be completed and submitted to the school council as part of the approval process.

### **ARRANGEMENTS FOR STUDENTS NOT ATTENDING EXCURSION/CAMP:**

Students remaining at school during the excursion will be distributed to other classes with work provided by the organising teacher (of the excursion).

Classes remaining behind during the camp will have an alternative program organised for them and be placed into collapsed classes.

### **ATTENDANCE REQUIREMENTS AND CANCELLATIONS**

The decision to run or cancel camps/excursions/activities relies on sufficient collection rates. A 90% attendance is required. If this percentage is not achieved then Camps, Excursions and Incursions may not be permitted to go ahead, as we may not have the resources to supervise students left back at College. This will be at the discretion of the Principal.

Information regarding the number of consent forms returned by students and the number of students who have paid for an excursion must go to the Daily Organiser 3 days before the excursion is to take place.

On days of extreme weather or fire danger, the 'teacher-in-charge' must inform the Principal and a decision to cancel an excursion will be considered. Where an excursion is not cancelled, special fire safety precautions will be implemented.

### **PAYMENTS**

Students must return a signed permission form and payment to be able to attend the excursion. Students who have not paid in full and submitted signed consent for the camp/excursion/activity prior to the cut-off date will not be attending.

Students who have not paid for their elective charges (i.e. VET / VCAL / Pathways etc.) must pay these before contributing to camp costs.

All families will be given sufficient time to make payments for Camps, Excursions and Incursions. Parents will be provided with permission forms and excursion/incursion information clearly stating payment finalisation dates.

All efforts must be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish their child to attend and excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment will be made by the Business Manager in consultation with appropriate staff, or on an individual basis: [Sports and Camps, Excursions and Incursions Fund](#).

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

Staff should not be in charge of handling money or collecting money from students. All payments by students should be made directly to the Administration Office under no circumstance should staff be collecting and holding money from students.

#### CAMP FORMS TO BE COMPLETED INCLUDING THE CHECKLIST.

- Information letter for students and parents
- Student Welfare and Discipline Procedures
- Permission and consent form (Compass)
- Medical form
- Clothing list
- Map of the camp and nearby area
- Staff experience and/or qualifications (for College Council)
- Activities requiring special precautions
- Emergency and first aid arrangements
- Day to day program including wet weather arrangements
- Budgeting and costs
- Travel arrangement
- Number of staff required (teacher-student ratio)
- Students attending

#### ROLL MARKING

A roll must be taken before the excursion leaves the College grounds and periodical checks should be made during the excursion and a compulsory roll taken before returning to College to ensure that all students are present and returning to the College.

Students not attending the excursion must be provided with suitable alternative activities.

## **PERMISSION AND CONSENT**

Every parent/guardian must give written permission for a student to attend an excursion.

*\*Permission cannot be granted over the phone especially on the day of the excursion if the student has not returned their consent form.*

Parents must be informed of the expected return time of an excursion.

Parents must be informed prior to students leaving for an excursion that they can phone the Administration Office to receive an updated anticipated return time.

## **FIRST AID**

You must ensure that you have access to a first aid kit if you are undertaking an excursion. This must be carried with you or be available at the venue.

## **COMMUNICATION**

You must ensure that you have a mobile phone with you on an excursion. You can access a College mobile for Camps, Excursions and Incursions from the Administration Office or if you wish to take your own mobile phone, you must leave this contact number with the Administration Office.

## **STUDENT MANAGEMENT AND DISCIPLINE**

The college Code of Conduct applies while students are on excursions.

In the event of severe misbehaviour, a student may be isolated from the group but must remain under the direct supervision of a staff member.

Students will not be permitted to attend excursions unless they are in full school uniform (unless otherwise stipulated). Notes will not be accepted.

Only students that have displayed sensible, reliable behaviour at College will be permitted to participate in College Camps, Excursions and Incursions. Parents will be notified by relevant Mini School Coordinators and/or the organising teacher if their child is in danger of losing the privilege of participating in an excursion/incursion due to poor behaviour. The decision to exclude a student will be made by the Principal, Assistant Principal or Year Level Leader in consultation with the organising teacher. [Both the parent and student will be informed before the excursion take place.](#)

Disciplinary measures in line with the College's Student Engagement Policy apply on all Camps, Camps, Excursions and Incursions and Incursions. In extreme cases the teacher in-charge following consultation with, and the approval of, the Administration Committee Chair, may determine that a student should return to the College during an excursion. In such circumstances, the parent/guardian will be advised:

- of the circumstances associated with the decision to send the student home
- of time when the parent/guardian can collect their child from the excursion
- of the anticipated time the student will return to college
- any costs associated with the student's return which will be the responsibility of the parent/guardian
- mini School Leaders, if available, will contact parents with this information

## **SUPERVISION**

All Camps, Excursions and Incursions will be attended by staff at John Fawkner College to ensure appropriate supervision of students at all times. In the event of an emergency or accident the teacher in charge will be responsible for the administration of first aid, and will contact the College and parents as appropriate. In the event that parents cannot be contacted, [the teacher in charge will follow first aid and emergency procedures.](#)

Be aware that students are usually less constrained and more prone to accident and injury than in a closely supervised classroom.

Be aware that an incursion with an external provider does not absolve supervision duties of the organising teacher, teaching staff, including first aid duties. A teacher/College staff member must be present at all times and remain the person designated with duty of care responsibilities.

Be aware that incursions require the teacher to fully comply with the DET guidelines and brings with it an increased duty of care. [It is the teacher's responsibility to be aware of these guidelines and remain the person with the duty of care.](#)

[Be aware that incursions require the teacher in charge to ensure that the venue adheres to DET guidelines.](#)

Be aware that College policy is for students to be counted at the beginning of the activity and at other times on a regular basis whilst participating in the incursion.

Arrangements must be made for students not attending the incursion to continue their normal program at College under the supervision of another classroom teacher.

If a staff member has concerns around the implementation of Education Department guidelines then they should communicate with the leadership team for assistance.

All parents must be contacted if an excursion is running late therefore it is compulsory that all student consent and contact information forms are taken on the excursion.

## **TRAVEL ARRANGEMENT**

### *Buses*

Students should line up and board buses only after their name has been checked off by the staff member marking the roll.

Where more than one bus is being used, staff should be spread appropriately between buses.

### *Train / Tram:*

Students should travel on one carriage with excursion staff.

Where more than one carriage is needed, staff should be spread appropriately between carriages.

Students should never be permitted to travel on a carriage without a staff member present.

### *Use of Private Vehicle for Excursions:*

Staff wishing to use their private vehicle to transport students to events, must complete the following documentation:

- Application to use a private vehicle on official duty
- Use of Private Car for a School Excursion (JFC document for parents. Must accompany the permission form)

Vehicles used to transport students must carry comprehensive insurance.

The excursion approval form must clearly state that students will be travelling in a private vehicle and must specify the name of the driver and the registration number of the vehicle.

Students are never permitted to drive other students under any circumstances.

## **CAMP DOCUMENTATION:**

- Approval Proforma for all Excursions and Activities Requiring School Council Approval
- Teacher checklist
- Principal Checklist
- Council Checklist
- Parent Excursion Consent
- Confidential Medical Information for School Council Approved Excursions
- Emergency Response Plan 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



**Risk management plan for the excursion must be completed and attached with this submission.** Guidance on 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/Costings

<b>INCOME</b>		<b>EXPENDITURE</b>	
Student Fees		Transport	
<i>Other income:</i>		Food	
		Accommodation	
		Staffing	
		Equipment	
		<i>Other expenditure:</i>	
<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 \_\_\_\_\_

## TEACHER 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.		
I have informed staff that they must comply with relevant Departmental <a href="#">Safety Guidelines</a> .		
The conduct of adventure activities complies with relevant Departmental <a href="#">Safety Guidelines</a> .		
External providers, if used, are appropriate for the activity and they have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.		
Transport arrangements comply with the <a href="#">School Policy and Advisory Guide – Transporting Students</a> and <a href="#">VicRoads</a> regulations.		
Staff who are not registered teachers have received a satisfactory Police Check or after July 2007 a <a href="#">Working with Children Check</a> .		
Activities conducted on public lands, such as state forest or national park, comply with current permit and access requirements.		
A member of staff with appropriate qualifications has been designated as being responsible for first aid.		
The 24 hour school contact person has been designated.		
<p>Copies of the following completed documents have been lodged with the principal or nominee and the designated school contact before the program commences. Copies of those documents with an asterisk are available on the program.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed, informed consent from parents/guardians</li> <li><input type="checkbox"/> *Completed medical form for all students and staff</li> <li><input type="checkbox"/> *Detailed itinerary, with specific locations and contact numbers</li> <li><input type="checkbox"/> *If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used</li> <li><input type="checkbox"/> Staff and student equipment &amp; clothing lists</li> <li><input type="checkbox"/> Group equipment list(s) if necessary</li> <li><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)</li> <li><input type="checkbox"/> Completed staffing details proforma</li> <li><input type="checkbox"/> *Risk management plans for all adventure activities</li> <li><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</li> </ul>		
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.		
The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.		
The <a href="#">Student Activity Locator online form</a> (EduMail password required) has been submitted three weeks prior to the excursion.		

## GOVERNANCE COMMITTEE 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 <a href="#">School Policy and Advisory Guide - Transporting Students</a> and <a href="#">VicRoads</a> 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 <a href="#">Working with Children Check</a> .		
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"> <li><input type="checkbox"/> Signed, informed consent from parents/guardians</li> <li><input type="checkbox"/> Completed medical form for all students and staff</li> <li><input type="checkbox"/> Detailed itinerary, with specific locations and contact numbers</li> <li><input type="checkbox"/> If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used</li> <li><input type="checkbox"/> Staff and student equipment &amp; clothing lists</li> <li><input type="checkbox"/> Group equipment list(s) if necessary</li> <li><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)</li> <li><input type="checkbox"/> Completed staffing details pro forma</li> <li><input type="checkbox"/> Risk management plans for all adventure activities</li> <li><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</li> </ul>		
The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.		
The <a href="#">Student Activity Locator online form</a> (EduMail password required) has been submitted three weeks prior to the excursion.		

## SCHOOL COUNCIL CHECKLIST

This checklist does NOT take the place of the detailed *Approval Proforma for all Excursions and Activities Requiring School Council Approval*. Rather, it is a one-page checklist that assures Council that all requirements have been met.



Excursion/program name:	Date(s):	✓
The educational purpose of the program has been established and is relevant to the school's curriculum.		
The principal has informed school council that staff have been briefed on their roles and responsibilities during the excursion.		
External providers, if used, are appropriate for the activity and they have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.		
Transport arrangements comply with the <a href="#">School Policy and Advisory Guide – Transporting Students</a> and <a href="#">VicRoads</a> regulations.		
Activities conducted on public lands, such as state forest or national park, 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 her/his role and the necessary information to enact her/his responsibilities.		
Staff who are not registered teachers have received a satisfactory Police Check or after July 2007 a <a href="#">Working with Children Check</a> .		
<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"> <li><input type="checkbox"/> Signed, informed consent from parents/guardians</li> <li><input type="checkbox"/> Completed medical form for all students and staff</li> <li><input type="checkbox"/> Detailed itinerary, with specific locations and contact numbers</li> <li><input type="checkbox"/> If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used</li> <li><input type="checkbox"/> Staff and student equipment &amp; clothing lists</li> <li><input type="checkbox"/> Group equipment list(s) if necessary</li> <li><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)</li> <li><input type="checkbox"/> Completed staffing details proforma</li> <li><input type="checkbox"/> Risk management plans for all adventure activities</li> <li><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</li> </ul>		
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.		
The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.		
The <a href="#">Student Activity Locator online form</a> (EduMail password required) has been submitted three weeks prior to the excursion.		

## PARENT EXCURSION CONSENT

To obtain effective consent, schools need to provide sufficient information to parents about the nature of and risks associated with the excursion. Parents must be able to give informed consent to their child's participation in the excursion after considering the risks. Specific information about the excursion should be included here or provided as an attachment. There must be full disclosure. Parents should also be given the opportunity to ask questions.

A risk assessment of all adventure activities must be completed and submitted to the school council as part of the approval process.

**Name of school:**

**Title of excursion:**

### **Educational purpose of the program:**

What do you hope the students will learn from the experience?

### **Details of supervising staff:**

Name all staff and indicate who the teacher-in-charge is.

### **Costs:**

Include all foreseeable program and incidental costs as well as the refund policy.

### **Name and contact details of the 24-hour school emergency contact:**

This is for parents who need to contact students during the program. You can list more than one contact.

### **Departure details**

Include the time, date and place where students depart for the excursion.

### **Return details**

Include the time, date and place where students return from the excursion.

### **Distance from expert medical care:**

How far the students will be away from expert medical care (eg. hospital or ambulance)?

### **Accommodation arrangements:**

Type of accommodation eg. campsite, tents, caravan park etc

### **Travel arrangements:**

How will students be transported to, during and from the program?

### **Adventure activities to be undertaken or that may be offered to students throughout the program:**

List proposed activities as well as any alternative or back-up activities planned.

**Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.**

**A risk management plan for this program has been developed by staff and is available for parents to review on request.**

**Attachments**

- Daily itinerary
- Group equipment list (if relevant)
- Clothing list
- Medical form
- Further location descriptions (if applicable)

**Student behaviour**

'I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

**Student illness**

'I understand that in the event excursion staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.'

**ICT/Photograph consent**

'I agree to my child using the Internet and computer network in accordance with the same Internet student users agreement that applies at their current school.' [Strike out if you do not consent]

'I also consent to my child being photographed and/or visual images of my child being taken during activities by the school for use in the school's publications, school's website or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.' [Strike out if you do not consent]

**Cancellations or Alterations**

'I understand that the principal may need to cancel or alter excursion arrangements at short notice, due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.'

**Consent for emergency transportation**

'In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above.'

**Student accident insurance**

The Department of Education does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

**Note:** Parents should also complete the 'Confidential medical information for school council approved school excursions'.



## CONFIDENTIAL MEDICAL INFORMATION FOR SCHOOL COUNCIL APPROVED EXCURSIONS

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education and Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: Teacher to fill this in  
Date(s): Teacher to fill this in

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/guardian's full name:

Emergency telephone numbers: *After hours*

*Business hours*

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours*

*Business hours*

Name of family doctor: \_\_\_\_\_

Address of family doctor:

Phone number:

Medicare number:

Medical/hospital insurance fund:

Member number:

Ambulance subscriber?  Yes  No If yes, ambulance number:

Is this the first time your child has been away from home?  Yes  No

**Please tick if your child is living with any of the following health conditions:**

Asthma (if ticked complete Asthma Management Plan)

Anaphylaxis (if ticked review and update the Individual Management Plan for the camp or excursion)

Bed wetting

Blackouts

Diabetes

Dizzy spells

Migraine

Heart condition

Sleepwalking

Travel sickness

Fits of any type

Other: \_\_\_\_\_

**Swimming ability**

Please tick the distance your child can swim comfortably.

- Cannot swim (0m)       Weak swimmer (<50m)       Fair swimmer (50-100m)
- Competent swimmer (100-200m)       Strong (200m+)

**Allergies**

Please tick if your child is allergic to any of the following:

- Penicillin                                       Other Drugs: \_\_\_\_\_
- Foods: \_\_\_\_\_
- Other allergies: \_\_\_\_\_

What special care is recommended for these allergies? \_\_\_\_\_

Year of last tetanus immunisation: \_\_\_\_\_

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

**Medication**

Is your child taking any medicine(s)?  Yes  No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

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All medication must be given to the teacher-in-charge. All containers must be labelled with your child’s name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

**Medical consent**

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.
- 

Signature of parent/guardian (named above) _____ Date: _____
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The Department of Education and Training requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

**Note:** You should receive detailed information about the excursion/program prior to your child’s participation and a Parent Consent form. If you have further questions, contact the school before the program starts.

## EMERGENCY RESPONSE PLAN PROFORMA

*Copies of this document should be provided to all staff and to the school's designated emergency contact person. The information supports the initial response to an incident and should form part of a more detailed emergency management plan.*

### Features of the region

- Describe the location and its geographic features

### Communication with emergency support

- How will the group communicate with emergency support?

### How will emergency services access the group at each location?

- How long will it take for support to arrive?
- Provide descriptions of multiple access routes if possible
- Detail approximate travel time to medical help from the location
- List sources of emergency support
- Consider whether helicopter access is possible

### Information required when reporting a serious accident

- Number of students injured, names of students injured
- Suspected injuries
- When it happened...Where it happened...What happened
- Current location of injured student(s)
- Student's present condition
- Condition of other group members and the name of the person who is with them
- What is currently happening
- Estimated time of next communication and method of communication

### Phone Contacts

**Emergency Services:** 000

**Local Emergency Services** *(The location of emergency services should be marked on maps where possible.)*

<p><b>Ambulance:</b>  <b>Police:</b>  <b>Hospital / Medical Centre</b>  <b>CFA:</b>  <b>SES:</b>                  Other</p>	<p><b>Suggested School Contacts</b>  <b>Principal:</b>  <b>Assistant Principal:</b>  <b>Reception:</b>                  24 hour phone contact (including name(s))</p>	<p><b>Teacher in Charge:</b>                  Staff name:                  Local area contact(s)    <b>DET Contact</b>                  Security Services Unit (03) 9589 6266 – 24 hour service</p>
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## REVIEW

This policy will be reviewed by the Governance Committee and School Council Team every 4 years.

## EVALUATION

This policy will be reviewed annually.

Date	Description of update	To be reviewed	Approved by
12 Dec 2019	Initial publication	12 Dec 2020	S.Council 12.12.19
<i>14 Sept 2020</i>	<i>Review</i>	<i>15 Oct 2021</i>	<i>S.Council 15.10.20</i>