

# CAMPS AND EXCURSIONS POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: [\(03\) 9398 2806](tel:0393982806)

Email: [seaholme.ps@education.vic.gov.au](mailto:seaholme.ps@education.vic.gov.au)

## PURPOSE

To explain to our school community the processes and procedures Seaholme Primary School will use when planning and conducting camps, excursions and adventure activities for students.

This document provides an overview of camping and excursions. Seaholme Primary School will ensure our camps and excursions:

1. Are safe and inclusive
2. Teach students resilience
3. Foster independence and self-reliance
4. Help develop interpersonal skills
5. Expose students to a range of activities and locations

## SCOPE

This policy applies to all camps, excursions and school sleepovers organised by Seaholme Primary School. This policy also applies to adventure activities organised by Seaholme Primary School, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#)

## DEFINITIONS

### Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds

*Camps* are excursions involving at least one night's accommodation (including school sleep-overs).

*Local excursions* are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

*Adventure activities* are activities that involve a greater than normal risk. Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

An adventure activity is an activity that involves greater than normal risk which may include travel into a relatively undeveloped area of the country, confrontation with environmental challenges, remoteness with limited access to telephone and services normally available in everyday life and/or exposure to natural elements with less than the normal physical protection afforded in everyday life.

Activities may include among others: abseiling, bushwalking, canoeing/kayaking, rope courses, orienteering, horse riding, overnight camping, surfing, rafting and cycling. Activities such as bungee

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jumping, hang gliding, parachuting and flying ultra-light aircraft are deemed unsuitable.

Flying foxes may be used at school camps provided:

- safety precautions are taken in its construction and maintenance
- it can be locked or have the carriage removed when not in use
- all students are carefully briefed on its use and associated dangers
- staff supervise all use
- a safety harness is always used.

Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

[Excursions/adventure-activities](#)

## POLICY IMPLEMENTATION

The principal is responsible for the conduct of all excursions and camps and must ensure an online notification of school activity form is completed prior to the activity. The educational purpose of the excursion or camp and its contribution to the curriculum must be clarified and explained. Camps enable students to develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world. An assurance that the proposed activity meets the requirements of any school-level policy or procedure must also be in place.

Seaholme Primary School provides a variety of camping experiences from Foundation to Year 6. As students move from Foundation to Year 6 the length, variety of experience and challenge involved in the camping experience increases. The school's excursions and camps program enable students to further their learning and social skills development in a non-school setting. Excursions and camps may have a cultural, environmental or outdoor emphasis and are an important aspect of and complement the educational programs offered at our school.

The Safety Guidelines for Education Outdoors are in place to support the planning and approval of excursions and camps, including interstate and overseas excursions involving weekends or vacations and adventure activities. These excursions and camps all require the approval of the School Council.

When undertaking excursions and camps planning, the Principal, teachers, School Councillors and others involved in school excursions and camps must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity. Seaholme Primary School's emergency management planning extends to and incorporates school excursions and camps.

### Planning

Seaholme Primary School will:

- ensure that excursions and camps are planned and approved appropriately
- ensure that adventure activities are conducted safely
- ensure camps and adventure activities are planned and approved in accordance with [DET policy and guidelines](#)
- ensure that the school obtains informed consent from parents/guardians for their child to participate in an excursion or camp
- ensure camps and excursions reinforce, complement and extend learning opportunities beyond the classroom

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- submit a [Student Activity Locator](#) form online at least three weeks prior to the excursion

Part of the planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Seaholme Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning must cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason (for example, due to forecast severe weather conditions).

The planning and approvals process is undertaken, in accordance with DET policy and requirements, which takes into account the following considerations:

- venue selection
- safety, emergency and risk management
- informed consent from parents
- medical information
- appropriate staffing and supervision
- student preparation and behaviour
- requirements for any adventure activities.

Staff organising camps will complete the following steps to ensure camps are safe and inclusive for Seaholme Primary School students:

- Distribute an expression of interest with preliminary details and an estimated cost to families;
- Ensure transport has been organised, including buses with seatbelts where relevant;
- Obtain signed informed consent from parents/guardians;
- Obtain a completed medical form for all students and staff. If a student requires medication, they must complete the medication authority form;
- Send a copy of the DET guidelines regarding administration of analgesics to each family for overnight camps;
- Ensure there is at least one level 2 trained first aid staff member. This may be a paramedic hired specifically for the camp. This staff member will collate the medication authority forms and distribute all medications throughout the camp;
- Create a detailed itinerary with specific locations and contact numbers;
- Source a copy of a map of the camp, with a map name, access routes and grid references if required
- Distribute staff and student clothing and equipment list;
- In consultation with Principal class, create a supervision plan for activities and non-programmed periods. This may form part of the itinerary. It must also adhere to DET mandated staff/student ratios for specific activities;
- Complete the staffing details pro-forma;
- Obtain a risk management plan from the camp, or develop a risk management plan for school on-site activities;
- Develop/obtain an emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade and 24 hour school emergency number. This is to be held by staff on the excursion and by the nominated school contact person;
- Complete school approval documentation;
- Hold a parent information evening two weeks before overnight camps;
- Ensure one staff member has a comprehensively insured car available on site.

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## Venue selection and assessment

Venues will be assessed and selected on the basis of their safety and suitability for the activities proposed. Where possible, venues will be selected based on the recent and first-hand knowledge (for example, through an inspection of the site by at least one member of the planning and supervising staff).

Criteria for assessing venues such as campsites or overnight accommodation venues include:

- health and hygiene of buildings and facilities
- activity equipment and the conduct of activities
- certification and qualifications of venue staff
- participant supervision provided
- risks posed by other users of the site
- emergency and risk management plans of venues
- fire precautions
- first aid facilities
- quality assurance and consumer protection
- relevant accreditations and references from other schools.

## Supervision and Duty of Care

Seaholme Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps. All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion. **(See Supervision Ratios Appendix A)**

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

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.

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;
- know who the nominated member of staff is who will provide first aid if required;
- know the exact location of students they are responsible for at all times including during travel.

In addition, 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 supervising 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);
- have submitted a notification of school activity using the Student Activity Locator online form three weeks

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prior to the excursion, see: [Student Activity Locator online form](#) (EduMail password required).

## Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

## Volunteer and external provider checks

Seaholme Primary School requires all parent or carers, camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Clearance card. Before attending an excursion or camp, all volunteers and parent/carer helpers must present a valid Working with Children's Clearance that is recorded at the school's office. (For more information see the schools *Visitors Policy* and *Volunteers Policy*). External education providers must have appropriate certification and ensure that supervision guidelines are followed.

## 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.

## 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 will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

## Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

## Parent/carer consent

For all camps and excursions, other than local excursions, Seaholme Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Seaholme Primary School uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

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For local excursions, Seaholme Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Seaholme Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Seaholme Primary School will notify parents once only prior to the commencement of the recurring event.

## Cost of camps and excursions, refunds and support

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Seaholme Primary School will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Principal and/or the Business Manager. The Principal and/or the Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances, (consistent with our Parent Payment Policy). Generally, the school will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

## Student Health - Consent forms and medical information

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

## Behaviour Expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing*

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*and Engagement Policy.* The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying and Harassment Policy.*

## Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the principal. The principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances (consistent with our school's *Mobile Phone Policy*), and when it is in the best interests of the student and may place conditions on its location and use during the camp or excursion.

## Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher or included as an item on the clothing and equipment list for that camp or excursion.

## Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Seaholme Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

## 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.

Seaholme Primary School 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 Seaholme Primary School recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

## Emergency Notifications and Communications

In the event of an emergency, to ensure information is provided to emergency services, Seaholme Primary School will notify the:

- DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity](#)



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[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:
  - o take emergency action as documented in the excursion and camp's emergency and risk management plan
  - o immediately notify the school principal
- the principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

## 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, Seaholme Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities.

## Additional information

- Staff and students will have appropriate clothing and personal equipment
- Technical equipment will be in good condition and suitable for the activities undertaken
- The Regional Director will be informed if an excursion or camp leaves a school unoccupied.
- When undertaking excursions and camps planning, the principal, teachers and others involved in the activity (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.
- For joint school activities, a nominated Coordinating Principal (or teacher) will ensure all planning and approval requirements are met.
- Continuous instruction will be provided for students remaining at the school during the absence of staff accompanying the excursion or camp.

## COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website and communication platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter



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- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

### Related School Policies

- Administration of Medication Policy
- Anaphylaxis and Asthma Policies
- Child Safety and Wellbeing Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Visitors Policy
- Volunteers Policy
- Yard Duty and Supervision Policy

### Related DET Policies

The Department's Policy and Advisory Library (PAL):

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

Student Activity locator

[Student Activity Locator \(SAL\)](#)

### Supporting Documents

- Appendix A - Camps and Excursions Supervision Ratios
- Appendix B - Camps and Excursions Approval Form
- Appendix C - Camps and Excursions Planning Checklist

## POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle.

Policy last reviewed	October 2022
Approved by	Principal
Consultation	School Council noting October 2022
Next scheduled review date	October 2026

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## APPENDIX A

### Supervision ratios

Department guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety.

To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc.)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities
- any other relevant factors.
- The table below outlines the minimum supervision ratios for the various types of excursion

Type of excursions	Minimum staff	Staff - student ratio
<b>Local excursions</b>	Regular class teacher-student ratios with additional accompanying staff member (as required).	
<b>Day excursions</b>	2	1: 20
<b>Adventure activities</b>	2	according to the specific guidelines for the activity. See: Safety Guidelines for Education Outdoors within <a href="#">Department resources</a>
<b>Overnight excursions:</b>		
Base camps in residential premises or under canvas	2	1: 10
Study camps in residential premises <b>Example:</b> Year 6 Leadership camp.	2	1: 15
Interstate travel	2	1: 10
Overseas travel	2	1: 10

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## How to apply the ratios

A minimum of two staff must accompany students on all excursions.

For example:

- if a day excursion includes 16 students, there would need to be a minimum of 2 staff members accompanying the group.
- if planning a day excursion for 60 students, there would need to be a minimum of 3 staff members accompanying the group. This meets both the 1:20 staff-student ratio and the requirement that a minimum of two staff accompany students on all excursions.
- The need for further staff should be identified through appropriate risk management planning

## Further supervision requirements

This table outlines further supervision requirements

For	The excursion must
most excursions	<p>be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present</p> <p>have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity</p> <p>have teachers comprising at least half of the excursion staff.</p>
overnight stays for mixed gender groups	<p>include excursion staff of at least one person of each sex.</p> <p><b>Note:</b> In primary schools this requirement may be waived, where staff of each sex are not available.</p>
small group excursions in the local area	<p>with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).</p>
unsupervised excursions	<p>be approved by the principal only:</p> <p>in a small number of instances</p> <p>for secondary-aged students</p> <p>for activities involving small groups of individual students</p> <p>and the teacher responsible for the activity must maintain a formal record of:</p> <p>a description of the activity, including locations</p> <p>the names and ages of students involved</p> <p>the time of leaving and returning to school.</p> <p>In addition, principals should ensure:</p> <p>a risk assessment of the activity is completed</p> <p>their decision and the reasons for allowing the activity to proceed is documented.</p>

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## Excursion staff

Excursion staff must be approved by the principal and may include:

- teachers employed by the Department or school council
- other adults on a volunteer or paid basis such as:
  - parents or carers
  - education support class officers
  - community members
  - trainee teachers
  - campsite staff
  - specialist instructors for excursion activities.

**Important:** school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance

Where approved excursion staff who are not teachers employed by the Department or school council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student ratio for the program, where they are on duty and available on the same basis as other staff (usually a 24-hour basis).

**Important:** the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff and students prior to the commencement of the excursion.

## Specialist staff

Schools must:

- ensure that where specialist instructors are employed, they:
  - have the necessary skills or qualifications for the activity
  - have appropriate experience for the age and skill level of the students
- hold appropriate public liability insurance, see: [Related policies](#)
- while specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.

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## APPENDIX B

### Approval Proforma for all Excursions and Activities Requiring School Council Approval Department of Education & Training

This proforma details minimum requirements for College Board 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.

The School Council is 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](#)

#### 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**

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## 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

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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 college and destination:

All transport requirements comply with the advice in the College Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations.  YES

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



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## APPENDIX C

### Explanatory Notes to Approval Proforma

#### 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 the 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 school must be approved by each School Council. Each school must submit an online notification to the Student Online Locator.

#### 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 school must be accredited with a Department of Education & Training recognised accreditation provider. Refer to the DET 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, colleges 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 the 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.

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 and or parents/volunteers who will supervise students and who are not registered teachers.