



**Bellbridge Primary School**

*Individual Paths, United Journey*

## **CAMPS & EXCURSIONS POLICY AND PROCEDURES**

### **1. INTRODUCTION**

Excursions and camps are seen as an integral part of the Bellbridge Primary School curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions and camps complement, and are an important aspect of the educational programs offered at the school. An excursion or camp is defined as any activity beyond the school grounds.

### **2. DEFINITION**

An excursion is an activity organised by Bellbridge Primary School (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

### **3. POLICY OBJECTIVES**

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

### **4. EXCURSION CONSIDERATIONS**

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

- an online notification of school activity form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental 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.

Note: The Regional Director will be informed if an excursion leaves the school unoccupied.

## 5. APPROVALS

All excursions and camps must be approved by the Principal or their nominee(s)

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval. All excursions and camps must be approved prior to running. Where an excursion or camp proposal has not been submitted, that excursion or camp will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or their nominee will consider the educational outcome of the excursion or camp as well as the impact on the school for the proposed date.

The Principal or their nominee will ensure that all excursions, camps, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [School Policy & Advisory Guide - Excursion Policy](#)

Once the excursion or camp has been approved all relevant documentation must be completed. This is available from the Principal or their nominee(s). The Principal or their nominee will complete the 'Notification of School Activity' at: [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) (link requires log in) six weeks prior to the excursion or camp departure date, and ensure relevant details are entered on the daily planner.

School Council is responsible for the approval of:

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

The Principal or their nominee is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.

## 6. EXPECTATIONS

The Department of Education and Training's (DET) requirements and guidelines relating to preparation and safety will be observed by Bellbridge Primary School in the conduct of all excursions.

The Principal or their nominee will ensure that all records are maintained regarding the excursion or camp.

The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The DET will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some students' expenses.

Prior to conducting a camp or excursion, the approval of the Principal and/or the School Council will be obtained. School Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

## **7. GUIDELINES FOR IMPLEMENTATION**

Prior to conducting a camp or excursion, the DET's requirements and guidelines relating to camps or excursions, will be rigorously observed by Bellbridge Primary School. This includes:

- [Adventure Activities](#) that involves greater than normal risk
- [Student Preparation and Behaviour](#) ensuring the disciplinary measures for students on excursions are appropriate and consistent with the Student Engagement and Inclusion Guidance and the school's student engagement policy
- [Planning and Approvals](#) to ensure excursions are appropriately planned and approved in accordance with Departmental policy and requirements, and all excursions requiring School Council approval meet the requirements of the Safety Guidelines for Education Outdoors
- [Safety, Emergency & Risk Management](#), including Bushfires
- [Venue Selection](#) ensuring that excursion venues are assessed and selected on the basis of their safety and suitability for the activities proposed
- [Parent or Carer Consent](#) to ensure that schools obtain informed consent from parents or carers, for their child to participate in an excursion.
- [Staffing and Supervision](#) to ensure excursions are appropriately staffed
- [Student Medical Information](#) to ensure that staff have up-to-date medical information about students participating in excursions.

The Principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

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

## **7.1 Duty of Care**

The designated teacher in charge has ultimate responsibility for all students in their care. By law, the duty of care cannot be delegated; this includes supervision of students who are in the care of external education providers, ancillary staff, parents or trainee teachers.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed. Furthermore, an excursion and/or camp with an external provider does not absolve supervision duties of the teacher, including First Aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

## **7.2 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, isolated or mobile 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 and/or isolated area.

A portable first aid kit must be carried with the group that is appropriate to the activity, the location, the group and the applicable level of first aid training.

Staff members must consider carefully the nature and location of the excursion as well as medical history of the students to determine the level of first aid training required by staff.

## **7.3 Diversity & Equity**

Students should not be denied attendance to any excursion or camp because of disability or medical condition. Bellbridge Primary School will take reasonable steps to support the inclusion of students with moderate to severe disabilities in its planning and delivery. Parents may be invited to assist in the delivery of excursions.

Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps. Students who may have difficulty communicating in an emergency because of age or disability should wear identity tags on excursions.

## **7.4 Aboriginal and Torres Strait Islander Considerations**

School excursions and camps will be sensitive to sites and venues of cultural importance to Koorie communities. Bellbridge Primary School will consult with Local Aboriginal Education Consultative Groups (LAECG), the Koorie Heritage Trust and other indigenous groups to ensure the required protocols are met.

Bellbridge Primary School endorses that the teaching aspects of Koorie culture is the responsibility of Aboriginal people and Torres Strait Islander people only.

At all excursions and camps, an Acknowledgement of Country will be conducted by the Principal, teacher in charge or other senior staff member to show respect by acknowledging that the event is taking place on traditional custodial land, thanks the custodians for allowing the event to take place, and sets a conciliatory tone for the off-site educational activity.

Special care and diligence will be exercised when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:

- a clear explanation of the film or photo process
- proper information about the project, including the message, the medium and the audience
- all proposed and foreseeable uses of the material, including secondary uses
- the impacts of the material being disseminated
- timeframes
- any relevant intellectual property matters
- that the person can choose not to be photographed or filmed.

Teachers and staff must not use any materials for purposes or uses other than that which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. Refer to Appendix F for Consent Form.

## **7.5 Overseas Travel Requirements**

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.

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

## **7.6 Emergency Notifications & Communication**

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

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

During the excursion, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the contact person and not personnel on the excursion as this will keep the telephone lines free at the excursion site.

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

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

In the event of an emergency, accident or injury:

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

### **7.7 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 that may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Bellbridge Primary School will follow the Department's emergency management (bushfires) procedures for off-site activities for all excursions.

### **7.8 Risk Management**

An assessment of excursion risks will be undertaken – refer to Appendices D and E.

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

### **7.9 Arrangements for Payment**

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

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

### **7.10 Teacher Responsibilities**

Teachers participating in an excursion and/or camps will:

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

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 proforma (including all attachments) submitted to the School Council, see: [Approval pro forma](#) (also supplied in Appendix B)
- have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion, see: [Student Activity Locator online form](#) (EduMail password required)

If a teacher does not have detailed knowledge of outdoor or adventure activities, it is recommended they seek further information and advice from:

- Activity peak bodies, see: [Resources](#)
- Other teachers with recent experience instructing the activity who can offer an understanding of both the technical requirements and the educational context
- [School Policy and Advisory Guide](#)

### **7.11 Student Behaviour**

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion policy. In extreme cases, the camp or excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during a camp or excursion.

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

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

## **8. LINKS AND APPENDICES**

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

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Curriculum Framework policy
- Duty of Care policy
- First Aid and related medical policies
- Student Engagement & Inclusion policies

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Explanatory Notes to DET Excursion Approval Proforma
- Appendix D: Excursion and Camps Risk Assessment Form
- Appendix E: Environment and General Risk Assessment
- Appendix F: Consent Form to use photos, video footage and audio recordings of Aboriginal and Torres Strait Islander peoples

**EVALUATION/REVIEW**

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

Ratified by Bellbridge Primary School Council – August 2015

Principal: *Debbie Clancy*

School Council President: *Ellisa Cole*

## APPENDIX A

### Pupil / Teacher Ratios

---

Click on the hyperlink to take you to the SPAG for all relevant information and the current staff – student ratios for the following outdoor activities.

<a href="#"><u>Abseiling and Rock Climbing</u></a> <a href="#"><u>Abseiling Walls and Artificial Climbing Walls</u></a>	<a href="#"><u>Rock Climbing</u></a>
<a href="#"><u>Bushwalking</u></a>	<a href="#"><u>Ropes Course Challenge</u></a>
<a href="#"><u>Camping - Overnight</u></a>	<a href="#"><u>Sailing (Small Boats - Dinghies, Catamarans)</u></a>
<a href="#"><u>Canoeing and Kayaking</u></a>	<a href="#"><u>Snorkelling</u></a>
<a href="#"><u>Cross Country Skiing</u></a>	<a href="#"><u>Scuba Diving</u></a>
<a href="#"><u>Cycling</u></a>	<a href="#"><u>Sea Kayaking</u></a>
<a href="#"><u>Downhill Skiing and Snowboarding</u></a>	<a href="#"><u>Surfing</u></a>
<a href="#"><u>Horse Riding</u></a>	<a href="#"><u>Swimming - Recreational</u></a>
<a href="#"><u>Orienteering</u></a>	<a href="#"><u>Water Skiing</u></a>
<a href="#"><u>Rafting</u></a>	<a href="#"><u>Windsurfing</u></a>

## EXCURSION CHECKLIST AND FORMS

When planning and organising an excursion the following documentation needs to be completed, usually well in advance of the date of the activity. Please complete the checklist below for your own benefit and ensure that this booklet of forms is handed to the office.

### Excursion Note

*The organising staff member should complete this booklet, then liaison with the Office staff who will prepare the note, inserting the medical authorisation statement and payment options and return it to the staff member for proof reading. Once we are all satisfied the note is correct, admin staff will photocopy the note and return to the organising staff member.*

No notices, etc. are to be sent to parents until the excursion notice form has been checked by admin staff and the Principal.

### Notification of School Activity Form

*You are required to complete this form so that the excursion can be entered online to DET by the Principal.*

### Approval Pro-forma for all Excursion Activities requiring School Council approval

*This form needs to be presented at School Council for approval and minuted. It is the basis for pricing calculations and relevant data required for the activity.*

### Principal Checklist

*This checklist should be used in conjunction with the proforma for activities requiring School Council approval*

### Excursion or Incursion Activity Advice for Office

*This form is required by the office staff to enter the relevant data into the computer system for payments to be processed.*

### Request for Cheques/Cash

*This form is required for any payments, etc. one week prior to the commencement of the activity if possible.*

### Website

*Send a copy of all notes to Helena/Tania so that they can put them on the website.*

## NOTIFICATION OF SCHOOL ACTIVITY FORM

Commencement date	
Concluding date	
Type of Activity Excursion/Incursion	
Name of venue	
Address of Venue	
Location of Venue (nearest town/area)	
State of Venue	Victoria
Country of Venue	Australia
Venue postcode	
Venue Phone number	
Mobile with group	
Map reference	
Emergency transport at Venue?	
Number of Students	
Number of Teachers	
Person in Charge	

This form is to be submitted three weeks prior to commencing the following:

- Overnight, weekend, interstate, overseas activities.
- Adventure activities.
- Non-adventure activities which, by their nature, location or timing, may be hazardous.
  - School closures, pupil free days, School Council holidays, combined sports or cluster days.

**NOTES:**

1. A new submission is required for each time the activity is repeated on a different date. NB Accompanying form cannot be sent/added.
2. The co-ordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
  - Country schools – beyond the local town/city
  - Rural schools – beyond the local area
  - Metropolitan schools – beyond the greater metropolitan area.

[www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)

# Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Training 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)
- Other
- Staff mobiles

**Adventure Activities**

Tick the [adventure activities](#) that have been planned to occur during the program:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abseiling               | <input type="checkbox"/> Base camping                  | <input type="checkbox"/> Bushwalking            |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Horse riding                  | <input type="checkbox"/> Indoor rock climbing   |
| <input type="checkbox"/> Orienteering            | <input type="checkbox"/> Rafting                       | <input type="checkbox"/> Rock climbing          |
| <input type="checkbox"/> Sailing                 | <input type="checkbox"/> SCUBA diving                  | <input type="checkbox"/> Snorkelling            |
| <input type="checkbox"/> Snow activities         | <input type="checkbox"/> Surfing                       | <input type="checkbox"/> Swimming               |
| <input type="checkbox"/> Water skiing            | <input type="checkbox"/> Windsurfing                   | <input type="checkbox"/> Other:                 |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines  YES



**A risk management plan for the excursion must be completed and attached with this submission.** Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

**\* Transport arrangements**

- Internal  External  Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students?  Yes  No

If yes, list driver(s).

Approximate distance between school and destination:

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

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

## STUDENTS AND STAFF

### Students

#### 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. Include those who have a current first aid qualification. Indicate staff members with first aid and CR training including the qualification or certificate held.

## DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the Principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.  
This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of receipt of *approval proforma* for activities requiring School Council approval.

Principal:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved and minuted at a School Council meeting on \_\_\_\_\_

School Council President:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

# Explanatory Notes

## Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

## Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give School Council a basic understanding of how the program aims to achieve the educational purpose.

*For example: A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each School Council. Each school must submit an online notification to the Emergency Management and Security Branch.

## Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Training Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to School Council.

## Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

## Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

# Principal checklist

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

Excursion/program name:	Date(s):
	✓
The educational purpose of the program has been established and is relevant to the school's curriculum.	
The exact location of the excursion participants at all times has been documented, including during travel.	
I have appointed a teacher-in-charge for the excursion and have made relevant contact details available to the 24 hour school contact person.	
The teacher-in-charge has informed me that staff have been briefed on their roles and responsibilities during the excursion.	
External providers, if used, are appropriate for the activity have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.	
Transport arrangements comply with the <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.	

**BELLBRIDGE PRIMARY SCHOOL COUNCIL**  
**Excursion/Incursion**

**CHECKLIST**

Teacher in Charge of Activity \_\_\_\_\_

Year Level: \_\_\_\_\_ Room: \_\_\_\_\_

No. of children involved: \_\_\_\_\_

Venue: \_\_\_\_\_

Final date for payments: \_\_\_\_\_  
*(usually 2 days prior to excursion to allow teachers time to follow up students)*

Name of Company and type of transport:  
\_\_\_\_\_

**Costs:**

Transport: \_\_\_\_\_ Activity: \_\_\_\_\_

Order approved on Eschools:        Order No:.....

Need to factor in extra costs (e.g. C.R.T. costs, photocopying, etc.):

Total: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_

Return to School Date and Time: \_\_\_\_\_

Staff Attending: \_\_\_\_\_

Parents Attending: **Parents must hold a Voluntary WWC card.**  
\_\_\_\_\_

Arrangements for children not attending Activity: \_\_\_\_\_

Yard Duty Changes: \_\_\_\_\_

Specialists Notified:    Yes                      No

Canteen Notified:                    Yes                    No

Notification to Parents (provide a copy to the office):    Yes                    No

EMA notice to parents to be listed on excursion form?    Yes                    No

Medical / Permission Forms:    Yes                    No

First Aid Kit Teacher responsible: \_\_\_\_\_  
*(must inform first aid staff 3 days prior to activity so kit is ready)*

Mobile Phone Teacher Responsible: \_\_\_\_\_

School Assets e.g. digital camera etc. Person responsible: \_\_\_\_\_

Cheque Requests:            Yes                    No

I, DEBRA CLANCY, Principal of Bellbridge Primary School, hereby allocate, (pursuant to Regulation 2A of the Teaching Service Regulations) to members of the teaching service employed at the said school, the duty of accompanying, supervising and ensuring the general care safety and welfare of pupils from Grade Levels \_\_\_\_\_ of this school travelling to and from and attending

\_\_\_\_\_  
\_\_\_\_\_

SIGNED:.....DATED:.....  
Principal

**A Copy of all notices relating to the activity are to be given to the Office Staff before they are sent home to parents.**



## REQUEST FOR CHEQUES

To be handed to the Business Manager TWO DAY'S before required.

To Whom:

Address:

ABN: (Australian Business Number)

*ABN is required before cheques can be processed.*

Amount:

Inclusive of GST:    YES            NO

Program:

*Please attach a photocopy of relevant details of activity.*

**Reasons:**

---

---

---

---

---

---

---

---

---

---

**Requested by:** \_\_\_\_\_

# COUNT DOWN CHECKLIST

## **1 week prior to event**

- Last day for event payments
- Teacher in charge of event to request payment report from office

## **3 days prior to event**

- Last day for late payments
- Teacher in charge of event to request an updated payment report from office.
- Teachers to ensure that all permission slips have returned.
- Request first aid bags from Jenny

## **1 day prior to event**

- Leave mobile phone numbers with office of staff attending event.
- List of children not attending event and their grade splits to office

## **Day of event**

- Any requested cheques for the event to be collected prior to leaving for event.
- Collect first aid bag and return at end of event to Jenny.

# Confidential Medical Information for School Council

## Approved Excursions

(To be completed by the teacher)

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:
Date(s):

Student's full name:
----------------------

Student's address:	Postcode:
--------------------	-----------

Date of birth:	Year level:
----------------	-------------

Parent/guardian's full name:
Emergency telephone numbers: <i>After hour's</i> <span style="float: right;"><i>Business hours</i></span>

Name of person to contact in an emergency (if different from the parent/guardian):
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
Emergency telephone numbers: <i>After hour's</i> <span style="float: right;"><i>Business hours</i></span>

Name of family doctor: _____
Address of family doctor:
Phone number:

Medicare number:
------------------

Medical/hospital insurance fund:	Member number:
----------------------------------	----------------

Ambulance subscriber? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, ambulance number:
---

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

**Please tick if your child suffers any of the following:**

- 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.

\_\_\_\_\_  
\_\_\_\_\_

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:

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.

# Excursion and Camps Risk Management Assessment Form

## Risk Analysis Tools

Please review all risk documentation on the School Policy & Advisory Guide at:

<http://www.education.vic.gov.au/school/Principals/health/Pages/outdoorrisk.aspx>

## DET Consequences Criteria

Consequence	Health and Safety Consequence Description
<b>Insignificant</b>	First aid only – no measurable impact or lost time
<b>Minor</b>	Medically treated injury Peer support for stress event
<b>Moderate</b>	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
<b>Major</b>	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
<b>Severe</b>	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

## DET Likelihood Criteria

Likelihood	Description	Indicative Frequency
<b>Almost Certain (&gt;95%)</b>	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
<b>Likely (66 - 95%)</b>	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
<b>Possible (26 – 65%)</b>	May occur at some stage	May occur several times across DET or a region over a period of time
<b>Unlikely (5 – 25%)</b>	Would be surprising	May occur somewhere within DET over an extended period of time
<b>Rare (&lt;5%)</b>	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

## DET Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

## DET Acceptability Chart

<b>Extreme = Intolerable (without Executive Oversight)</b>	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
<b>High = Tolerable (with continual Management review)</b>	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
<b>Medium = Tolerable (with frequent risk owner review)</b>	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical (ALARP)</i> and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
<b>Low = Acceptable (with periodic review)</b>	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

**Risk Register**

**School:** \_\_\_\_\_

**Supervising teachers/staff:** \_\_\_\_\_

**Program/Excursion:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?			Extreme High Medium Low	Options are: • Extreme/High - Do not proceed • Medium - Ongoing review required • Low - Only periodic review required
<b>Bushfire</b>		Satisfactory Poor Unknown								
<b>e.g. flood</b>		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>				Options are: <ul style="list-style-type: none"> <li>• Extreme/High - Do not proceed</li> <li>• Medium - Ongoing review required</li> <li>• Low - Only periodic review required</li> </ul>
<b>e.g. Traffic Accident</b>		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely	Extreme High Medium Low				Extreme High Medium Low	

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk			Rare		For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?				Options are: • Extreme/High - Do not proceed • Medium - Ongoing review required • Low - Only periodic review required
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

**Add more rows as required.** *This is one way of documenting the risk management process and does not preclude other approaches.*

**Incursion & External Education Providers Risk Assessment Form (Internal School Use Only)**

**Duty of care resides with teachers for the period of the event:**

- Presenter/s-contractor/s has/have WWC
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
<p><b>Critical incident management</b> (emergency procedures) – contact the Principal for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		

**Consent form for Bellbridge Primary School to use photos, video footage and audio recordings of Aboriginal and Torres Strait Islander peoples**

(Adapted from the Australian Human Rights Commission [Aboriginal and Torres Strait Islander Peoples Engagement Toolkit 2012](#))

I, ..... give permission for [School name] to use the following in its publications, resources and materials in all forms of media\*, including its webpage for the purpose of [insert purpose]:

(Please tick)

<input type="checkbox"/> photos of me	use my image (including only part of a photograph) in all forms of media
<input type="checkbox"/> videos of me	use video recordings of me, and the written version of the words spoken, in whole or part, in all forms of media
<input type="checkbox"/> recordings of my voice	use recordings of my voice, and the written version of the words spoken, in whole or part, in all forms of media.
<input type="checkbox"/> my name	identify me in the project by using my first name or by using the following name(s): .....

By ticking the relevant boxes above and signing this form, I agree that the School may, at its discretion: use photos of me, videos of me, recordings of my voice, the written version of the words spoken in videos and voice recordings and my name, now and until such time as I notify the School that I withdraw my permission.

\* The forms of media used by the School may include: YouTube, Facebook, Flickr, Twitter and other websites, TV, newspapers, pamphlets and exhibitions.

**Continuing reproduction after deceased**

<input type="checkbox"/>	<p>I understand that the School will publish my image with the following statement:</p> <p><i>Please be aware that this publication/resource may contain the names and/or images of Aboriginal and Torres Strait Islander people who may now be deceased.</i></p>
<input type="checkbox"/>	<p>I give ongoing permission for my name and image to continue to be reproduced after my death.</p> <p>[alternatively, record here whether the permission is ongoing, restricted to a particular person/company or for viewing in a particular area]</p> <p>.....</p>
<input type="checkbox"/>	<p>A mourning name should accompany any reproduction of images after my death.</p> <p>My mourning name is .....</p> <p>Please contact the relevant contacts listed below for an appropriate name.</p>

**Agreed representation**

Please tell us if you have any comments about how you wish to be represented in publications:

.....  
 .....

Name: .....

Contact details: .....

Other relevant contacts (e.g. Land Councils, Elders, Relatives):

.....

Date: ..... Commission ..... Participant .....

**If the participant is under 18 years of age.**

I, ....., as parent or legal guardian of the above named individual, have also read this form and give my approval of its terms.

Parent/Guardian .....