



Fountain Gate Secondary College

Camps & Excursions Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 8762 6839.

PURPOSE

To explain to our school community the processes and procedures Fountain Gate Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Fountain Gate Secondary College.

This policy also applies to adventure activities organised by Fountain Gate Secondary College, 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.

Fountain Gate Secondary College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

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;

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

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. In addition, camps and excursions are organized at our school:

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement,



Camps & Excursions Policy

cooperation and tolerance.

- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Fountain Gate Secondary College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Fountain Gate Secondary College is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

Fountain Gate Secondary College 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.

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.

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

Fountain Gate Secondary College requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card. [For more information about when a WWC Clearance is required, see [Volunteers page](#) on the School Policy Templates Portal.]



Camps & Excursions Policy

Parent/carer consent

For all camps and excursions, other than local excursions, Fountain Gate Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Fountain Gate Secondary College uses Compass Platform to inform parents about camps and excursions and to seek their consent and/or informs parents about school camps and excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. 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.

For local excursions, Fountain Gate Secondary College 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. Fountain Gate Secondary College will also provide advance notice to parents/carers of an upcoming local excursion via Compass email/notification /a note home in the student's bag. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Fountain Gate Secondary College will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Fountain Gate Secondary College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Fountain Gate Secondary College 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 Business Manager. 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](#).

Refunds

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. Generally, we 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

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.



Camps & Excursions Policy

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 and Engagement Policy* [INSERT other policies relevant to behaviour such as the *Student Code of Conduct* or *Bullying Prevention 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.

[NOTE: Sometimes a student's disability may manifest in challenging behaviour. Examples of disabilities that can present with challenging behaviour includes Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues. Fountain Gate Secondary College will contact Legal Division for advice considering excluding a student for failing to comply with behavioural standards, if their disability presents with challenging behaviour)

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 Prevention Policy*.

Electronic Devices

Fountain Gate Secondary College will provide students and their parents and carers with information about electronic devices that can or cannot be brought to camps, excursions, special activities and events, including electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge.

Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

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, Fountain Gate Secondary College 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.



Fountain Gate Secondary College

Camps & Excursions Policy

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 Compass
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

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

The following school policies are also relevant to this Camps and Excursions Policy

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

IMPLEMENTATION

- All camps must be approved by the College Principal and School Council.
- The College Principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the College Assistant Principal for reference to the College Principal for approval and use current DET policy to apply for Time in Lieu (TIL) only preapproved by the College Principal. All camps must be approved prior to running. This decision will be made by the College Principal or College Assistant Principal. The College Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The College Principal and College Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The School office will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps will then be presented to School Council for their approval.



Fountain Gate Secondary College

Camps & Excursions Policy

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide For further information regarding safety please check the policy documents below.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are: [DEECD Excursion Policy](#)
[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

Appendix A: Pupil/Teacher Ratios

Appendix B: Pro-forma for school approval for all camps

Appendix C: Guidelines for teachers planning a camp or excursion

Appendix D: Notification of School Activity (camps and excursions) This policy will be communicated to staff via Compass and newsletter.

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Approved by	School Council
Next scheduled review date	December 2026



Camps & Excursions Policy

Appendix A

Pupil / Teacher Ratios

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



Camps & Excursions Policy

Appendix B

Pro-forma for School Approval for all Camps

***This form must be completed and handed to the College Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible. The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.**

1. Camp Location / Phone

Name of Camp: _____

Name of Nearest Town: _____

Address of Camp: _____

_____ Postcode: _____

Telephone of Camp: () _____

Emergency Services Phone Number and Locations:

Police - Phone: () _____ at _____

Fire - Phone: () _____ at _____

Doctor - Phone: () _____ at _____

Hospital - Phone: () _____ at _____

Ambulance - Phone: () _____ at _____

Other - Phone: () _____ at _____

Type of Camp Accommodation:

Canvas Bunkhouse Chalet

Motel Hotel Other

2. Dates / Times

Leave School at _____ am/pm on _ (day/month/year)



Fountain Gate Secondary College

Camps & Excursions Policy

Arrive back at School _____ am/pm on _____ (day/month/year)

No. of days of Camp: _____

Is this Camp in: School time only? YES No

Holidays time only? YES No

School time and holidays/weekends time? YES No

Does this camp clash with any major school activities on the School calendar? YES No

If YES, list these activities:

3. Staff included

Teacher(s)-in-charge: _____

No. of extra staff required to meet safety ratios:

Male: _____ Female: _____ Totals: _____

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES No

Can these ratios be met with the above staff requested? YES No



Fountain Gate Secondary College

Camps & Excursions Policy

4. Student Numbers / Age

Actual names are NOT required when this approval application goes to School Council.
Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: _____ Girls: _____ Totals: _____

Age range of most students: to _____

Cost of camp (per student): \$ _____

5. Educational aims of Camp *(state briefly)*

6. Method of Travel / Route

Travel to the Camp: _____

Travel back to School: _____

Travel while at Camp: _____

Are staff member's cars involved? YES No

If YES, complete the details below:

CAR OWNER	TYPE	REG. No #	INSURANCE	COMPANY	SIGNATURE
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses? YES No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.



Camps & Excursions Policy

NAME OF STAFF	LICENCE NUMBER	EXPIRY DATE

NOTE: If a BUS is hired (self drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

Route

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

7. Activities on this Camp

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – **(see Appendix A)**. You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.



Fountain Gate Secondary College

Camps & Excursions Policy

- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

ACTIVITY	STAFF RATIO	SPECIAL STAFF ON SITE QUALIFICATIONS	STUDENT EQUIPMENT

8. Camp Insurance

A member of staff need to SIGHT a copy of the Camp’s Insurance Policy and note details below for School Council.

INSURANCE COMPANY	POLICY No.	TYPE OF INSURANCE	LIMIT OF COVER

9. Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities above.



Camps & Excursions Policy

Signed: Date: _____

10. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a “Notification of School Activity” form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
 - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
 - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
 - (c) Confidential medical report for School camps.
 - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.



Camps & Excursions Policy

Appendix C

Guidelines for Teachers Planning a Camp

1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour



Fountain Gate Secondary College

Camps & Excursions Policy

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times.
Students can be sent home if their behaviour warrants a severe consequence.

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs and pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

3. Preparation

Preparation for any activity should include:

- quotes for transport and booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies and arrangement for school cheque
- medical information, precautions and First Aid kit



Camps & Excursions Policy

Appendix D

Notification of School Activity (Camps)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at:

www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp

This notification should be provided three weeks prior to commencing the activity.

- 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, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating 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

Appendix E



PROCESS FOR BOOKING EXCURSIONS & INCURSIONS

If you are interested in planning an event at school either outside or inside the school, you must follow the below process: Events must be planned well in advance to give the Operations Team time to work through the approval process and to also give families enough time to return permission forms and make payment.

- All sports dates should be loaded as events before the start of each term.
 - All other events should be put on Compass at least a month prior to the event.
1. Discuss how the event links with the curriculum or school AIP goals with your Learning Specialist and gain approval from them.
 2. Check the school calendar to make sure your event doesn't clash with events or could cause issues with the running of the school day. If you are unsure, please see MUI.
 3. Put the event onto Compass with details about:
 - Event name & description – staff must include the class code/s in the description.
 - Additional event information – this is visible to parents and students on the permission form and should give details on the running of the event and expectations.
 - Dress code & transport – travel arrangements for off-site excursions only.
 - Domain (KLA)
 - Date and time of the event
 - Staff that want to attend the event – remember it cost \$80 for every period that needs to be covered for CRT. The event organiser should be looking for staff to support that generate the least number of covers.
 - Total cost of running the event – staff must see Kerrie about how to cost events. The payment date must be set to close a week before the event, and this should NOT be changed unless approval has been given by Kerrie.
 4. Once the event is up, see Sharon about CRT cover, cancelling classes or planning for students remaining at school. If staff make any amendments to events involving changing staffing these must be discussed with Sharon ASAP.
 5. Complete the risk FGSC assessment form (form in FGSC Staff > 2023 Operations) and submit it via email to Louise Hall – this needs to be submitted for both incursions and excursions. Once the event has closed, Louise will notify you of any students attending with medical issues and organise a first-aid kit if your event is outside of school.
 6. Check the event regularly to see what number of students have paid. It is the event organiser's responsibility to encourage students to attend and remind students of the closing date of payments. If your event runs at a loss the Operations Team can cancel the event.
 - if not, all students pay you may have to reduce the number of staff attending the event (1:20 day excursions). <https://www2.education.vic.gov.au/pal/excursions/guidance/supervision>
 - You might also have to work out a plan for the students in your class that will be left behind.

The approval chain for events is MUI > MAG > NAG > HLL > KBX. Events will only be approved once Steps 1 to 5 have been completed.

Staff are required to print the excursion handbook and take a first-aid kit if leaving school grounds. The handbook contains staff phone numbers, student photos, parent and emergency contacts, and medical information including Medicare numbers and ambulance cover.

Any large or cohort events should also be planned in consultation with Heads of School to discuss the running of event, roll marking, collapsing classes or creating events for students remaining at school.

The Operations Team will meet each Monday morning to discuss events and complete approvals. After each meeting, an updated calendar and meeting minutes will be sent to all staff and saved in the 2023 Operations folder in Teams. MUI will communicate to staff any concerns about events from the Operations Team.



Camps & Excursions Policy

Appendix F

Camps and Excursion Risk Management Assessment Form

Section 1 – Environment Emergency Management Assessment



EXCURSION RISK MANAGEMENT ASSESSMENT FORM

Section 1 - Environment Emergency Management Assessment

Venue Assessed _____ for the month of _____

Assess each of the following hazards and any others you think relevant and complete the charts below:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident | <ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour | <ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area |
|---|---|---|

Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies



Camps & Excursions Policy

Section 2 General Excursion Risk Assessment

Section 2 General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school for assistance.
If a student is lost - ensure all other students and staff are safe. Follow School Plan What to do if a student is lost on an Excursion or Camp. Every teacher should have a copy of this in the excursion DISPlan.
If someone is injured - ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.