

**Rationale:**

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

**Aim:**

- 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 students understanding of their physical and cultural environment.

**Guidelines for action**

All excursions must be approved by the Principal or his/her nominee. 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

- Staff wishing to organize an excursion must complete an excursion proposal form and lodge this with the Principal or nominee for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to School Policy Advisory Guide
- The teacher in charge will complete the 'Notification of School Activity' at : <http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx> three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
- The Principal is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- 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 Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some

excursions or some student's expenses.

- Prior to conducting a camp or excursion, the approval of the School Council or the principal will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. 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 DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

### **Program**

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions will be rigorously observed.

Consideration in planning will include:

- Safety Guidelines for Education Outdoors including proformas for Medical Information, Risk Analysis Tools, Risk Register, Emergency Response, Asthma Management all can be found at <http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>
- [Bushfire](#) website

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 or excursion, 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 DEECD
- 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
- Bushfire risk assessment

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 DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

### **Arrangements for payments**

- 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. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- 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 finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

### **Teacher Responsibilities:**

- A designated “Teacher in Charge” will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the daily bulletin.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a mobile phone and first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School’s Well Being and Restorative Practices 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

The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

**Where it is appropriate to use an external provider students will be supervised by Bass Coast Specialist School staff at all times**

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle in line with current DEED current policy and guidelines

This policy ratified by School Council : 26/03/2018

## **APPENDICES (including processes related to this policy)**

- Victorian Bushfire Information Line (24 hours) 1800 240 667

Appendices which are connected with this policy are:

- Appendix A: Camps and Excursions Application Pro-forma (3 pages)
- Appendix B: Notification of School Activity (Camps & Excursions)
- Appendix C: Emergency Response Plan
- Appendix D: Risk Register Template and planning analysis tools

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

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- Adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion. Sections with an \* have explanatory notes included at the end of this document.

**Ensure you have the most current version of this template**

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

## PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

\* Date(s):

Name of teacher-in-charge:

## \* EDUCATIONAL PURPOSE

## PROGRAM DETAILS

\* **Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

\* **Overnight accommodation**

Type of accommodation

Accredited residential campsites     Tents/camping     Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

### Adventure activities

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

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

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

Staff providing instruction activities have read the relevant safety guidelines  YES



**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

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

## STUDENTS AND STAFF

### Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

### \* Supervising staff

*Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.*

## DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

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

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

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

Teacher-in-charge:

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

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

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

**Approved and minuted at a school council meeting on \_\_\_\_\_**

School Council President:

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

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

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

Joint excursions with other 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 Early Childhood 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.

## **NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)**

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.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. 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.

Fax the completed proforma to (03) 9589 0543 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. 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

SCHOOL NAME AND NUMBER:

Number: 5175

TYPE OF ACTIVITY:

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:

(SEE NOTES)

Commencing:

Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE  
& POST CODE:

Postcode:

EMERGENCY TELEPHONE NUMBERS:      Mobile with group:

Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE?

Yes:    No:

Map reference:

TOTAL NUMBERS:

Students:

Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

Visit the Emergency and Security Management Website for information to assist schools to plan for and manage emergencies and security related incidents.

## **EMERGENCY RESPONSE PLAN PROFORMA**

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

### **Features of the region**

- Describe the location and its geographic features

### **Communication with emergency support**

- How will the group communicate with emergency support?

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

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

### **Information required when reporting a serious accident**

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

### **Phone Contacts**

Emergency Services: 000

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

- |   |   |
|---|---|
|  Ambulance                 |  CFA   |
|  Police                    |  SES   |
|  Hospital / Medical Centre |  Other |

#### Suggested School Contacts

- |   |   |
|---|---|
|  Principal                                 |  Staff name:           |
|  Assistant Principal                       |  Local area contact(s) |
|  Reception                                 |   |
|  24 hour phone contact (including name(s)) |   |

*Note: This proforma is one suggested way of documenting emergency response plans and may be adapted for local u*

#### DEECD Contact

-  Security Services Unit (03) 9589 6266 – 24 hour service

#### Program Contacts:

*Indicate the type of phone being used (eg. Satellite phone, digital mobile, UHF) and possible limitations of service.*

-  Teacher in Charge:

## Department of Education and Early Childhood Development

### Parent Excursion Consent

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

#### **BASS COAST SPECIALIST SCHOOL**

#### **Details of excursion (location & date) :**

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

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

Teachers:

ES:

#### **Costs:**

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

#### **Departure details**

#### **Return details**

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

#### **Travel arrangements:**

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

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

**Student behaviour**

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

**ICT/Photograph consent**

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

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

**Consent for emergency transportation**

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

**Student accident insurance**

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

**Principal Permission**

\_\_\_\_\_ (signature and date)

**Parent consent: to be returned to school ASAP**

I have read all of the above information provided by the school in relation to the excursion, including any attached material.

I give permission for my daughter/son \_\_\_\_\_ (full name) to attend.

Parent/guardian: \_\_\_\_\_ (full name)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

In case of emergency I can be contacted on:

\_\_\_\_\_ OR:

\_\_\_\_\_