



## Thomastown West Camps and Excursions Policy 2020 - 2024

Thomastown West Primary School motto is **Together Working on Pathways to Success**. At Thomastown West Primary School we want every child to achieve their full potential and we know that parents share this goal. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student inclusion and community diversity are key factors in a child's sense of belonging and are preconditions for every child achieving their full potential.

### PURPOSE

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

### SCOPE

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

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. Thomastown West Primary School 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;
- Attend school 'sleep-overs' on school grounds
- **Camps** are excursions involving at least one night's accommodation (including school sleep-overs).

**Incursions:** For the purpose of this policy, incursions are activities organised by the school where the students remain onsite

**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:



# Thomastown West Camps and Excursions Policy 2020 - 2024

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

## 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. At Thomastown West we believe a varied camp and excursion program enriches our students lives and helps every child to achieve their full potential.

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

The specific aims of Thomastown West Primary School's camps and excursion program are:

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To provide and engage activity at the beginning of a unit.
- To reinforce and extend classroom learnings.
- 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, leadership, judgement, cooperation, resilience, independence, tolerance and initiative.
- To develop the students' understanding of a variety of environments.
- To foster the development of interpersonal skills.

The Thomastown West camping program will be a planned progression of experiences from Prep to Year 6.

Year Levels	Intended Excursion/Incursion Program	Intended Camp Program
PREP	<ul style="list-style-type: none"> <li>● Term 2: Aquarium (Excursion)</li> <li>● Term 3: Circus Day (Incursion)/Firemen visit (Incursion)</li> <li>● Term 4 Bundoora Farm (Excursion)</li> <li>● Swimming</li> </ul>	n/a
YEAR 1	<p>Odd Years</p> <ul style="list-style-type: none"> <li>● Term 2 CERES (Excursion)</li> <li>● Term 4 Collingwood Children Farm</li> <li>● Swimming</li> </ul> <p>Even Years</p> <ul style="list-style-type: none"> <li>● Term 1: Traffic School/Fire station Visit</li> <li>● Term 2: Zeibel Farm House</li> <li>● Swimming</li> <li>● Term 4 Local excursion to IGA supermarket.</li> </ul>	Dinner at school Grade ½ Sleepover grade 2



## Thomastown West Camps and Excursions Policy 2020 - 2024

YEAR 2	<p>Odd Years</p> <ul style="list-style-type: none"> <li>● Term 2 CERES (Excursion)</li> <li>● Term 4 Collingwood Children Farm</li> <li>● Swimming</li> </ul> <p>Even Years</p> <ul style="list-style-type: none"> <li>● Term 1: Traffic School/Fire station Visit</li> <li>● Term 2: Zeibel Farm House</li> <li>● Swimming</li> <li>● Term 4 Local excursion to IGA supermarket.</li> </ul>	Camp experience - overnight stay at school
YEARS 3 & 4	<p>Odd Year</p> <ul style="list-style-type: none"> <li>● Werribee Zoo</li> <li>● Incursion- Itsy Bitsy chef</li> </ul> <p>Even Year</p> <ul style="list-style-type: none"> <li>● Polly Woodside/ Captain Cook's Cottage</li> <li>● ScienceWorks Planetarium.</li> </ul>	3 day/2 night camp - every year
YEARS 5 & 6	<p>Odd Year</p> <ul style="list-style-type: none"> <li>● Term 2 - CERES (Asian Cultural Immersion Program )</li> <li>● Term 4 -Funfields Annual End of Year Celebration</li> </ul> <p>Even Year</p> <ul style="list-style-type: none"> <li>● Term 2 - Sovereign Hill (Gold Rush)</li> <li>● Term 4 -Funfields Annual End of Year Celebration</li> </ul>	<p>Year 5 Camp Cottage by the Sea - 3 days /2nights every year</p> <p>Year 6 Camp City Experience - 5 day/4 night camp - every year</p>

### **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. Thomastown West Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in 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.

### **Camp Planning and Approval**

Prior to the commencement of any detailed planning relating to a proposed School Council approved camp, the Teacher in Charge and other key members must meet formally with the principal to discuss the camp, and to seek 'in principle' support for the event. The Principal will ensure all information and planning is in order.



## **Thomastown West Camps and Excursions Policy 2020 - 2024**

1. If the Principal's approval is granted, detailed planning should commence using the **Events Section** of Compass. This must include a site visit and [risk assessment](#).
2. Prior to seeking School Council approval for the camp, organising staff are required to meet again with the Principal and present them with all documentation, including the completed School Council required proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online [Student Activity Locator On-line Form](#) then be submitted three weeks prior to the activity.
3. Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements. [Emergency management plans](#) are to be developed when adventure activities are being undertaken.
4. Applications are to be submitted to School Council ideally one term prior to the camp. When presenting information to School Council, the Teacher in Charge must be aware that Council will consider the following:
  - What is the purpose of the camp and its connection to student learning?
  - Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
  - Is an appropriately trained member of staff able to provide first aid?
  - Have staff members who are not registered teachers completed a Working with Children Check?
  - Is the location of staff and students throughout the camp including during travel known?
  - Is a record of telephone contacts for supervising staff accompanying the camp available?
  - Is a record of the names and family contacts for all students and staff available?
  - Are copies of the parental consent and confidential medical advice forms for those students on the excursion completed to be taken to the activity, with copies retained at school?
  - Has a copy of the completed School Council proforma (including all attachments) been submitted and approved?
  - Will the online Student Activity Locator On-line Form be submitted three weeks prior to the camp?

### **Supervision**

Thomastown West Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.



## Thomastown West Camps and Excursions Policy 2020 - 2024

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.

While school camps and excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and is responsible for the correct staffing levels and general organisation of the camp. Teachers in Charge should consider or ensure;

- **Local excursions:** Regular class teacher-student ratios with an additional accompanying staff member (as required). At all times there will be a minimum of 1:20 ratio for local excursions.
- **Day excursions:** 1 to 20 staff-student ratio with a minimum of 2 staff
- **Overnight base camps:** 1 to 10 staff-student ratio with a minimum of 2 staff
- **Overnight study camps:** 1 to 15 staff-student ratio with a minimum of 2 staff
- **Interstate travel:** 1 to 10 staff-student ratio with a minimum of 2 staff
- **Overseas travel:** 1 to 10 staff-student ratio with a minimum of 2 staff
- **Adventure activities:** Specific ratios for each activity, see section on Adventure Activities
- Minimum of 50% of the adults be qualified teachers to fulfil ratio, however extra volunteers can be taken
- In making staffing decisions the following factors need to be considered:
  - School staff members are well briefed and approved to administer medicines etc. as prescribed by parents.
  - At least one staff member is to be level 2 First Aid trained
  - All staff have Anaphylaxis and Asthma training

### 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

Thomastown West Primary School 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. In line with the Thomastown West Primary School Child Safety Policy, our priority is student safety. Volunteer and external providers will be made aware of their responsibilities in maintaining the high standards of Child Safety we uphold at Thomastown West Primary School.

### Parent/carer consent



## **Thomastown West Camps and Excursions Policy 2020 - 2024**

For all camps and excursions, other than local excursions, Thomastown West Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Thomastown West Primary School uses Compass to inform parents/carers about camps and excursions. We seek parent consent by sending a note home in student bags and ask 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. See Appendix D.

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

### **Cost of camps and excursions, refunds and support**

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

Students who have not finalised payment by the required date will be contacted by the Camp or Excursion organiser to secure payment. Students will not be allowed to attend unless the Principal determines exceptional circumstances apply.

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

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. 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. We encourage all families to update their personal records and thus will attach our "Update Personal Records" letter with all camp and excursion information. A



## **Thomastown West Camps and Excursions Policy 2020 - 2024**

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. A level 2 First Aid Trained staff member will also be in attendance.

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.

### **Inclusion**

Thomastown West Primary School 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.

### **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. Please refer to our Student Engagement, Wellbeing and Inclusion Policy for more information.

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 Engagement, Wellbeing and Inclusion Policy* and *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.

Disciplinary measures apply to students on camps and excursions consistent with our school Values and School's *Student Engagement, Wellbeing and Inclusion* and *Bullying Prevention Policy*.

### **Electronic Devices**

Students will not be permitted to bring electronic devices, such as ipads, mobile phones and smart watches to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place



## **Thomastown West Camps and Excursions Policy 2020 - 2024**

conditions on its location and use during the camp or excursion. For more information, please refer to the Thomastown West Primary School Mobile Phones Policy.

### **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. Students may have personal food items confiscated and returned at the end of the 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, Thomastown West Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

### **Bushfires**

Fire is a risk factor in and around a campsite, particularly where bushland is located in the vicinity. During the months from November to April this risk increases. A careful, informed and sensible approach to the risk-management associated with bush fire is required by the school in planning for Camps or Excursions in settings which hold a bushfire risk. The Teacher in Charge will need to consider or ensure;

- Risk management planning includes consideration of risks associated with bushfires or grass fires based on the local context and environment, access to and from the property and wider vicinity, activities planned and the Campsite's Emergency Management Plan.
- Staff are familiar with the Campsite's Emergency Management Plans or advice in a Teachers Information Booklet including related Bushfire emergency processes.
- Sufficient staff will have mobile phone signal coverage while attending the camp or on activities in the surrounding areas.
- Teacher in Charge checks local CFA reports regarding presence of any bushfire prior to departure for camp, and has downloaded the Vic Emergency App and set up an alert zone for the campsite region.
- Where a bushfire is identified within the wider vicinity of the campsite location that they liaise with the DET Emergency Management and Security Unit, local CFA authorities and the Camp Providers, in regard to the safety of the area, including consideration of the planned activities for the camp, e.g. bushwalking.
- Alternative groups programs are sort and implemented where any activity could pose a risk in relation to bushfire, grassfire, or smoke inhalation e.g. asthma management.
- In the event of a bushfire related emergency, that staff follow evacuation procedures as enacted and directed by emergency services and the Campsites Emergency Management Plan and that the DET Emergency Management and Security Unit is notified.
- On days determined Code Red by the Emergency Management Commissioner, all camps and excursions in the CFA fire district determined Code Red must be cancelled.



## Thomastown West Camps and Excursions Policy 2020 - 2024

If after consultation with the DET Emergency Management and Security Unit, local CFA authorities and the Camp Providers it is determined that the risk presents the need to cancel a camp, the school will discuss alternative arrangements with the Camp Providers. This may include postponing or full cancellation of the event. Costs may be incurred by parents where cancellation is made against the advice of a Camp Provider, but the school determines the risk is significant enough to warrant cancellation.

The primary DET references that must be consulted when considering all excursion, camping or adventure activities are located on the Excursion and Outdoor Education website:

- <https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx>
- <https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorcamp.aspx>

### FURTHER INFORMATION AND RESOURCES

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

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

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

- *TWPS Statement of Values and School Philosophy*
- *TWPS Student Wellbeing and Engagement Policy*
- *TWPS Bullying Prevention Policy*
- *TWPS Mobile Phone Policy*
- *TWPS Volunteer Policy*
- *TWPS Duty of Care Policy*
- *TWPS Child Safe Policy*
- *TWPS Parent Payment Policy*

### EVALUATION

This policy was last updated on 17<sup>th</sup> November, 2020 and is scheduled for review on November, 2024

<b>Date Implemented</b>	2016; 2020
<b>Author</b>	Principal Assistant Principal TWPS Leadership Team
<b>Approved By</b>	School Council
<b>Date Reviewed</b>	October 2016; November 2020
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	17/11/2024
<b>References</b>	Victorian Government Schools Policy Advisory Guide



## Appendix A

### APPROVAL PROFORMA for all Excursions and Activities Requiring School Council Approval

---

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 \(SAL\)](#) three weeks prior to the excursions.

Sections with an \* have explanatory notes included at the end of this document.

#### 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



## Thomastown West Camps and Excursions Policy 2020 - 2024

### Overnight accommodation\*

#### Type of accommodation

- Accredited residential campsites
- Tents/camping
- Other (please specify):

#### 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:

- Abseiling
- Artificial Climbing and abseiling walls
- Bushwalking
- Camping
- Canoeing/kayaking
- Challenge ropes courses
- Cross country skiing
- Cycling
- Downhill Skiing and snowboarding
- Horse riding
- Orienteering
- Overnight camping
- Rafting



# Thomastown West Camps and Excursions Policy 2020 - 2024

- Rock climbing
- Sailing
- Scuba Diving
- Sea Kayaking
- Snorkelling
- Surfing
- Water Skiing
- Windsurfing

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

The teacher-in-charge of the activities has read the relevant mandatory Safety Guidelines  YES

## RISK MANAGEMENT

**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 [Excursion Risk Management](#).

## TRANSPORT ARRANGEMENTS\*

- Internal       External       Both

Types of transport 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	Transport
Other income:	Food
	Accommodation
	Staffing



## Thomastown West Camps and Excursions Policy 2020 - 2024

	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



## **Thomastown West Camps and Excursions Policy 2020 - 2024**

- 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:

Acknowledgment 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:



## Appendix B

### SAFETY GUIDELINES FOR EDUCATION OUTDOORS

#### SCHOOL COUNCIL CHECKLIST

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

EXCURSION/PROGRAM NAME:

DATE(S):

	✓
The educational purpose of the program has been established and is relevant to the school's curriculum.	
The principal has informed school council that staff have been briefed on their roles and responsibilities during the excursion.	
External providers, if used, are appropriate for the activity and they have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.	
Transport arrangements comply with the <a href="#">School Policy and Advisory Guide – Transporting Students</a> and <a href="#">VicRoads</a> regulations.	
Activities conducted on public lands, such as state forest or national park, comply with current permit and access requirements.	
A member of staff with appropriate qualifications has been designated as being responsible for first aid.	
A 24 hour school contact person has been designated and provided with a briefing about her/his role and the necessary information to enact her/his responsibilities.	
Staff who are not registered teachers have received a satisfactory Police Check or after July 2007 a <a href="#">Working with Children Check</a> .	



## Thomastown West Camps and Excursions Policy 2020 - 2024

<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 <i>Documentation of Staff Qualifications and Experience Proforma</i></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>	
<p>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>	
<p>The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.</p>	
<p>The <a href="#">Student Activity Locator online form</a> (EduMail password required) has been submitted three weeks prior to the excursion.</p>	

© State of Victoria (Department of Education and Training) 2019. Except where otherwise [noted](#), material in this document is provided under a [Creative Commons Attribution 4.0 International](#) Please check the full copyright notice.



## Appendix C

### Excursion risk management

This page includes the process for identifying and dealing with student and staff health and safety risks during an excursion.

[https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor\\_risk.aspx](https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor_risk.aspx)

Important points:

- This process is best undertaken collaboratively so that different perspectives are brought to bear on the process
- This process should be applied to all elements of the proposed excursion – not just to the scheduled adventure activities
- Ideally all staff supervising the excursion should be actively managing risk before, during and after the excursion. Including ALL supervising staff (for example, where practical, including volunteers, specialist instructors, etc) in this process can help to achieve this
- This process (as outlined below) is consistent with the Department's Risk Management Framework which is based on the International Organisation for Standardisation's ISO31000: 2009 Risk management – Principles and guidelines

The following process should include the staff leading the excursion, the staff supervising the excursion and must include people with experience and expertise in the activities being offered and knowledge of the proposed excursion or activity. Some 'outsiders' should also be included in the process.

It is valuable to set aside a period of time, well in advance of the excursion (a couple of hours as a minimum), for the group to move through this process. This allows time to reflect on the results before the excursion commences.

This process must be documented and templates are provided for this purpose. The final documentation from steps 2 to 6 forms the excursion risk management plan required for submission to the principal.

The templates on this site provide one method of documenting this risk management process. You may choose to use other templates that you find are effective.



## Appendix D

### Name of activity / excursion – grade levels

Date note going home

Dear Parents and Caregivers,

Brief blurb about activity and link to curriculum

**Details about the activity / excursion**

Type:	Excursion / Incursion
What:	
Where:	
When:	
Who:	
Cost:	
Transport:	If required, to and from the excursion

Please return the attached permission envelope by no later than **insert date**.

Students can only attend this activity/excursion if the amount in full has been paid. The state government 'Camp, Sport & Excursion Fund' (CSEF) provides payments of \$125/ year for eligible primary school students to attend activities like sport, swimming, excursions, incursions and camps. If eligible, you may be able to use the CSEF to cover the cost of this activity.

Regards

Name of organiser / team / role