



## CAMPS and EXCURSIONS POLICY AND PROCEDURES

### PURPOSE:

Camps and 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. Camps and excursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

### AIMS

- To provide students with the opportunity to participate in a camping program or excursion 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, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

### GUIDELINES FOR ACTION

- All camps must be approved by the Principal and School Council. All excursions must be supported by the relevant KLA Leader and approved by the Assistant Principal using the Excursion Application form.
- The principal or their nominee will ensure that full records are submitted to council regarding a 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.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The 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 Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The School office will complete the "Notification of School Activity" online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://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.

### Access to Camp.

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Finance Manager. Decisions relating to alternative payment arrangements will be made by the Finance Manager in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical

forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp/excursion location by staff at all times and returned to the general office.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps and excursions. Parents will be notified if their child is in danger of losing the privilege to participate in a camp or excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal and/or Assistant Principal in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp or from an excursion if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

## Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp/excursion. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Finance 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.
- The Teacher in Charge must provide the General Office with a final student list for attendance purposes.
- In the case where a camp/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 camp.
- The school will provide a mobile phone and first aid kit for each camp/excursion. The teacher in charge is responsible for collecting these prior to leaving. The Teacher in Charge may choose to use their person phone and provide their mobile number to the general office.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The Teacher in Charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

## Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp/excursion. Telephone numbers of all emergency services must be provided to the College, and be taken on the camp/excursion. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.  
**Refer:** [Safety Guidelines for Education Outdoors](#)
- A designated "Teacher in Charge" will coordinate each camp/excursion. All camps/excursions will be supervised and staffed by teachers with appropriate ES or volunteers approved through College Council for camps.
- The Teacher in Charge will ensure all students and adults attending the camp/excursion are aware of evacuation and emergency procedures.
- The Teacher in Charge will communicate the anticipated return time with the College office in the case where camps/excursions are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

## Child Safety Standards

- Staff on camps and excursions will be gender balanced.
- Staff will maintain appropriate levels of interaction with students, between students and between facilitators and students.
- Sleeping rooms and arrangements for camps will be clearly discussed and planned with parents, attending staff and students prior to overnight camps.

- Respectful consideration of student access to change rooms, toilet and shower amenities will be planned for prior to an overnight camp or excursions requiring changes of clothing.
- Cultural diversity will be respected.
- Individual students will not transported in staff vehicles unless for emergency reasons or due to the nature of the excursion and will discussed with the school principal and the parent with explicit written permission.

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:

[DET Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Pro-forma for school approval for all camps
- Appendix B: Guidelines/procedures for teachers planning a camp or excursion
- Appendix C: Notification of School Activity (camps and excursions)

**EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

<b>Date Implemented</b>	
<b>Author</b>	
<b>Approved By</b>	
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	
<b>References</b>	<a href="#">DET Excursion Policy</a>

# Appendix A

Pro-forma for school approval for all camps

## OVERNIGHT CAMP APPLICATION FORM FOR COUNCIL APPROVAL

(This form to be completed and forwarded to ESC Council 3 weeks prior to commencement of camp)

<b>DATES OF CAMP:</b> .....	<b>to</b> .....
<b>NAME OF CAMP:</b> .....	<b>YR LEVEL</b> .....
<b>Type of Activity:</b> camping, bushwalking, boating, etc. ....	.....

<b>VENUE/LOCATION:</b> .....	<b>Phone:</b> .....
	<b>Fax:</b> .....
<b>PHYSICAL ADDRESS:</b> .....	
<b>MANAGER:</b> .....	<b>Phone:</b> .....

<b>PARTICIPANTS-</b>	<b>Girls:</b> .....	<b>Boys:</b> .....	<b>Total:</b> .....	<b>No. of Staff:</b> .....
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<b>Name of Teacher in Charge</b>		<b>A/H Phone:</b> .....
<b>Contact Person Not on Camp</b>		<b>A/H Phone:</b> .....
<b>Type of Transport being used</b>		<b>Proprietor:</b> .....
<b>Type of Transport remaining On site</b>		

### JOINT EXCURSIONS

<b>Other Participating Schools</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>	<b>No. of Staff</b>

### ACCOMPANYING GROUP (teachers, aides, parents, etc)

<b>Name:</b>	<b>Status</b>

School Council approved adults (e.g. Parent, Teacher Aide, Employed instructor, voluntary workers) included in the staff-student ratio may undertake supervision only under the direct control of the leader. **TURN OVER.....➡**

**REFERENCE:** *it is recommended that teachers and Principals who are responsible for the organisation and/or conduct of any excursion consult:- School Operations Manual and Safety in Outdoor Adventure Activities.*

**ATTACHMENTS:** *Tick appropriate box to indicate attachments included with this application.*

**FOR ALL EXCURSIONS/CAMPS, PLEASE ATTACH FULL DETAILS OF:-**

- Day to day program showing proposed morning, afternoon and evening activities*
- Staff experience and/or qualifications in the activities being conducted, (eg. swimming, first aid, abseiling)*
- Personal clothing list as issued to students*
- Emergency procedures: contacts for police, doctor, ambulance, first, first aid, hospital, alternative bad weather program.*

**FOR ACTIVITIES REQUIRING SPECIAL PRECAUTIONS (e.g, canoeing, horseriding etc) the following must also be attached.**

- Previous student experience and preparation, if any*
- Group control procedures: supervision, group sizes, designated areas*
- Group equipment list*
- Route details and escape routes (include map where relevant)*

**ASSURANCES**

- Parental consent participation and any necessary medical attention will be obtained*
- The Department of Education is not involved in any expense*
- Satisfactory arrangements have been made for the continuous instruction of the remainder of the pupils*

**SIGNATURES:**

**Teacher in Charge:** ..... **Principal:** .....

**Date of Council Meeting application considered:** .....

- Details emailed to DE&T for emergency management by Assistant Business Manager**

# EAGLEHAWK SECONDARY COLLEGE

## OVERNIGHT CAMP COSTING

Please enter details of camp and submit this form to the Assistant Principal. This form will then be passed on to the office for processing of camps permission forms, medical forms, lists, etc.

**NB: ALL CAMPS SHOULD BE BUDGETED TO COVER COSTS**

Camp date(s) .....  
 Destination: .....  
 Departure time: ..... Return time:.....  
 Forms/line/class attending: .....  
 Total number of students: ..... Girls ..... Boys .....  
 Number of Staff attending: .....  
 Mode of transport: .....

	Extras created	No. of extras
<b>Teacher in charge of camp:</b> .....	Yes/No	.....
<b>Other staff supervising on camp:</b>		
.....	Yes/No	.....
.....	Yes/No	.....
.....	Yes/No	.....
.....	Yes/No	.....

**Total Number of Extras ..... X \$30 (50% staffing cost) = \$.....**  
**Divide by number of students to define cost per student for staffing levy below = \$.....**

### FINANCIAL ARRANGEMENTS:

#### Costs to School:

Transport Costs:	\$.....
Camp (hire of facilities, entry) Levy:	\$.....
Other costs: (list)	\$.....
.....	
Accommodation (excluding food)	\$.....
Food Component (students to be charged gst on Food supplied at camps) .....	\$.....
Staffing costs <span style="color: red;">(SEE ABOVE)</span>	\$.....
Petty Cash	\$.....
<b>Total Costs to School of Camp</b>	<b>\$.....</b>

#### Costs to Students:

Accommodation (exc gst) (excluding food)	\$.....
Food Component.....	\$.....
GST to be charged on food component	\$.....
Transport (exc gst)	\$.....
Camp Levies, etc. (exc gst)	\$.....
Staffing costs	\$.....
Petty Cash	\$.....
Contingency	\$.....

**Total Cost to Student** \$.....

**ACTUAL AMOUNT CHARGED TO STUDENT:** \$.....

**PROFIT/LOSS EXPECTED:** \$.....



Is some form of subsidy required: Yes/No  
 If so, where is this subsidy coming from?  
 How much?

Which KLA/Program will the deficit/surplus be *taken from/put into* .....

**Gain approval and signature from the following:**

KLA Coordinator .....

Assistant Principal .....

- Discussed possible withdrawals from camp?
- School Uniform to be worn on camp?
- **Daily Organiser Consulted Re camp?**
- List of students participating given to/posted to:
  - Front Office
  - Assistant Principal
  - Staff Noticeboard

**AN APPLICATION FOR APPROVAL OF OVERNIGHT CAMP (Yellow COLOURED FORM) MUST BE COMPLETED AND APPROVED BY COLLEGE COUNCIL THREE WEEKS PRIOR TO EVENT.**

**DAY EXCURSION APPROVAL APPLICATION**

**Destination and Purpose:**.....  
 .....  
**Date of Excursion:** ..... **Departure Time:**..... **Return Time:**.....  
**Mode of Transport:**.....**Transport Provider:**.....  
**Form/line/class attending:**..... **Total Number students**.....  
**Number of staff attending:**.....

	<b>Extras created</b>	<b>No. of classes</b>
	<b>Yes/No</b>	.....
<b>Teacher in Charge:</b> .....		
<b>Other staff on excursion:</b>		
.....	<b>Yes/No</b>	.....
.....	<b>Yes/No</b>	.....
.....	<b>Yes/No</b>	.....
.....	<b>Yes/No</b>	.....
	<b>Yes/No</b>	<b>.....</b>
	<b>_____</b>	<b>_____</b>
		<b>Total</b>







## EXCURSION APPLICATION

Planning needs to begin three weeks prior to the date of the excursion with the Assistant Principal. Once the application is approved and completed provide a copy to the Assistant Business Manager who will generate permission forms to accompany the teacher letter to parents.

All excursions including those during class time or within the local Bendigo require signed parent permission. The organising teacher is responsible for the supervision of students not attending. *Please take a first aid kit with you as well as an EpiPen for anaphylaxis.*

Destination (address of venue) & Purpose:.....  
 .....

School uniform is to be worn on **all** excursions unless approved by the Assistant Principal.

Date of Excursion:..... Departure Time:..... Return Time:.....  
 Mode of Transport:..... Transport Provider:.....  
 Home group /class attending:..... Total Number students.....  
 Number of staff attending:.....  
 Ratio of 1 staff member to every 25 students unless venue /activity specific 1-10 applies  
 CRT: \$60:00 per 70 minute period

Teacher in Charge	Extras created	CRT cost
..... Mobile no.....	.....	\$.....
Other staff attending	Extras created	
.....	.....	\$.....
.....	.....	\$.....
Total extras .....		Total CRT Cost \$.....

**Financial Costs: (Total CRT cost is ÷ 3 then applied below)**  
 Costs and bus bookings to be discussed with Assistant Business Manager **at least two weeks** prior the excursion.

Student staffing Cost =	Total CRT cost ÷ 3 \$.....
Program or KLA Staffing Cost = (Office use only: transfer of expense to Program from CRT budget completed: YES/NO)	Total CRT cost ÷ 3 \$.....
School Staffing Cost = (Office use only: transfer of expense to CRT budget completed: YES/NO)	Total CRT cost ÷ 3 \$.....

Entry into venue:	\$.....
Transport:	\$.....
Facilities hire:	\$.....
CRT coverage:	\$.....
Excursion Levies	\$.....
Total cost of excursion:	\$..... Total
<b>Cost per student</b>	\$.....

(Divide figure by no. of students for individual student costing below)

**Complete the following:**  
 KLA Leader Approval.....   
 Discuss possible withdrawals from excursion with Neighbourhood or Community Leader

Assistant Principal Approval.....

Daily Organiser informed **at least one week prior** and **Application for Time Release** Form signed

Provide list of students attending to the Attendance Officer Sharon Sharp in the Front Office

Take permission forms with medical information and first aid kit including epipen on the excursion and provide Front Office with your mobile phone number.

## Appendix B

### Guidelines/procedures for teachers planning a camp or excursion

#### **Organisation of Excursions/Camps and procedures to be followed at ESC.**

- Application forms for excursions / camps can be collected from Cheryl Wiegard or Assistant Principal or emailed to you.
- Planning for excursions needs to commence three weeks prior to allow for parents, daily organiser, camps co-ordinator, assistant principal etc. to be informed of an impending excursion.
- Approval must first be gained for any camp or excursion from the Assistant Principal before proceeding further. Bus bookings need to be through the “Bus Requisition Book” which is then processed by the Business Manager
- Parents need to be informed early of the expense involved to enable them to be organised financially. Please see Cheryl for relevant paperwork.
- The cut-off date for payment and return of permission slips needs to be adhered to, allowing accurate booking of buses, etc. Payment to staff on day of camp/excursion on the bus is not acceptable.
- An *Excursion Application form* must be completed detailing venue, dates, costs, number of students involved, extras created, etc. This form must be handed to the Assistant Principal three weeks prior to excursion date. Cheryl is happy to assist with completion of this if required.
- For overnight camps, an *Application for overnight camp* form must be completed and submitted to College Council four weeks prior to camp. This form requires details of venue, emergency procedures, transport information, etc. A risk assessment form must be completed for new camp destinations and can be obtained from Cheryl. This information is lodged with DET after Council approval.
- Permission slips for camps and excursions are generated from the office once the details are finalised and absences are activated through this system. The front office needs to be informed of students who do not attend a camp or excursion due to illness, etc.
- An excursion needs be accompanied by a letter home to parents with full details two weeks prior to excursion along with a permission slip to be returned.

Thankyou,

**Assistant Principal & Cheryl Wiegard, Finance Manager 22/8/14**

## Appendix C

### 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](http://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



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