

CAMPS AND EXCURSIONS POLICY

INTRODUCTION

Camps, excursions and other special activities are an important part of college life at Victory Christian College (VCC.) These activities are a vital element of the vibrant learning environment that VCC fosters, reinforcing, complementing and extending learning opportunities beyond the classroom.

AIMS

- To establish the camps and excursions program and its goals.
- To outline the duty of care considerations for the different categories of off-site activities, and special on-site activities.

DEFINITIONS

- **Adventure activities-** Adventure activities are activities that involve greater than normal risk – there are additional safety considerations associated with these activities. Outdoor Education Camps and Swimming Program excursions are considered adventure activities.
- **Camps-** Off-site activities involving at least one night's accommodation (also including at-school sleepovers).
- **Excursions-** Single-day activities organised by the College where students are taken off the College grounds, e.g. day excursions; school sports- including interschool sports.
- **On-site activities-** Special activities organised by the College where students stay on-site and may involve a guest speaker or presentation by an external organisation.
- **Local excursions-** Short excursions to locations within the local area and **do not** involve adventure activities.
- **Off-site activities-** This term refers collectively to local excursions, single-day excursions and camps.

IMPLEMENTATION

Goals of the Program

The off-site, and special on-site activities extracurricular program is designed to meeting the following goals:

- To provide all children with the opportunity to participate in a sequential camp program.
- To provide shared class experiences and a sense of group cohesiveness.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To ensure the camps and excursions program promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To enhance student learning opportunities and enrich the curriculum.

Essential Procedures

- Approval must be sought for all off-site and special on-site activities using the relevant event form on Compass. Compass events require the following information prior to approval:
 - Session dates and times
 - Key details for parents
 - Student attendees list
 - Staff attendees (to calculate the appropriate supervision ratio)
 - Risk assessment
 - Bus travel arrangements where required.
- The Compass event form requires approval from relevant staff to ensure each of the above items have been addressed sufficiently.
- Teacher-Student ratios must be adhered to. Any deviation from these ratios should be approved by the Head of Campus.
- Attendance must be recorded using Compass.
- If the activity is in a remote location or likely to have inconsistent internet access, an Event Handbook should be generated and taken to the activity. This includes important medical and access information for students in case of emergency.
- Parents are encouraged to attend excursions and camps where appropriate. All parents participating in school camps, or directly responsible for groups of students on excursions must have successfully completed the

volunteer induction program which includes Child Safety induction and relevant screening checks. For more information on this process, please see the Volunteer Policy.

- All guest speakers or external organisations running activities must adhere to the guidelines detailed in the Visitors Policy.
- All off-site activities require consent per-activity, except for local excursions which are covered by annual local excursion permissions. In seeking consent per-activity, parents will be emailed via Compass and can read all important information.
- Parents must receive communication regarding the event in the newsletter two issues before the event and in the weekly homeroom teacher e-mail to families.
- Staff will monitor weather forecasts and VicEmergency alerts to make allowance for extreme weather conditions as needed. Such decisions should be made in consultation with the Head of Campus.
- A roll call must be made before leaving school, before leaving to return to school, and on arrival back at school.

First Aid Considerations

- The supervising teacher must carry a First Aid Kit, student medications (including Epipens and Anaphylaxis Action Plans) where relevant, and have access to the medical register of students (Available on Compass)
- Student medical information is required for all off-site activities. Parents and guardians must ensure that the medical information listed on Compass is up to date before students are allowed to participate. Particular emphasis should be given to students with Asthma or Anaphylaxis- Action Plans and Individual Risk Minimisation Plans (where applicable) must be up to date.
- Teachers must take a charged, internet-capable device (i.e. phone) to the off-site activity so they can access medical information on Compass.
- If children leave the activity with parents, this is to be recorded on Compass.
- If during a camp or excursion a single child is unable to join with the group due to medical reasons, two adults or one adult and a student friend of the child is to remain. No adult is to be left alone with a student for safety reasons.
- Any injuries or incidents must be logged in an Incident Report Form which can be obtained from a member of the First Aid Team.

Local Excursions

At the start of each year, parents give blanket permission for excursions in the local area. When organising an activity relying on blanket permission, parents need to be provided with all relevant details. The blanket permission includes PE activities undertaken off site.

For local excursions teaching staff must:

- Ensure that regular class teacher-student ratio guidelines are followed.
- Submit the Compass Event Form in a timely fashion to allow for final approval at least 10 days before the event.
- Inform parents via weekly homeroom teacher email at least 10 days prior, and through the newsletter two issues before the event.
- The Camp and Excursion Checklist must be completed- See Appendix 1

Single-Day Excursions

For single day excursions teaching staff must:

- Submit the Compass Event Form in a timely fashion to allow for final approval at least one month before the event.
- Ensure that a teacher-student ratio of 1:20 is observed.
- Provide information for the newsletter two issues before the event and include information in the weekly homeroom teacher e-mail to families.
- The Camp and Excursion Checklist must be completed- See Appendix 1

Camps and Adventure Activities

- All students from Prep to Year Ten are given the opportunity to participate in the College camps program. This involves at least one camp in each year level, per year.
- Camps and adventure activities require initial approval from the VCC Board. This should be done at the beginning of the year by providing key details to the Principal.
- Staff must ensure that a teacher-student ratio of 1:10 occurs for camps. Adventure activity ratios will depend on the specific activity (see information in the Adventure Activities Only section below.)
- A staff member must be appointed as a First Aid Officer for each camp. This person should not be actively engaged in sole supervision of student activities so they are available to treat any incidents.
- Residential camps which are used must have ACA (Australian Camps Association) accreditation.
- Submit the Compass Event Form in a timely fashion to allow for final approval at least one month prior to the activity.
- Relevant information is to be included in the newsletter two issues before the event and weekly homeroom parent emails.

- Risk Assessments from camp and adventure activity providers must be collected and viewed prior to the camp. This is in addition to the Risk Assessment completed by VCC Staff.
- The DET's Student Activity Locator (SAL) must be used to log the location of camps and adventure activities.
- The Camp and Excursion Checklist must be completed- See Appendix 1

Adventure Activities Only

- Staff should refer to the guidelines in the Department of Education and Training (DET) School Operations Guide for Excursions when planning for adventure activities and completing the relevant risk assessments.
- The DET advice for specific activities should also be referred to when determining appropriate teacher-student ratios. This includes the VCC Swimming Program as the ratios take into account the swimming ability of students.
- Students must hold a Trangia licence in order to use a Trangia while on an Outdoor Education Camp. The licence is valid for the student's entire enrolment at the college. See Appendix 3 for further details.

Interstate and International Travel

- When planning an interstate or international trip, the same procedures should be followed for camps and adventure activities, including a thorough risk assessment of each proposed travel location, and all anticipated facilities and venues, and adding the activity to SAL.
- Events should be added to Compass at least one term prior to departure.
- For interstate travel, a staff-student ratio of 1:10 must be observed, with a minimum of 2 staff.
- For international travel, staff must calculate the appropriate teacher-student ratio depending on student numbers (see below.)

Teacher-Student Ratios – International Travel	
Number of Students	Number of Staff
1-10	2
10-20	3
21-30	4

- Travel warnings are available from the Australian Government's travel advisory and consular assistance service websites: www.dfat.gov.au or www.smartraveller.gov.au. These sites also provide useful travel information and tips.
- Measures for students with Anaphylaxis are outlined in the Anaphylaxis Management Policy.
- Distributing Medication Authority Forms should take into account medications for travel sickness, gastroenteritis and common ailments such as headache or hayfever.

Bus and Private Transport

- Transport considerations- including VCC Bus Service vehicles- are addressed in the Compass event form.
- When other buses are chartered for excursions, buses with seat belts should be used whenever possible.
- The use of private motor vehicles should be avoided, for both staff and students who have a licence.

On-Site Activities

- Staff organising the On-Site Activity must ensure they are aware of the requirements for guest speakers or external organisation visitors outlined in the Visitors Policy.
- Organisers must complete the On-Site Activity Checklist - See Appendix 2

Dispensing Medication

- Any medication dispensed during an off-site activity must be delivered in accordance with the Distributing Medicine Policy. This includes:
 - Referring to the instructions in the Distributing Medication Authority Form for that student
 - Ensuring that two staff check the student, medication name and dosage prior to administering the medication. Where a second staff member is unavailable, a volunteer should assist in their place.
- Emergency medication such as an EpiPen does not need to be checked using the above procedure given the importance of delivering this medication immediately.
- For further information, see the Distributing Medicine Policy.

RELEVANT RESOURCES AND LEGISLATION

- [Adventure Activities](#), School Operations Guide for Excursions: Guidance, Department of Education and Training
- [Excursion Policy](#), Department of Education and Training
- Student Activity Locator (SAL), <https://sal.educationapps.vic.gov.au/>

RELATED POLICIES, PROCEDURES AND OTHER DOCUMENTS

- Anaphylaxis Management Policy

- Asthma Policy
- Compass Event Form Templates
- Distributing Medication Authority Form
- Distributing Medicine Policy
- Incident Report Form
- First Aid Policy
- Risk Assessment Template
- Supervision Policy
- Swimming Policy
- Transport Policy
- Visitors Policy
- Volunteer Policy

APPENDICES

1. Off-Site Activity Checklist
2. On-Site Activity Checklist
3. Trangia Training Licence
4. VCC Risk Matrix

POLICY DEVELOPMENT AND MANAGEMENT

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APPENDIX 1: OFF-SITE ACTIVITY CHECKLIST

1. Before

	Task- Please tick off once completed	☒
1.1	Complete the relevant Compass event form	
1.2	Contact camp/excursion provider for their Bushfire and Risk Management Plans.	
1.3	Inform specialist teachers and music tutors of any interruptions.	
1.4	Contact parents of any students without consent by the due date and ensure they have clearly indicated their intentions for the day.	
1.5	Log location on SAL if required	
1.6	Ensure any anaphylaxis and/or asthma prevention strategies are adhered to (see relevant policies)	

2. On the Day

	Task- Please tick off once completed	☒
2.1	Collect mobile phone, First Aid Bag and student medications such as EpiPens (if relevant)	
2.2	Take hard copies of medical information where applicable (including the Compass Event Handbook, medication log and any Distributing Medication Authority Forms)	
2.3	Complete roll prior to departure from school.	
2.4	Ensure a Compass School Activity has been created for any students remaining on site.	
2.5	Inform the College immediately if there is a deviation from the camp/excursion plan (e.g. unexpected absences or late return)	
2.6	Complete roll before return departing to school.	

3. After

	Task- Please tick off once completed	☒
3.1	Ensure bus is clean – if school bus has been used.	
3.2	Take any lost and found items to Reception	
3.3	Shred Compass Event Handbooks.	
3.4	Re-book camp site (if relevant)	
3.5	Complete an incident report form if any injuries occurred.	
3.6	Complete a newsletter report.	

APPENDIX 2: ON-SITE ACTIVITY CHECKLIST

1. Before

	Task- Please tick off once completed	☒
1.1	Complete the relevant Compass event form	
1.2	Contact any external organisation running an on-site activity to retrieve a Risk Assessment where relevant.	
1.3	Retrieve WWCC photo or scan for visitors where possible and forward to wwcc@vcc.vic.edu.au	
1.4	Notify Reception of your activity and the names of any visitors (regardless of whether they have a WWCC)	
1.5	Ensure visitors know to sign in at Reception on arrival and present their WWCC card (or equivalent ID)	
1.6	Ensure any anaphylaxis and/or asthma prevention strategies are adhered to (see relevant policies)	

2. On the Day

	Task- Please tick off once completed	☒
2.1	Ensure visitors sign in and out at Reception.	
2.2	Show visitors the appropriate amenities (including toilet blocks designated for visitor use.)	

APPENDIX 3: TRANGIA TRAINING LICENCE

Purpose

The purpose of this training is to equip students to use a Trangia safely and to issue them a licence to indicate their competency in correctly and safely using one. Outdoor Education provides students with an opportunity to explore the outdoors and to learn skills to facilitate their safe engagement within the natural world. A huge part of engaging in Outdoor Education is sharing mealtime together in the evening. After a day of hiking, canoeing or sightseeing, students can come together around a meal and share highlights, challenges and funny stories from the day - it truly is a special time.

However, it doesn't come without its risks. Students are often sore, lethargic, and hungry and, mistakes are commonplace at mealtime. According to Andrew Brooks, one of Australia's leading experts in Outdoor Education safety, cooking burns "are the most common and serious injuries experienced by students while on outdoor education trips".

The purpose of this training is to ensure students are adequately informed of the risk associated with using a methylated spirits camping stove (Trangia) and that they also have the skills required to use them safely.

Victory Christian College students can engage in various Outdoor Education courses from Years 7-12. These include:

- Year 7/8 Add-Venture
- Year 9 Duke of Edinburgh
- Year 9/10 Survivor
- Year 10 Outdoor Education
- Year 11/12 Outdoor and Environmental Studies

To engage in these courses, students will be required to use a Trangia, a Swedish brand methylated spirits fuelled stove. See *Figure 1* below.

The stove consists of a base, a windshield and a burner, in which methylated spirits is poured to burn. There are also pots, pans and other accessories that students can use to heat their meals. These stoves offer a simple way for students to boil water and cook food while in remote locations.

Training Procedures:

Before students are permitted to use a Trangia while on camp, they must undergo the following training. Students will then need to demonstrate their competency by passing the test procedures outlined below.

1. Teacher of the course will begin in the classroom and go over the material outlined in the Trangia Safety Induction PowerPoint on SharePoint: [PPT Trangia Safety Induction.pptx](#)
2. Take students outside with Trangias and demonstrate correct set-up procedures.
3. Safely light Trangia and demonstrate how to check if the burner is lit. (Use the back of the hand)
4. Correctly and safely extinguish flame for students to see.
5. Pack Trangia up in reverse order.



Figure 1 A Trangia is a Swedish brand methylated spirits fuelled stove.

Student Testing procedures

To obtain their Trangia licence, students will need to correctly demonstrate how to do the following:

1. Set up Trangia safely on level ground
2. Fill up burned 1/3 with methylated spirits and safely light
3. Boil 2 cups of water
4. Closely monitor Trangia while water is boiling
5. Safely extinguish the flame
6. Pour water into a cup
7. Correctly pack Trangia away

Other Guidelines:

- No cooking within 5m of a tent
- Tie the Trangia strap around your upper leg while cooking so that you won't lose it. If your Trangia has a yellow bag for the burner, place the bag in your pocket.
- Trangias must be at ground level when cooking
- Where possible cook within a Trangia circle. Students cannot enter the circle while cooking under any circumstances
- Students are to be seated arm's width apart
- Fuel is to be stored 5m outside of Trangia circle- Filling up of burners must occur at a refuelling station
- Trangia pairs are to remain seated at their Trangia while cooking
- Place spondonicles upright on the lid when cooking to indicate that Trangia is on
- **NEVER** refuel a Trangia burner while it is still alight. Check with your leader if you are unsure.
- Once you have finished cooking, clean your Trangia as best as possible, ensure all 10 items are accounted for and pack away.

The test document can be found: [WS_Trangia Licence Test .docx](#)

Students are to read over the guidelines above and will be required to complete a short test, demonstrating their knowledge of each point. Students must obtain 100% to pass.

A record of students who have completed their training and received their licence can be found at: [Student Licence List .xlsx](#)

Note: Students must hold a Trangia licence in order to use a Trangia while on an Outdoor Education Camp. The licence is valid for the student's entire enrolment at the College.

For further information please contact Will Baird willbaird@vcc.vic.edu.au, Head of Health and Physical Education.

APPENDIX 4 - VCC RISK MATRIX

The following matrix will be used for Risk Analysis across the College. After the Risk Analysis has been completed and Control Measures put in place the staff member will rate the areas of likelihood and consequence (from the matrix) and then give the activity a risk rating. If any parts of the activity rate are in the following categories, approval for the activity must be obtained from the appropriate staff member before the activity can take place. That staff member may request changes to the activity before approval is given.

Risk Rating Matrix

		Severity of Consequences				
		1: Insignificant	2: Minor	3: Moderate	4: Major	5: Severe
Likelihood of the Event	(a) Almost certain Expected to occur in most circumstances	Medium risk	High risk	Extreme risk	Extreme risk	Extreme risk
	(b) Likely Will probably occur in most circumstances	Medium risk	Medium risk	High risk	Extreme risk	Extreme risk
	(c) Possible Given time, likely to occur	Low risk	Medium risk	Medium risk	High risk	Extreme risk
	(d) Unlikely More likely not to occur under normal conditions	Low risk	Low risk	Medium risk	Medium risk	High risk
	(e) Rare May only occur in exceptional circumstances	Low risk	Low risk	Low risk	Medium risk	Medium risk

Important: Always take the control measures into account when judging the severity and likelihood. i.e. What is the severity or likelihood of the hazard after the controls are in place?

Severity of Consequences

- **Insignificant** - No Injury
- **Minor** - Injury/Ill Health requiring First Aid
- **Moderate** - Injury/Ill Health requiring Medical Attention
- **Major** - Injury/Ill Health requiring Hospital Admission
- **Severe** – Fatality