

CAMPS AND EXCURSIONS POLICY

INTRODUCTION

Excursions are activities organised by the College where students are taken off the College grounds, e.g. camps, day excursions, school sports, and adventure activities.

Camps are excursions involving at least one night's accommodation (including at school sleep-overs).

Local excursions are short excursions to locations within the local area and do not involve 'adventure activities'.

AIMS

- To reinforce, complement and extend learning opportunities beyond the classroom.
- 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 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 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.

IMPLEMENTATION

- Whenever a group of students is taken from the school on an excursion, a risk assessment must be completed beforehand and submitted into the Risk Register on SharePoint for approval.
- Whenever a class group is taken from the school on an excursion, a class list must be taken (with those absent for the day marked), and the attendance of students clearly recorded.
- The supervising teacher must carry a First Aid Kit, Epipens if relevant, and a Medical Register of students (Available on CareMonkey).
- Student Medical Information is required for excursions and camps. Medical Information must be up to date on CareMonkey before students are allowed to participate. Particular emphasis should be given to students with Asthma or Anaphylaxis Plans.
- If children leave the activity with parents, this is to be recorded on the class list.
- A roll call must be made before leaving school, before leaving to return to school, and on arrival back at school.
- All students from Prep to Year Ten are given the opportunity to participate in the College camps program.
- 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 to have a current Working with Children's check and to read and sign the Child Safety Code of Conduct.
- 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.

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:

- Complete an excursion/incursion approval form and lodge it with the Deputy Principal (Teaching and Learning)
- Add the event to the Term Planner and Inform the Daily Organiser.
- Inform parents via email at least 10 days prior, and through the newsletter two issues before the event.
- Ensure relevant staff have access to CareMonkey for all medical information.
- Complete Excursions and Camps Checklist - Appendix #1

SINGLE DAY EXCURSIONS

For single day excursions teaching staff must:

- Complete an excursion Approval Form and lodge it with the Deputy Principal (Teaching and Learning)
- Add the event to the Term Planner and Inform the Daily Organiser.
- Organise relevant information, class details and permission forms to be uploaded onto CareMonkey at least 10 days before the event.
- Provide information for the newsletter two issues before the event.
- Leave relevant details with the Administration Office on the day of the excursion.
- Have parent permission for all students (via CareMonkey) before leaving the College grounds.
- Ensure access to CareMonkey for all medical information.
- Complete Excursions and Camps Checklist - Appendix #1

CAMPS / ADVENTURE ACTIVITIES

- Camps and adventure activities require approval from the VCC Board.
- When planning adventure activities, refer to the School Policy and Advisory Guide – Adventure Activities. <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>
- Residential camps which are used must have ACA (Australian Camps Association) accreditation.
- A Camp Approval Form should be lodged with the Deputy Principal as soon as details have been finalised. (SharePoint/Common/Policies)
- Relevant information, class details and permission forms should be uploaded onto CareMonkey at least three weeks before the event.
- A clothing list and other relevant details are to be sent home to parents.
- Relevant information is to be included in the newsletter two issues before the event.
- Parent permission and medical details for all students (via CareMonkey) must be obtained before leaving the College grounds.
- Accompanying staff should ensure access to CareMonkey for all medical information.
- Risk Assessments from adventure activity providers must be collected and viewed prior to the camp.
- A Risk Assessment must be also undertaken by the camp or adventure activity organiser.
- Relevant information must be left with the Administration Office prior to departure.
- Excursions and Camps Checklist must be completed- Appendix #1

OVERSEAS TRAVEL

- When planning a trip overseas, the same procedures should be followed for camps and adventure activities, including a thorough risk assessment of the proposed travel location, facilities and venues.
- 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 provides useful travel information and tips.

BUS AND PRIVATE TRANSPORT

- When the school bus, coach or mini van is used for excursions, it must be booked through the College bus booking system. Use of the school buses incur a per kilometer charge to cover fuel and running costs. (See Transport Policy)
- When other buses are chartered for excursions, buses with seat belts should be used whenever possible.
- Purchase orders must be filled out when buses are chartered.
- The use of private motor vehicles should be avoided.
- Staff members may not carry a single student (less than 18 years) of age in their personal vehicle for safety reasons. Should a single student need transportation, a VCC Mini Van should be used with the student sitting in the back section of the Mini Van

APPENDIX 1

CHECKLIST: EXCURSIONS / INCURSIONS / CAMPS

DETAILS TO BE INCLUDED IN PERMISSION NOTICE ON CAREMONKEY

- Educational purpose and benefits
- Date, destination, means of transport, departure/return times
- Names of staff attending
- Costs to parents or details of cost covered by excursion levy
- Special requirements for excursion
- Consent for medical treatment and Medical disclaimer
- Emergency contact details for students
- School Uniform requirements
- List of student allergies/medical conditions

ON THE EXCURSION / CAMP

- List of students **attending/not attending** to be taken and a copy left at the office
- Mobile phone, first aid bag **and** epipens (if relevant) to be taken (including interschool sports)
- Contact number must be left at Administration Office
- Printed CareMonkey Medical forms (if required)
- Office to be informed on departure and return time
- Inform the College immediately if there is a deviation from the excursion plan (e.g. late return)

CHECKLIST

Things to do before: (please tick off when completed)

- Complete the excursion planner and submit to the Deputy Principal for approval
- Include the event on the term planner and inform the Daily Organiser
- Contact camp/excursion provider for their bushfire and risk management plans
- Complete a Risk Assessment taking into account bushfire risk and Child Safety procedures.
- Notify office staff of costs prior to sending notices home (at least two weeks prior)
- Place excursion on school calendar
- Swap yard duty – if applicable (part-day excursion)
- Inform specialists and instrumental music teachers
- Obtain full Medical hard copy from “CareMonkey” for Camps/Swimming
- Check CareMonkey for consent and emergency contact numbers
- Organise bus requirements with Deputy Principal or Operations Manager
- Organise cheques to be written where needed (at least one week prior to event)
- Verify that accompanying parent volunteers have Working with Children Checks
- Notify the Daily Organiser

On the day:

- Leave names of students attending and remaining behind at school with office
- Confirm mobile phone number (for emergency contact) with office
- Collect the first aid kit and individual Epipens if relevant
- Take hard copies of Medical information if required
- Let the office know when leaving and when returned

After:

- Ensure bus is clean – if school bus has been used
- Archive necessary forms and notes
- Re-book camp site (if relevant)

- Notify Administration of absent students (if relevant)



EXCURSION or INCURSION PLAN

Name of Excursion or Incursion: _____

Date of Excursion or Incursion: _____ Year Level/s involved: _____

Purpose/Goal of Excursion or Incursion: _____

Venue Location: _____

Venue Contact Person: _____ Telephone: _____

Transport Requirements: _____

College Departure Time: _____ Venue Departure Time: _____ School Return Time: _____

STUDENTS

Number Attending: _____ Number Not Attending: _____

Arrangements For Students Not Attending: _____

STAFF

Name Of Teacher In Charge: _____

Other Teachers and Staff Attending: _____

Parents Attending: _____

Faculty Head Approval: _____ Date: _____

Deputy Principal Approval: _____ Date: _____

COSTINGS

Do not include the GST as it only applies to the food component of camps or non-curriculum activities

Total costs:

Venue: \$ _____

Bus Hire: \$ _____

Other \$ _____ Please provide details _____

Sub Total \$ _____

Total Cost \$ _____

Divide total cost by number of Students Attending: Cost per student \$ _____

Venues requiring cheques upon arrival - Please provide details:



CAMP PLAN

Name and Location of Camp _____

Date of Camp: _____ Year Level/s involved: _____

Purpose/Goal of Camp: _____

Venue Location: _____

Venue Contact Person: _____ Telephone: _____

Transport Requirements: _____

College Departure Time: _____ Venue Departure Time: _____ School Return Time: _____

STUDENTS

Number Attending: _____ Number Not Attending: _____

Arrangements For Students Not Attending: _____

STAFF

Name Of Teacher In Charge: _____

Other Teachers and Staff Attending: _____

Parents Attending: _____

Principal Approval: _____ Date: _____

COSTINGS

Do not include the GST as it only applies to the food component of camps or non-curriculum activities.

Total costs:

Venue: \$ _____

Bus Hire: \$ _____

Sub Total \$ _____

Activity 1 \$ _____ Please provide details _____

Activity 2 \$ _____ Please provide details _____

Activity 3 \$ _____ Please provide details _____

Other/Incidentals \$ _____ Please provide details _____

Total Cost \$ _____

Divide total cost by number of students Attending: Cost per student \$ _____

Venues requiring cheques upon arrival - Please provide details:

CAMPS AND EXCURSIONS RISK REGISTER

| | | |
|---------------------|----------------------------|-----------------------|
| Task: | Responsible Person: | Document Name: |
| Analysed By: | Approved By: | Date: |

The purpose of this document is to analyse any procedure or activity to reduce Risk

| Activity | Risks or Hazards | Control Measures | Likelihood | Consequence | Risk Rating: | Approved By: |
|---------------------------|------------------------|--|------------|-------------|--------------|--------------|
| Bus/Coach/Mini Bus Travel | Road Accident | Roadworthy bus and trained/qualified drivers Driver and head teacher to discuss and agree and appropriate route | Rare | Critical | 10 | |
| | Injury | Wear seatbelts if fitted | Unlikely | Serious | 9 | |
| | Travel Sickness | Identify those at risk. Seating position and medication | Occasion | Routine | 8 | |
| | Boarding/Disembarking | Ensure bus parked in safe area <u>People</u> (consider traffic, space and footing) <u>Bus</u> (Ensure bus is on solid ground & clear of traffic) | Unlikely | Serious | 9 | |
| | Missed Time Frames | Allow adequate time for boarding and unanticipated stops | Occasion | Routine | 8 | |
| | Leaving Someone Behind | Check roll and count whenever boarding bus | Unlikely | Routine | 5 | |

| Activity | Risks or Hazards | Control Measures | Likelihood | Consequence | Risk Rating: | Approved By: |
|----------|------------------|---|------------|-------------|--------------|--------------|
| | Sexual Abuse: | Students go to toilets in pairs and not to be left unsupervised Teacher or staff not to be alone one on one with a student | Rare | Critical | 10 | |

Definitions:

| | |
|---------------------------|--|
| Hazard | Potential of harm and/or damage |
| Risk | Possibility of injury or loss |
| Risk Rating | A method of determining risk potential using likelihood and Consequences |
| Extreme Risk Level | Unacceptable – reduce immediately. <u>Board Approval</u> |
| High Risk Level | Implement immediate controls, reduce ASAP. <u>Principal Approval</u> |
| Medium Risk Level | Plan and schedule implementation of preventative measures. <u>Senior Leadership Team Approval</u> |
| Low Risk Level | Review and monitor minor serious. <u>Personal Approval</u> |

Likelihood:

| | | | | | | |
|----------------|---|----|----|----|----|----|
| Almost Certain | A | 11 | 16 | 20 | 23 | 25 |
| Likely | B | 7 | 12 | 17 | 21 | 24 |
| Occasion | C | 4 | 8 | 13 | 18 | 22 |
| Unlikely | D | 2 | 5 | 9 | 14 | 19 |
| Rare | E | 1 | 3 | 6 | 10 | 15 |
| | | 1 | 2 | 3 | 4 | 5 |

Risk Matrix:

Minor Routine Serious Critical Catastrophic

| | |
|---------|-------|
| Extreme | 20-25 |
| High | 10-19 |
| Medium | 6-9 |
| Low | 1-5 |