

CAMPS AND EXCURSIONS POLICY

INTRODUCTION

Camps, excursions and other special event incursions 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.

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.

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 (including at school sleep-overs).

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.

Incursions- 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, excursions and camps.

IMPLEMENTATION

- 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.
- Approval must be sought for all incursions, excursions, camps and any other off-site activity. Staff should fill in the Microsoft Form (MF018 - Excursion, Incursion or Camp Plan) available [on SharePoint](#).
- Whenever a group of students is taken from the school on an off-site activity, a risk assessment must be completed beforehand and submitted into the Risk Register on SharePoint for approval. See Appendix 4 for the Risk Assessment Template.
- Teacher-Student ratios must be adhered to. Any deviation from these ratios should be approved by Chris Harvey (Deputy Principal- Operations).
- Whenever a class group is taken to an off-site activity, a class list must be taken (either on Xuno or in a hard copy list). Attendance for the day should be clearly recorded, including any students absent. If using a hard

copy list, staff should ensure a photo/scan is e-mailed to attendance@vcc.vic.edu.au

- 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 Operoo-Student Care Profiles).
- Student medical information is required for all off-site activities. Organising staff must ensure that the medical information listed on Operoo Care Profiles is up to date before students are allowed to participate. Particular emphasis should be given to students with Asthma or Anaphylaxis- their Individual Minimisation Plans and Action Plans 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 Operoo. In cases where it is anticipated that phone and internet access will be limited, staff must take a hard copy of all Operoo care profiles, consent forms and Distributing Medication Authority Forms.
- If children leave the activity with parents, this is to be recorded on Xuno.
- A roll call must be made before leaving school, before leaving to return to school, and on arrival back at school.
- 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.
- 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:

- Complete the [MF018 - Excursion, Incursion or Camp Plan](#)
- Ensure that regular class teacher-student ratio guidelines are followed.
- Inform parents via weekly homeroom teacher email at least 10 days prior, and through the newsletter two issues before the event.
- Accompanying staff should ensure they have access to Operoo for all medical information (i.e. take a charged, internet-capable digital device that is logged on to Operoo).
- The Camp and Excursion Checklist must be completed- See Appendix 1

SINGLE-DAY EXCURSIONS

For single day excursions teaching staff must:

- Complete the [MF018 - Excursion, Incursion or Camp Plan](#)
- Organise relevant information, class details and permission forms to be uploaded onto Operoo at least 10 days 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.
- Leave relevant details with the Administration Office on the day of the excursion.
- Have parent permission for all students (via Operoo) before leaving the College grounds.
- Accompanying staff should ensure they have access to Operoo for all medical information (i.e. take a charged, internet-capable digital device that is logged on to Operoo).
- The Camp and Excursion Checklist must be completed- See Appendix 1

CAMPS / ADVENTURE ACTIVITIES

- Camps and adventure activities require 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.)
- Residential camps which are used must have ACA (Australian Camps Association) accreditation.
- Relevant information, class details and permission forms should be uploaded onto Operoo 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 Operoo) must be obtained before leaving the College grounds.
- Accompanying staff should ensure they have access to Operoo for all medical information (i.e. take a charged, internet-capable digital device that is logged on to Operoo).
- A Risk Assessment must be undertaken by the VCC Staff member who is organising the camp or adventure activity.
- Relevant information must be left with the Administration Office prior to departure.
- 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.
- Risk Assessments from adventure activity providers must be collected and viewed prior to the camp. This is in addition to the [Risk Assessment](#) completed by VCC Staff.
- 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.

OVERSEAS TRAVEL

- When planning a trip overseas, 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.
- Staff must calculate the appropriate teacher-student ratio depending on student numbers (see below.)

Teacher-Student Ratios – Overseas 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.smarttraveller.gov.au. These sites also provide useful travel information and tips.

BUS AND PRIVATE TRANSPORT

- Transport considerations- including VCC Bus Service vehicles- are addressed in the '[MF018 - Excursion, Incursion or Camp Plan](#)' which can be found on SharePoint.
- Use of the school buses incurs a per-kilometre 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. Further details can be found in the Transport Policy.

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 (available on Operoo in the Form Library.)
 - 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.

INCURSIONS

- Incursion plans must be submitted through the [MF018 - Excursion, Incursion or Camp Plan](#)
- Staff organising the incursion must ensure they are aware of the requirements for guest speakers or external organisation visitors outlined in the Visitors Policy.
- Incursion organisers must complete the Incursion Checklist - See Appendix 2

APPENDICES

- Camp and Excursion Checklist
- Incursion Checklist
- Trangia Training License
- Risk Assessment Template

RELEVANT RESOURCES

- [‘Adventure Activities’](#), School Operations Guide for Excursions: Guidance, Department of Education and Training
- [Excursion Policy](#), Department of Education and Training

RELATED POLICIES, PROCEDURES AND FORMS

- Anaphylaxis Management Policy
- Asthma Policy
- [MF018 - Excursion, Incursion or Camp Plan](#)
- Distributing Medication Authority Form
- Distributing Medicine Policy
- Incident Report Form
- First Aid Policy
- Risk Assessment Template
- Swimming Policy
- Transport Policy
- Visitors Policy
- Volunteer Policy

APPENDIX 1: CAMP AND EXCURSION CHECKLIST

1. BEFORE

	Task- Please tick off once completed	<input checked="" type="checkbox"/>
1.1	Complete the MF018 - Excursion, Incursion or Camp Plan	
1.2	Create approval form on Operoo in conjunction with the Operoo coordinator (Briody Gibson)	
1.3	Contact camp/excursion provider for their Bushfire and Risk Management Plans.	
1.4	Complete a Risk Assessment taking into account bushfire risk and Child Safety procedures.	
1.5	Inform specialist teachers and music tutors of any interruptions.	
1.6	Obtain full medical hard copy from Operoo for camps in remote locations.	
1.7	Check Operoo to ensure all students have consent and all required information has been included in responses (e.g. emergency contact numbers, medical information).	
1.8	Verify that accompanying parent volunteers have completed Volunteer induction (See Approved Volunteer List on SharePoint)	
1.9	Ensure your contact number on Xuno is correct	
1.10	Leave venue phone number (where possible) at Administration Office	
1.11	Ensure that all items necessary for the day are collected and ready (see 'Items to Take on the Camp/Excursion' list below)	

1.2. DETAILS TO BE INCLUDED IN PERMISSION NOTICE ON OPEROO

	Task- Please tick off once completed	<input checked="" type="checkbox"/>
1.2.1	Educational purpose and benefits	
1.2.2	Date, destination, means of transport, departure/return times	
1.2.3	Names of staff attending	
1.2.4	Costs to parents or details of cost covered by excursion levy	
1.2.5	Special requirements for excursion	
1.2.6	Consent for medical treatment and a medical disclaimer	
1.2.7	Emergency contact details for students	
1.2.8	School Uniform requirements	
1.2.9	A list of what to bring to the camp/excursion (i.e packing list for camp including items such as lunch, drink bottle and spending money.	
1.2.10	List of student allergies/medical conditions, and any current illnesses or ailments	
1.2.11	A link to the Distributing Medication Authority Form, should any medication need to be dispensed on the excursion/camp	
1.2.12	A parent declaration that all medical information included in the student's Operoo Care Profile is up to date	

1.11. ITEMS TO TAKE ON THE CAMP/EXCURSION

	Task- Please tick off once completed	<input checked="" type="checkbox"/>
1.12.1	List of students attending/not attending to be taken and a copy left at the office	
1.12.2	Mobile phone, First Aid Bag and student medications such as Epipens (if relevant)	
1.12.3	Printed Operoo Medical forms or a charged, internet-capable digital device that is logged on to Operoo.	
1.12.4	Reception to be informed on departure and return time (admin@vcc.vic.edu.au)	
1.12.5	Hard copies of medical information where applicable (including any Distributing Medication Authority Forms)	

2. ON THE DAY

	Task- Please tick off once completed	<input checked="" type="checkbox"/>
2.1	Leave names of students attending and remaining behind at school with office	
2.2	Let the office know when leaving and once returned	
2.3	Notify Administration of absent students before leaving (if relevant)	
2.4	Inform the College immediately if there is a deviation from the camp/excursion plan (e.g. late return)	

3. AFTER

	Task- Please tick off once completed	<input checked="" type="checkbox"/>
3.1	Ensure bus is clean – if school bus has been used.	
3.2	Take any lost and found items to the Reception Desk	
3.3	Archive necessary forms and notes.	
3.4	Re-book camp site (if relevant)	

APPENDIX 2: INCURSION CHECKLIST

BEFORE

	Task- Please tick off once completed	<input checked="" type="checkbox"/>
1.1	Complete the MF018 - Excursion, Incursion or Camp Plan	
1.2	Contact any external organisation running an incursion 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)	

ON THE DAY

	Task- Please tick off once completed	<input checked="" type="checkbox"/>
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 (Future Course)
- 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: RISK ASSESSMENT TEMPLATE

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	Consequence	Likelihood	Risk Rating:	Approved By:
			Minor Routine Serious Critical Catastrophic	Rare Unlikely Occasion Likely Almost Certain		

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

Likelihood Matrix:		- Risk					Risk Rating <i>Consequence</i>								
Almost Certain	A	11	16	20	23	25	<table border="1"> <tr><td>Extreme</td><td>20-25</td></tr> <tr><td>High</td><td>10-19</td></tr> <tr><td>Medium</td><td>6-9</td></tr> <tr><td>Low</td><td>1-5</td></tr> </table>	Extreme	20-25	High	10-19	Medium	6-9	Low	1-5
Extreme	20-25														
High	10-19														
Medium	6-9														
Low	1-5														
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									
		Minor	Routine	Serious	Critical	Catastrophic									
Consequence Definition:															
DESCRIPTOR		DEFINITION													
Minor		No Injury													
Routine		Injury/III Health requiring First Aid													
Serious		Injury/III Health requiring Medical Attention													
Critical		Injury/III Health requiring Hospital Admission													
Catastrophic		Fatality													
Likelihood Definitions:															
DESCRIPTOR		DEFINITION													
Rare		The event may occur in exceptional circumstances													
Unlikely		The event may occur at some time, say once in 10 years													
Occasion		The event may occur at some time, say once in 3 years													
Likely		The event will probably occur in most circumstances, say once a year													
Almost Certain		The event is expected to occur in most circumstances													