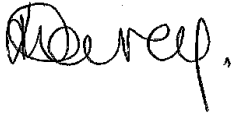



# Woori Yallock Primary School

School Number: 1259



## Camp Policy

|  |  |
|--|--|
| <b>Date Implemented</b>  | 24/7/2018  |
| <b>Author</b>  | Felicity Curnow  |
| <b>Approved By</b>   | School Council   |
| <b>Approval Authority<br/>School Council President:<br/>(Signature &amp; Date)</b> | <br>24/7/2018  |
| <b>Approval by Principal or<br/>Nominee</b>  | <br>24/7/2018   |
| <b>Responsible for Review</b>  | Assistant Principal  |
| <b>Review Date</b>   | 24/07/2019   |
| <b>References</b>  | <a href="#">DEECD Excursion Policy</a><br><a href="#">Safety Guidelines for Education Outdoors</a><br><a href="#">DEECD Excursion Policy</a> |

## **BASIC BELIEFS**

The school's camp program enables students to further their learning and social skills development in a non-school setting. Camps 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 all children with the opportunity to participate in a sequential camping program, that is linked to social, cultural and educational outcomes for students.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend student 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-skills.
- To extend an understanding of their physical and cultural environment.

## **GUIDELINES FOR ACTION**

- All camps must be approved by the Principal and School Council.  
**(Approval must be sought a semester in advance).**
- The Teacher In Charge' will ensure that full records are submitted to council regarding the camp one semester 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. Ideally all camps should be submitted to Council for Principal approval one semester before the camp.
- 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 DEECD guidelines.
- The 'Teacher In Charge' 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 Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing and via an information evening. These will detail and include the 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 and/or make scheduled payment plans. 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 location by staff at all times.
- Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangement will be made by the principal on a case-by-case basis.
- Any family, who has outstanding unpaid payments from previous camps or excursions, may be unable to participate until the payment has been finalised or alternate arrangements have been made via the Principal.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the 'Teacher In Charge'. 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 if their child exhibits behaviour that is considered unacceptable or a danger to others. The Principal, in consultation with the 'Teacher In Charge' 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. 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.
- Office 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.
- In the case where a camp involves a particular class or year level group, the Principal or Delegate will ensure that there is an alternative program available for those students not attending the camp. Work is to be provided by each classroom Teacher.
- The school will provide radios and first aid kits (which includes anaphylactic and asthma medication) for each camp. An attending staff member will be responsible for collecting these prior to leaving.
- For high risk Outdoor Education activities a staff member must have suitable training and current qualifications. All staff members must be aware of the increased duty of care for outdoor education camps/excursions.
- 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).
- School Council requires that a report be tabled after each school camp, detailing feedback regarding the event and a profit and loss statement. The Teacher In Charge provides the report.

### **Safety**

- School council requires that students only travel on buses fitted with seatbelts.
- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the attending staff and be taken on camp. 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. All camps will have an experienced teacher in attendance where possible.
- The 'Teacher In Charge' will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The Teacher In charge will communicate the anticipated return time with the school office in the case where camps 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.

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:

[DEECD Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Risk Management Assessment Form
- Appendix F: Explanatory Notes
- Appendix G: EMERGENCY RESPONSE PLAN PROFORMA
- ADDITIONAL DOCUMENTS:
  - MEDICAL FORM
  - PERMISSION NOTE
  - CLOTHING LIST

### **Appendix A - Pupil / Teacher Ratios**

|   |   |
|---|---|
| <p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face<br/>1:10 Others<br/>2 Experienced Staff</p>  | <p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting<br/><b>NOTE:</b> No student on any element unless supervised</p>  |
| <p><b>Bass Camping</b></p> <p>1:10 Residential; canvas<br/>1:15 Study: residential</p>  | <p><b>Scuba Diving</b></p> <p>1:8 Pool training<br/>1:4 Diving, 2 buddy systems<br/><b>NOTE:</b> 2 qualified staff</p>  |
| <p><b>Board Sailing</b></p> <p>1:3 Beginners<br/>1:5 Novice; intermediate; advanced<br/>2 Experienced sailors</p>   | <p><b>Shooting</b></p> <p>1:1 New or inexperienced<br/>1:5 On the track or mound<br/>1:15 Observers or waiting</p>  |
| <p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters<br/>1:6 Open Waters<br/>1:4 Open Waters, Adverse</p>   | <p><b>Snorkelling</b></p> <p>1:8 Closed water: pool<br/>1:4 Open water<br/><b>NOTE:</b> 2 qualified staff</p>   |
| <p><b>Bushwalking</b></p> <p>1:5 Overnight<br/>1:10 Day</p>   | <p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight<br/>1:10 Alpine, Nordic – day<br/>1:10 Non-skiing</p>   |
| <p><b>Canoeing</b></p> <p>1:6<br/>2 Staff members</p>   | <p><b>Surf Activities</b></p> <p>1:10 Beach<br/>1:8 Surf<br/><b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach</p>  |
| <p><b>Cycling</b></p> <p>1:10</p>   | <p><b>Swimming</b></p> <p>1:20 Enclosed pools<br/>1:10 Open water</p>   |
| <p><b>Horse Riding</b></p> <p>1:1 Basics<br/>1:5 Beginners<br/>1:8 Semi-experienced<br/><b>Riding School:</b><br/>1 Experienced teacher with instructor<br/>2 Experienced teachers if no instructor or group exceeds 10</p> | <p><b>Water Skiing</b></p> <p>1:20 Shore<br/>1 Student on two at any one time; if highly experienced two may be taken together<br/>2 People in boat – driver and observer; one must be staff member</p> |
| <p><b>Orienteering</b></p> <p>1:10 Bush</p>   |   |

## Appendix B - Pro-forma for School Approval for all Camps

*\*This form must be completed and handed to the Principal two weeks before School Council. School Council approval is required one Semester before the camp date and for interstate*

and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. The Teacher-In-Charge MUST attend the Council meeting to present camp information.

### Camp Location / Phone

Name of Camp: \_\_\_\_\_

Name of nearest town: \_\_\_\_\_

Address of Camp: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone of Camp: ( ) \_\_\_\_\_

#### Emergency Services Phone Number and Locations:

**Police** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Fire** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Doctor** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Hospital** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Ambulance** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

#### Type of Camp Accommodation:

Canvas  Bunkhouse  Chalet

Motel  Hotel  Other

If *other*, please give details: \_\_\_\_\_

### Dates / Times

Leave School at \_\_\_\_\_ am/pm on \_\_\_\_\_  
(day/month/year)

Arrive back at School \_\_\_\_\_ am/pm on \_\_\_\_\_  
(day/month/year)

No. of days of Camp: \_\_\_\_\_

Is this Camp in: School time only? YES  NO

Holidays time only? YES  NO

School time and holidays/weekends time? YES  NO

Does this camp clash with any major school activities on the School calendar? YES  NO

If YES, list these activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Staff included**

Teacher-In-Charge: \_\_\_\_\_  
\_\_\_\_\_

No. of extra staff required to meet safety ratios:

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Totals: \_\_\_\_\_

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). Non-teaching staff will require a WWC.

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

FIRST AIDER – ATTENDING and LEVEL of FIRST AID

PLEASE NOTE FIRST AID AND MEDICATION POLICY NEED TO BE READ AND ENACTED ON CAMP.

It is the responsibility of the Teacher-in-Charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES  NO

Can these ratios be met with the above staff requested? YES  NO

**Student Numbers / Age**

Actual names are NOT required when this approval application goes to School Council.

Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Totals: \_\_\_\_\_

Age range of most students: \_\_\_\_\_ to \_\_\_\_\_

**Budget**

| <b>Budget</b>                        |  |
|--------------------------------------|--|
| <i>INCOME</i>                        | <i>EXPENDITURE</i>   |
| Student Fees<br><i>Other income:</i> | Transport<br>Food<br>Accommodation<br>Staffing<br>Equipment<br><i>Other expenditure:</i> |
| <b>Total income:</b>                 | <b>Total expenditure</b>   |

Cost of camp (per student): \$ \_\_\_\_\_

**Educational aims of Camp** (*state briefly*)

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**Method of Travel / Route**

Travel to the Camp: \_\_\_\_\_

Travel back to School: \_\_\_\_\_

Travel while at Camp: \_\_\_\_\_

Are staff members' cars involved? YES  No

If YES, complete the details below:

| CAR OWNER | TYPE | REG. No # | INSURANCE  | COMPANY | SIGNATURE |
|-----------|------|-----------|--|---------|-----------|
|           |      |           | YES <input type="checkbox"/> No <input type="checkbox"/> |         |           |
|           |      |           | YES <input type="checkbox"/> No <input type="checkbox"/> |         |           |

**NOTE:** All staff cars must be covered by comprehensive insurance policies.

Are staff members driving buses? YES  No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

| NAME OF STAFF | LICENCE NUMBER | EXPIRY DATE |
|---------------|----------------|-------------|
|               |                |             |
|               |                |             |

**NOTE:** If a BUS is hired (self drive or with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

|   |
|---|
| All transport requirements comply with the advice in the School Policy and Advisory Guide, <a href="#">Transporting Students</a> and <a href="#">VicRoads</a> regulations. <input type="checkbox"/> YES |
|---|

**Route**

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

**Activities on this Camp**

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – **(see Appendix A)**. You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

| ACTIVITY | STAFF RATIO | SPECIAL STAFF ON SITE QUALIFICATIONS | STUDENT EQUIPMENT |
|----------|-------------|--------------------------------------|-------------------|
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |

**Adventure activities**

Tick the [adventure activities](#) that have been planned to occur during the program:

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Abseiling                    | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking          |
| <input type="checkbox"/> Canoeing/kayaking            |                                       |   |
| <input type="checkbox"/> High Challenge- ropes course |                                       |   |
| <input type="checkbox"/> Low Challenge-ropes course   |                                       |   |
| <input type="checkbox"/> Cycling                      | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering                 | <input type="checkbox"/> Rafting      | <input type="checkbox"/> Rock climbing        |
| <input type="checkbox"/> Sailing                      | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling          |
| <input type="checkbox"/> Snow activities              | <input type="checkbox"/> Surfing      | <input type="checkbox"/> Swimming             |
| <input type="checkbox"/> Water skiing                 | <input type="checkbox"/> Windsurfing  | <input type="checkbox"/> Other:               |

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

Staff providing instruction activities have read the relevant safety guidelines  YES

**Camp Insurance - A member of staff need to SIGHT a copy of the Camp's Insurance Policy and note details below for School Council.**

| INSURANCE COMPANY | POLICY No. | TYPE OF INSURANCE | LIMIT OF COVER |
|-------------------|------------|-------------------|----------------|
|                   |            |                   |                |

## Certification

As the Teacher-in-Charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities above.

Teacher-in-charge:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

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**Approved and minuted at a school council meeting on \_\_\_\_\_**  
\_\_\_\_\_

School Council President:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the Teacher-In-Charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
  - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
  - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
  - (c) Confidential medical report for School camps.
  - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.

## **Appendix C - Guidelines for teachers planning a camp**

### **1. Introduction**

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion / camp by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school

services officers, community members, campsite staff and trainee teachers. All MUST have an up to date Working with Children card to attend.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home BY THE PRINCIPAL if their behaviour warrants a severe consequence.***

## 2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

## 3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

## Appendix D - 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



## Appendix E – Risk Management Assessment Form

### Section 1 – Environment Emergency Management Assessment

Venue Assessed \_\_\_\_\_ for month of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

|   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul> | <ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul> | <ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul> |
|---|---|---|

|            |           |     |          |      |           |
|------------|-----------|-----|----------|------|-----------|
| Likelihood | Very High |     |          |      |           |
|            | High      |     |          |      |           |
|            | Moderate  |     |          |      |           |
|            | Low       |     |          |      |           |
|            |           | Low | Moderate | High | Very High |
| Impact     |           |     |          |      |           |

| Environmental Emergency  | Event | Risk Management Strategies |
|--|-------|----------------------------|
| Very high or high likelihood / very high or high impact                      |       |                            |
|  |       |                            |
|  |       |                            |
| Very high, High and moderate likelihood / Very high, high or moderate impact |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |
| Very high, High, Moderate or Low likelihood / High and Very High Impact      |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |

### 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: |
|--------------|-------|----------------------|

|   | <b>Dangers</b><br>Factors which could lead to each inherent risk eventuating | <b>Risk Management Strategies</b><br>Strategies to reduce risks |
|---|--|---|
| <b>People</b><br>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number |  |   |
| <b>Equipment</b><br>Resources that impact on the activity e.g. clothing, footwear, teaching equipment             |  |   |
| <b>Environment</b><br>Factors that impact on the activity e.g. Weather, terrain, water                            |  |   |

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

## **Dates**

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

## **Educational purpose and program outline**

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

*For example: A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

## **Overnight accommodation**

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

## **Transport**

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

### **Supervising staff**

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

## APPENDIX G - EMERGENCY RESPONSE PLAN PROFORMA

*Copies of this document should be provided to all staff and to the school's designated emergency contact person. The information supports the initial response to an incident and should form part of a more detailed emergency management plan.*

### Features of the region

- *Describe the location and its geographic features*

### Communication with emergency support

- *How will the group communicate with emergency support?*

### How will emergency services access the group at each location?

- *How long will it take for support to arrive?*
- *Provide descriptions of multiple access routes if possible*
- *Detail approximate travel time to medical help from the location*
- *List sources of emergency support*
- *Consider whether helicopter access is possible*

### Information required when reporting a serious accident

- *Number of students injured, names of students injured*
- *Suspected injuries*
- *When it happened...Where it happened...What happened*
- *Current location of injured student(s)*
- *Student's present condition*
- *Condition of other group members and the name of the person who is with them*
- *What is currently happening*
- *Estimated time of next communication and method of communication*

#### Phone Contacts

Emergency Services: 000

Local Emergency Services (The location of emergency services should be marked on maps where possible.)

##### Ambulance

- ☎ Police
- ☎ Hospital / Medical Centre
- ☎ CFA
- ☎ SES
- ☎ Other

##### Suggested Contacts

- ☎ Principal
- ☎ Assistant Principal
- ☎ Reception
- ☎ 24 hour phone contact (including name(s))

#### DEECD Contact

- ☎ Security Services Unit (03) 9589 6266 – 24 hour service

#### Program Contacts:

*Indicate the type of phone being used (eg. Satellite phone, digital mobile, UHF) and possible limitations of service.*

- ☎ Teacher in Charge:
- ☎ Staff name:
- ☎ Local area contact(s)

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### Confidential Medical Information for School Council Approved Camps

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. This medical form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion / camp unless the Department of Education is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: Teacher to fill this in  
Date(s): Teacher to fill this in

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/guardian's full name:

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours*

*Business hours*

Name of family doctor: \_\_\_\_\_

Address of family doctor:

\_\_\_\_\_

Medicare number: \_\_\_\_\_

Medical/hospital insurance fund: \_\_\_\_\_ Member number: \_\_\_\_\_

Ambulance subscriber?  Yes  No If yes, ambulance number: \_\_\_\_\_

Is this the first time your child has been away from home?  Yes  No

**Please tick if your child suffers any of the following:**

- |   |  |   |                                   |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> Asthma (if ticked complete Asthma Management Plan) | <input type="checkbox"/> Bed wetting     |   |                                   |
| <input type="checkbox"/> Blackouts  |  |   |                                   |
| <input type="checkbox"/> Diabetes   | <input type="checkbox"/> Dizzy spells    | <input type="checkbox"/> Heart condition  | <input type="checkbox"/> Migraine |
| <input type="checkbox"/> Sleepwalking                                       | <input type="checkbox"/> Travel sickness | <input type="checkbox"/> Fits of any type |                                   |

Other: \_\_\_\_\_

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**Swimming ability**

*Please tick the distance your child can swim comfortably.*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Cannot swim (0m)             | <input type="checkbox"/> Weak swimmer (<50m) | <input type="checkbox"/> Fair swimmer (50-100m) |
| <input type="checkbox"/> Competent swimmer (100-200m) | <input type="checkbox"/> Strong (200m+)      |   |

**Allergies**

*Please tick if your child is allergic to any of the following:*

Penicillin  Other Drugs: \_\_\_\_\_

Foods: \_\_\_\_\_

Other allergies: \_\_\_\_\_

What special care is recommended for these allergies? \_\_\_\_\_

\_\_\_\_\_

Year of last tetanus immunisation: \_\_\_\_\_

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

## Medication

Is your child taking any medicine(s)?  Yes  No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

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All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

## Medical consent

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above) \_\_\_\_\_

\_\_\_\_\_

Date:

The Department of Education and Early Childhood Development requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

**Note:** You should receive detailed information about the excursion/program prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.



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## Parent Camp Consent

To obtain effective consent, schools need to provide sufficient information to parents about the nature of and risks associated with the excursion. Parents must be able to give informed consent to their child's participation in the excursion after considering the risks. Specific information about the excursion should be included here or provided as an attachment. There must be full disclosure. Parents should also be given the opportunity to ask questions.

A risk assessment of all adventure activities must be completed and submitted to the school council as part of the approval process.

**Name of school:**

**Title of excursion:**

**Educational purpose of the program:**

What do you hope the students will learn from the experience?

**Details of supervising staff:**

Name all staff and indicate who the teacher-in-charge is.

**Costs:**

Include all foreseeable program and incidental costs as well as the refund policy.

**Name and contact details of the 24-hour school emergency contact:**

This is for parents who need to contact students during the program. You can list more than one contact.

**Departure details**

Include the time, date and place where students depart for the excursion.

**Return details**

Include the time, date and place where students return from the excursion.

**Distance from expert medical care:**

How far the students will be away from expert medical care (eg. hospital or ambulance)?

**Accommodation arrangements:**

Type of accommodation eg. campsite, tents, caravan park etc

**Travel arrangements:**

How will students be transported to, during and from the program?

**Adventure activities to be undertaken or that may be offered to students throughout the program:**

List proposed activities as well as any alternative or back-up activities planned.

**Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.**

**A risk management plan for this program has been developed by staff and is available for parents to review on request.**

**Attachments**

- Daily itinerary
- Group equipment list (if relevant)
- Clothing list
- Medical form
- Further location descriptions (if applicable)

**Student behaviour**

'I understand that in the event of my son's/daughter's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

**ICT/Photograph consent**

'I agree to my child using the Internet and computer network in accordance with the same Internet student users' agreement that applies at their current school.'

'I also consent to my child being photographed and/or visual images of my child being taken during activities by the school for use in the school's publications, school's website or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.'

**Consent for emergency transportation**

'In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above.'

**Student accident insurance**

The Department of Education does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

**Parent consent**

I have read all of the above information provided by the school in relation to the [insert program name here], including any attached material.

I give permission for my daughter/son \_\_\_\_\_  
(full name) to attend.

Parent/guardian: \_\_\_\_\_ (full name)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

In case of emergency I can be contacted on:

\_\_\_\_\_ OR:

\_\_\_\_\_

**Note:** Parents should also complete the 'Confidential medical information for school council approved school excursions'.

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## CLOTHING AND PERSONAL EQUIPMENT LIST

### General considerations

Clothing taken on camps, outdoor or adventure programs should allow participants to be comfortable and protected in a range of conditions, regardless of the season. Clothing that is quick drying and resistant to damage is ideal. Clothing should fit the person well. Practicality is the emphasis rather than how fashionable clothes are! Unsuitable or ill-fitted clothing can impair student participation and may be hazardous.

**Note:** Students must not bring alcohol, cigarettes, medication not documented on the medical form, or illegal substances. Other items not to be taken must be communicated to students and parents.

### Essential clothing and equipment all students must bring:

- sun hat (not to be worn under helmets)
- sneakers
- water bottle
- rain coat
- warm jumper

### Other Clothes

- long pants
- windcheaters
- shorts
- swimmers
- pair mittens or gloves
- 2 pair sneakers (1 x old\* and 1 x new)
- long sleeve warm shirts or thermal tops
- woollen jumper (at least one)
- t-shirts
- changes of underwear
- socks
- pyjamas
- rain coat

### **Toiletries**

- soap
- toothbrush and toothpaste
- sunscreen
- insect repellent

### **Personal equipment**

- torch
- personal medical requirements
- camera
- thongs
- sunglasses

### **For Winter Programs**

#### **Clothing**

- Thermal underwear
- Gloves
- Beanie
- Warm overcoat

#### **Sleeping**

- sleeping bag
- sleeping mat
- pillow

### **Notes**

- Staff should communicate to students what money they may need for incidentals during the program.
- All personal items and baggage should be clearly marked with the owner's name.
- A policy on portable music players should be communicated to students and parents. Where such items are allowed, it should be made clear to parents and students that no responsibility will be taken for any loss.
- A policy on mobile phones should be communicated to students and parents. Where such items are allowed, it should be made clear to parents and students that no responsibility will be taken for any loss, see: [School Policy and Advisory Guide – Students Using Mobile Phones.](#)
- As a health precaution students are advised not to bring aerosol propellant cans e.g. deodorant sprays.

*Note: This proforma provides one suggested list of clothing and equipment. There may be other essential or useful items and as such it is not an exhaustive list.*

