

Yarra Junction Primary School

School Number: 3216



EXCURSION POLICY

| | |
|--|--|
| Date Implemented | 29/04/2014 |
| Author | Laurie Martin |
| Approved By | School Council |
| Approval Authority School Council President: (Signature & Date) | _____/____/2014 |
| Approval by Principal or Nominee | _____/____/2014 |
| Responsible for Review | Assistant Principal |
| Review Date | 29/04/2017 |
| References | DEECD Excursion Policy Safety Guidelines for Education Outdoors DEECD Excursion Policy |

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BASIC BELIEFS

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

PLEASE NOTE LOCAL EXCURSIONS ARE DESIGNATED AS BEING WITHIN THE SHIRE OF THE YARRA RANGES

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Implementation:

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The principal is responsible for the approval of all non-adventure single-day excursions other than adventure activities which must be approved by the School Council.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher In Charge and other key members must meet formally with the Principal, to seek 'in principle' support for the event.
- If the principal's approval is granted, detailed planning should commence. This must include a site risk assessment and a risk assessment. (Excludes local excursions)
- When presenting information to the Principal, organising staff must be aware that the Principal will consider the following:-

- •What is the purpose of the excursion and its connection to student learning?
- •Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
- •Is an appropriately trained member of staff able to provide first aid?
- •Have supervisory adults who are not registered teachers completed a Working with Children Check?
- •Is the location of staff and students throughout the excursion including during travel known?
- •Is a record of telephone contacts for supervising excursion staff available?
- •Is a record of the names and family contacts for all students and staff available?
- •Are copies of the parental consent and confidential medical advice forms for those students on adventure excursion available?

• Adventure activities organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.

•Once written approval has been granted, the online Notification of School Activity form needs to be submitted three weeks prior to the activity if required. (required if country schools travelling beyond the local town/city, rural schools travelling beyond the local area, metropolitan schools travelling beyond the greater metropolitan area).

•The principal requires that a report be e-mailed after a day excursion, detailing feedback in the event of any accidents, mishaps or areas for future improvement.

•Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.

•Classroom teachers will be given the first option to attend excursions.

•The school will provide a mobile phone, radios and a first-aid kit for all day excursions.

•Copies of completed Permission forms, and signed "Confidential Medical Information" forms (adventure activities only) must be carried by excursion staff at all times.

•A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards to the anticipated return time.

•Parents of children involved in excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –

1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
2. The need to include both male and female parents.
3. The special needs of particular students.
4. Satisfactory Working with Children Check

•Parents selected to assist with day excursions may be required to pay their excursion costs.

•The primary references that must be consulted when considering all day excursions is the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

GUIDELINES FOR ACTION

- In principle agreement **MUST** be sought before any formal planning is to take place.
- Staff wishing to organise excursion must submit a proposal to the principal (on attached forms).
- All excursions must be approved by the Principal by submitting appropriate documentation.
- The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: [DEECD Excursion Policy](#)
- The 'Teacher In Charge' will complete the 'Notification of School Activity' at:

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EXCELLENCE IN EDUCATION**

www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.

- School Council will be notified (and if required, give approval) of school excursions (Adventure Activities).

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, MUST be rigorously observed.

Consideration in planning should include:

- Completing Yarra Junction Primary School's Risk Management Assessment.
- All students medical information is up to date on CASES21 (Medical forms required for Adventure Activities).
- Informing parents of excursion details including date and cost, allowing reasonable time for returning payment and required documentation. YJPS provides student accident insurance – please see policy.
- Staff to student ratios (refer to Appendix I) to be adhered to at all times.

ACCESS TO EXCURSIONS

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, 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.
- Parents experiencing financial difficulty, who wish for their children to attend excursions, will be required to discuss their individual situation with the principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- Any family, who has outstanding unpaid payments from previous camps and/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 excursions. Parents will be notified if their child is in danger of losing the privilege to participate due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Parents will be requested to collect their child from the excursion if their child exhibits behaviour that is considered unacceptable or a danger to others. The Principal with the 'Teacher In Charge' in consultation, will make this decision. Costs incurred will be the responsibility of the parent.
- All students must have returned a signed permission note and payment, to be able to attend a school excursion.
- All excursion staff and students will be made familiar with specific procedures for dealing with emergencies.
- On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

EXPECTATIONS

A designated Teacher In Charge will coordinate each excursion. The Teacher In Charge must keep ongoing student lists and inform the Office staff regularly.

Copies of the completed permission notes and medical information must be carried by excursion staff at all times.

The school will provide a first aid kit for each excursion, including prescribed medication (EpiPens & Asthma). Each classroom teacher is responsible for collecting EpiPens/ Asthma & medication, prior to leaving and returning.

The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.

The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.

The Assistant Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion. Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some students' expenses, this is at the Principal's discretion.

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an excursion. Students and parents/carers will need to sign the 'student behaviour' acknowledgement on each excursion, permission notice.

The emergency management process of the school will extend to and incorporate all excursions.

The Teacher In Charge will communicate the anticipated return time with the school office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.

Appendix A - Pupil / Teacher Ratios

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

Appendix B - Pro-forma for School Approval for all Camps / Excursions

**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 WWCC.

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 AIDE

PLEASE NOTE FIRST AIDE AND MEDICATION POLICY NEED TO BE READ AND INACTED 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

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

Cost of camp (per student): \$ _____

Educational aims of Camp *(state briefly)*

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, [Transporting Students](#) and [VicRoads](#) regulations. 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 |
|----------|-------------|--------------------------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |

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 – low | | |
| <input type="checkbox"/> Challenge ropes course – high | | <input type="checkbox"/> 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: _____

Approved and minuted at a school council meeting on _____
(For Adventure Activities)

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 excursions / 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 excursions 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 / excursion

1. Introduction

Excursions / 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 (excursions / 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

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

| | | | | | |
|-------------------|------------------|------------|-----------------|-------------|------------------|
| 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 | | |
| | | |
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| | | |

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: |
|--------------|-------|----------------------|

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

Appendix F - EXPLANATORY NOTES

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)

Yarra Junction Primary School
2370 Warburton Hwy,
Yarra Junction 3797
Ph: 5967 1544
Fax: 5967 1447
www.yjps.vic.edu.au
E-mail: yarra.junction.ps@edumail.vic.gov.au



Confidential Medical Information for School Council Approved Camps / Adventure Activity

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:

Asthma (if ticked complete Asthma Management Plan) Bed wetting
 Blackouts

Diabetes Dizzy spells Heart condition Migraine

Sleepwalking Travel sickness Fits of any type

Other: _____

Swimming ability

Please tick the distance your child can swim comfortably.

Cannot swim (0m) Weak swimmer (<50m) Fair swimmer (50-100m)

Competent swimmer (100-200m) 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.

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 Excursion / 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.

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.

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 / excursions, 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 hazards.

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

Sleeping

- sleeping bag
- sleeping mat
- pillow

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

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.

